



**EMERGE INTO A NEW CAREER.**

PRIMARY CARE PARAMEDIC  
COURSE CALENDAR 2022



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# PRIMARY CARE PARAMEDICS

A Paramedic is a healthcare professional, providing pre-hospital assessment and medical care to people with acute illnesses or injuries. In Canada, the title Paramedic generally refers to those who work on land ambulances or air ambulances providing Paramedic services. Paramedics are increasingly being utilized in emergency rooms by providing patient care in collaboration with physicians, physician assistants, nurse practitioners, registered nurses, registered practical nurses, and registered respiratory therapists.

Paramedic education, is an intensive academic program of formal theory and clinical experience which varies from province to province.

In Ontario, Paramedics are permitted to perform regulated medical acts by the process of 'delegation.' This means that a physician, known as the medical director, has become familiar with the individual Paramedic and then has delegated authority to that Paramedic which allows them to perform specific regulated medical act under defined situations.

Paramedics often work long hours; with a variety of 8, 10, 12 and 14 hour shifts. Salary and benefits are generally commensurate with the level of education and certification, Paramedics consider their career to offer intangible benefits and reported job satisfaction is generally high.

In Ontario there are three levels of Paramedics; Primary Care (PCP), Advanced Care (ACP), and Critical Care (CCP). After additional training, PCPs may become Advanced Care Paramedics. Critical Care Paramedics require even further education and training and then function with a greatly expanded scope of practice over ACPs.



# OVERVIEW OF THE COLLEGE

Ontario College of Health & Technology was founded in 2006 and is registered as a Private Career College under the Private Career Colleges Act, 2005.

Our mission is to provide a learning experience for students based on trust, respect, optimism and intentionality; the assumptions of invitational education.

The College continually strives to learn what it is that students really want and need, to deliver it consistently and then make it even better. Our focus is to provide

quality private education in an exceptional school environment.

Our instructors in the Primary Care Paramedic Program are practicing Paramedics, Psychologists, and Educators, with many years of commitment and practice in their respective fields who bring a variety of skills to the program, learned via experience and continued education.



# ADMISSION REQUIREMENTS

## THE ADMISSION REQUIREMENTS FOR THE PARAMEDIC PROGRAM ARE AS FOLLOWS:

1. Secondary School Diploma or GED
2. Standard First Aid and Health Care Provider CPR
3. Clear Vulnerable Sector Search (VSS) Police Check done within semester 2 of the program.
4. All activities (lectures, seminars, laboratories, etc.) at the Ontario College of Health & Technology are conducted in English so it is essential that every student possesses strong English writing, comprehension and speaking skills in order to prepare them for the program curriculum and any other components of the program (Clinics and Outreaches).
5. Attendance at an interview session and tour.

## SELECTION CRITERIA

Students are required to submit a resume and their high school transcript at the interview and tour. They are also required to fill out a questionnaire with two short answer questions. The resume, transcript, and short answer questions are all graded and a minimum score is required for entrance into the program.

## POLICY ON REFUSING ADMISSION

Applications are assessed by the Director of Academics which accepts, refuses, or defers the admission of applicants to the Paramedic program.

At the Ontario College, we take a holistic approach to the acceptance of students. In determining the suitability of a student for a program we look at 6 different categories of selection criteria.

1) Previous Transcripts – For entrance into some programs we are looking for specific courses. For other programs we are looking at overall grades. Our programs do not have minimum grades for acceptance but if transcripts show an inability to pass high school courses, that may impede admission into the program.

2) Former Employment – It is important that students have had experience working while in high school as evidence of time and work/life balance management.

3) Volunteering/Sports – Candidates who volunteer or are in some way part of a sports team bring life experience to programs that is invaluable. These criteria are not mandatory for acceptance but they will enhance an application.

4) Level of Maturity – Our programs require students to interact with others during vulnerable situations. An appropriate level of maturity is required to be successful in the program and career.

5) Tour/Interview Interaction – Every student requesting admission will meet with the specific Program Co-ordinator. Applicants may be refused admission at any time throughout the application process if they conduct themselves inappropriately or make comments considered derogatory or offensive.

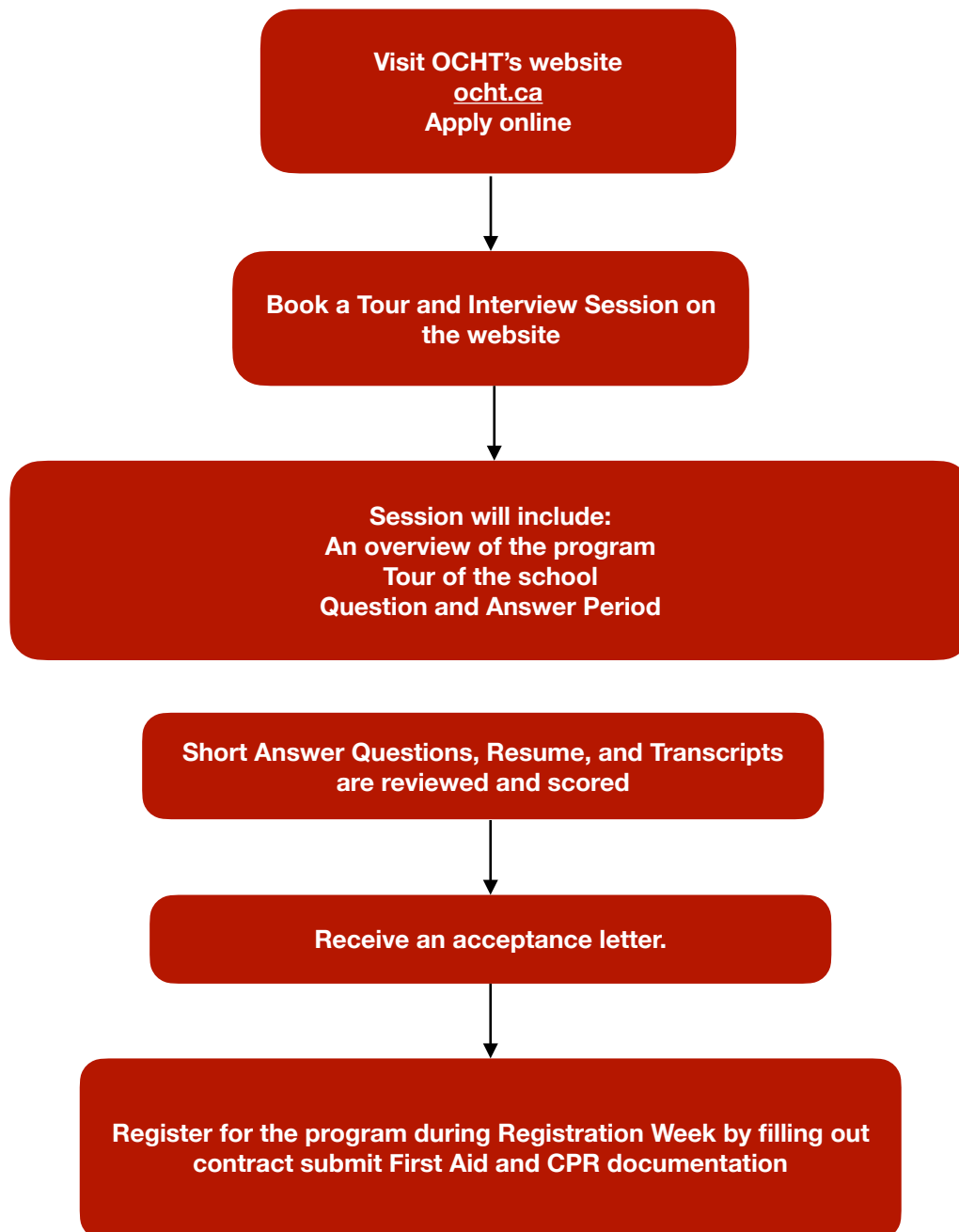
6) Language and Literacy - Relating to the short answer questions

Our goal is to make sure that every student starting a program will be successful in the program. Meeting the minimum requirements does not guarantee acceptance into the program.

The Director of Academics does not have to provide an applicant further explanation of the reason for refusal of admission.

# HOW TO APPLY

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# YOUR CAREER AS A PARAMEDIC

Paramedics respond immediately to 911 emergency calls involving any type of accident, disaster, or medical emergency. At the scene of the emergency, they quickly assess patient's condition and take action using recommended guidelines and procedures.

After dispensing initial treatment at the scene, they then help transport patients to medical facilities, monitoring them all the way until they are handed over to hospital staff.

Occasionally, depending on the patient's condition, they may be required to perform certain types of invasive procedures such as injecting pain-relieving medications, administering advanced airway management, and/or fluid resuscitation.

To work as a Paramedic, you will need to have several key qualities in order to deal with the different scenarios that you are likely to encounter during the course of your job.

## **A STRONG STOMACH**

This is not a job for the faint of heart. Blood, tissues, and bodily fluids, as well as fractured and even severed limbs are all too common at the scene of gruesome accidents and disasters. There's no running away from the fact that this is something you will have to deal with almost every day on the job. If you do not have the stomach for it, this may not be the right career path for you.

## **THE ABILITY TO STAY CALM IN STRESSFUL SITUATIONS**

The ability to handle stressful situations calmly and make critical decisions amidst the reigning chaos is a large part of the job. Hysteria, chaos, and sometimes anger are the prevailing emotions after any type of accident or disaster. As a paramedic, you must be expected to stay focused on treating the injured and not succumb to the pressure of the moment. The lives of those injured depend on your ability to make quick and accurate decisions.

## **CRITICAL THINKING AND PROBLEM-SOLVING SKILLS**

Excellent critical thinking skills are essential for assessing and diagnosing patients rationally and accurately. In this role you must be able to identify and evaluate problems quickly, using your best judgment to find effective solutions.

## **PHYSICAL FITNESS**

There is a lot of sitting, kneeling, bending, and reaching out involved in this job. During the course of your job, you may have to lift, pull or push patients of all sizes, sometimes alone or with only a partner to help. This requires a certain amount of physical fitness and strength.

## **GOOD COMMUNICATION AND INTERPERSONAL SKILLS**

Paramedics often work in high-stress situations. Patients, family members, and even bystanders often let their emotions get in the way, making it difficult for you to do your job. Good communication, interpersonal, and instructional skills are essential to calming everyone down and getting on with treating the injured.

## **FLEXIBILITY**

Emergencies can happen at any time, sometimes when you are least prepared. In this role, most times you will be working in unstructured environments that are ever changing. You must be prepared to switch over from handling routine calls to attending life-threatening emergencies with little or no notice. You must be capable of coping with situations that you may find stressful, distressing, or dangerous, ensuring that patient care is a priority at all times.

## **ACCOUNTABILITY**

It's important to understand that as humans we sometimes make mistakes. However, when a mistake is made by a Paramedic, it can often affect the life or health of another person. As such, healthcare professionals tend to feel guilt, shame, and even anger towards themselves if they make a mistake. Professional paramedics know that giving in to these feelings will only make things worse and doing so might even increase the probability of it happening again.

Those interested in pursuing a career as a Paramedic should be able to learn from their mistakes and move on from them. A good way for a paramedic to ensure that he or she does not make the same mistake twice is to take time to reflect on it and think about the ways in which it could have been avoided or corrected.

# A-EMCA CERTIFICATION

Upon completion of the College's Primary Care Paramedic Program, our graduates are eligible to write the Advanced Emergency Medical Care Assistant (A-EMCA) examination.

Candidates for the A-EMCA are offered three attempts to successfully pass (70% required) the exam before remedial

training is required & may work for an ambulance service for up to 210 days while preparing.

For more information on the A-EMCA, please go to:

**Ministry of Health and Long-Term Care Website**

**[www.health.gov.on.ca/en/pro/programs/emergency\\_health/edu/exam.aspx](http://www.health.gov.on.ca/en/pro/programs/emergency_health/edu/exam.aspx)**

# SCHEDULE OF DATES 2022-2023

# SEMESTER START DATES

## APRIL 2022 START

<b>SEMESTER 01</b>	April 25 to August 5, 2022
<b>SEMESTER 02</b>	September 12 to December 20, 2022
<b>SEMESTER 03</b>	January 9 to April 21, 2023
<b>SEMESTER 04</b>	May 1 to August 11, 2023
<b>A-EMCA EXAM</b>	October 2023

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## SEPTEMBER 2022 START

<b>SEMESTER 01</b>	September 12 to December 20, 2022
<b>SEMESTER 02</b>	January 9 to April 21, 2023
<b>SEMESTER 03</b>	May 1 to August 11, 2023
<b>SEMESTER 04</b>	September 11 to December 18, 2023
<b>A-EMCA EXAM</b>	February 2024

# FINANCIAL INFORMATION

TUITION AND OSAP

# TUITION COSTS

## **TOTAL TUITION COST (APRIL 25, 2022)**

**\$20,500.00\*†§**

**(\$25,500.00 INTERNATIONAL STUDENTS)**

<b>SEMESTER 01</b>	\$1400/month
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<b>SEMESTER 02</b>	\$1400/month
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<b>SEMESTER 03</b>	\$1400/month
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<b>SEMESTER 04</b>	\$925/month
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1. Tuition is to be paid the first day of every month.
2. If payment has not been received by the end of the 3rd day of the month, a \$100.00 penalty will be added to your account.
3. If two consecutive tuition payments are missed, the College has the right to withdraw the student from the program.
4. If all fees have not been paid by the completion of the semester, the College has the right to withdraw the student from the program.
5. Payments must be made through the student portal on [www.ocht.ca](http://www.ocht.ca) via VISA Debit or credit card. Tuition payments are not accepted at the front desk of the College.
6. Monthly tabs for items purchased at the college are due the last Friday of each month, payment is made at the front desk.

## **TOTAL TUITION COST (SEPT 12, 2022)**

**\$20,900.00\*†§**

**(\$25,900.00 INTERNATIONAL STUDENTS)**

<b>SEMESTER 01</b>	\$1400/month
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<b>SEMESTER 02</b>	\$1400/month
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<b>SEMESTER 03</b>	\$1400/month
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<b>SEMESTER 04</b>	\$1025/month
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\*Text Books are NOT included in tuition fees

† Uniforms are included

§ Students need to provide their own transportation to college and placements

Financial assistance may be available for those who qualify.

Major banks offer Line of Credit Student Loans, as another source of funding.

## OSAP SPECIFIC INFORMATION

When filling out your OSAP Application:

Ontario College of Health and Technology does not appear on the initial OSAP list of approved colleges, you must enter the name in the space provided exactly as written here: **Ontario College of Health & Technology**

You can only apply for OSAP for less than 52 weeks at a time.

You will apply for the first 45 weeks (semesters 1, 2 and 3) and then later apply for the second year (semesters 4) of 15 weeks.

## THE INFORMATION YOU NEED TO PUT IN IS AS FOLLOWS:

### APRIL START DATE

**START DATE:** April 25, 2022

**END DATE:** April 14, 2023

**NUMBER OF WEEKS:** 45

**PROGRAM COST FOR 45 WEEKS:** \$16,800.00

**TEXTBOOK COST:** \$1,200.00

**OTHER EQUIPMENT FEE:** \$1605.00

### SEPTEMBER START DATE

**START DATE:** Sept 12, 2022

**END DATE:** August 4, 2023

**NUMBER OF WEEKS:** 45

**PROGRAM COST FOR 45 WEEKS:** \$16,800.00

**TEXTBOOK COST:** \$1,200.00

**OTHER EQUIPMENT FEE:** \$1605.00

## OTHER INFORMATION FOR YOUR OSAP APPLICATION

This is a Diploma program.

You are taking a 100% course load.

Read each line of the application carefully and make sure you have a record of all previous employment income and an idea of the income you will be making when you are in the program, ready before you start filling out the application.

The first OSAP payment will not be in your account before the first payment of \$1400.00 is due. You are still required to make this payment on time. If you need to wait until your OSAP is deposited in your account, you will have to pay a \$100.00 late fee for the first of the month. You will also need approximately \$500.00 for books before you receive your OSAP payments.



# PRIMARY CARE PARAMEDIC PROGRAM OVERVIEW

# PRIMARY CARE PARAMEDIC

The Primary Care Paramedic program at The Ontario College of Health & Technology is an intensive academic program consisting of formal theory and clinical experience.

The beginning of our program focuses on the skills required to assess and manage patients in a pre-hospital care environment by delivering a curriculum with a strong foundation in the basic sciences of anatomy, physiology, pathophysiology, and pharmacology but in particular an emphasis on patient care.

In semesters 3 and 4—under the supervision of skilled clinicians and preceptors—our students put into practice the skills, knowledge, and judgment they acquired during all previous courses. By caring for real patients in hospital, care facilities, and within the ambulance settings, our students integrate their professional, paramedical, inter-professional, and interoperability skills, as well as their knowledge and judgment toward the goal of developing best practice in paramedical patient care at the PCP level.

Graduates of OCHT's Primary Care Paramedic Program have been trained to become critical thinkers. By appraising and identifying issues and ideas, notwithstanding the ability to analyze and evaluate options in a variety of fields with differing assumptions, contents, and methods, our students stand above the rest.

Moreover, students graduate our program as effective communicators. They are taught how to select the appropriate style, language, and forms of communication suitable for different audiences and situations.

Furthermore, we pride ourselves in the fact that as graduates of OCHT, our students leave as independent learners. Regions around the province continually relay the

fact that our students/graduates repeatedly demonstrate initiative by acting independently and choosing effective, efficient, and appropriate applied learning, research, and problem solving strategies when the need arises.

And finally, due to the collaborative nature of Paramedicine, emphasis on teamwork is paramount at OCHT. We not only stress but believe we inspire our students to understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships and shared responsibility.

We feel graduates of OCHT's Primary Care Paramedic Program are therefore well trained with the requisite skill set needed to excel in decision-making and treatment actions of a paramedic when they care for critically ill or injured individuals in a pre-hospital setting.

The Primary Care Paramedic Program at OCHT consists of four (4) semesters each 15 weeks in length.

Classes vary from 21-24 hours/week with ambulance and hospital placements occurring in semesters 3 & 4.

Our program is completed in 16 months.

Our program is taught in accordance to the National Occupational Profiles in other provinces and internationally.

# SAMPLE SCHEDULES\*:

## SEMESTER 01

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING CLASS</b>		FTWL 109/ PCLB 109/MSOF 109	PCTH 109	FTWL 109/ PCLB 109	
<b>AFTERNOON CLASS</b>	ANPH 109	FTWL 109/ PCLB 109/MSOF 109		FTWL 109/ PCLB 109/MSOF 109	CHWK 109
<b>EVENING CLASS/CLINIC</b>	PATH 109				

## SEMESTER 02

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING CLASS</b>	EMSO 109		PCLB 209	PCCD 109	ANPH 209
<b>AFTERNOON CLASS</b>	PCTH 209		PCLB 209		IPRM 109
<b>EVENING CLASS/CLINIC</b>		PATH 209			

## SEMESTER 03

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING CLASS</b>			PCTH 309	PCLB 309	
<b>AFTERNOON CLASS</b>		ETPR 109	PSHB 109	PCLB 309	HALO 109
<b>EVENING CLASS/CLINIC</b>		PATH 309			

SIX (6) AMBULANCE AND ONE (1) HOSPITAL PLACEMENTS

## SEMESTER 04

	CONSOLIDATION 40-12 HOUR SHIFTS 480 HOURS
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# CLASS TIMES

<b>MORNING CLASSES</b>	9:00 AM-12:00 PM
<b>AFTERNOON CLASSES</b>	1:00 PM-4:00 PM
<b>EVENING CLASSES</b>	5:00 PM-8:00 PM

\*these semester schedules are just an example

# SEMESTER 01 COURSES

## **ANPH 109** **ANATOMY & PHYSIOLOGY**

90 Hours  
2 Classes per week

This course provides a basic overview of the human body systems as well as an introduction to homeostasis, cells, tissues, and the nervous system. Students gain an understanding of how different systems within the human body relate to one another.

## **EMSL 109** **EMS PROFESSIONAL PRACTICE AND LEGISLATION**

45 Hours  
1 Class per week

This course will explore legislative acts and how regulatory oversight shapes the field. This course will also delve into employer/union/colleague/allied agency relationships and provides a brief introduction to core principles regarding legality.

## **FTWL 109** **FITNESS AND WELLNESS**

45 Hours  
1 Class per week

Considering the physicality of working as a paramedic, this course has been designed to provide students with the necessary knowledge and tools to effectively adopt and implement an active and healthy lifestyle. Students will be required to participate in all manners of physical activity during the length of this course and by the end will be responsible for planning their own personal fitness program.

## **PCTH 109** **PATIENT CARE THEORY**

45 Hours  
1 Class per week

This course introduces the students to the legalities facing paramedics during their everyday duties as well as mandatory pieces of legislation that guide daily situations. Additionally, the course will introduce students to the Basic Life Support Patient Care Standards that outline treatment considerations while providing care in the pre-hospital setting.

## **PCLB 109** **PATIENT CARE LAB**

45 Hours  
1 Class per week

In this course, students will learn the principles of initial patient assessment and how to apply pieces of equipment as necessary in emergency situations. Students will receive instruction on all pieces of equipment that are mandated to be present in every vehicle. As students progress through the term, they will be introduced to scenario evaluations where they will put their newly acquired knowledge in to practice.

## **PATH 109** **PATHOPHYSIOLOGY**

45 Hours  
1 Class per week

This course introduces students to disease processes of the human body. Students will begin to learn how traumatic injuries, medical conditions, and genetics affect the way the human body functions. Topics include Cells & Tissues, Acid Base Balance, Fluid and Electrolytes, Musculoskeletal System, Integumentary System, Autoimmunity, and the Cardiovascular System.

# SEMESTER 02 COURSES

## **ANPH 209** **ANATOMY AND PHYSIOLOGY**

45 Hours  
1 Class per week

This course builds on the knowledge from Anatomy and Physiology 109. Students will continue to expand their knowledge of human anatomy and how the body systems work to maintain daily life.

## **EMSO 109** **EMS OPERATIONS**

45 Hours  
1 Class per week

This course introduces the students to standard operating guidelines issued by the Ministry of Health & Long Term Care, Emergency Health Service Branch, that dictate daily paramedic duties relating to vehicle operation, documentation, incident management, patient classification, and destination determination.

## **IPRM 109** **INTRODUCTION TO PHARMACOLOGY**

45 Hours  
1 Class per week

This course will teach students how to recognize common prescription medications they will encounter in the pre-hospital setting. Students will learn the different routes that medications can take in order to start to work in the human body. Students will learn the mechanism of action for medications and why they are beneficial for specific medical conditions. Additionally, this course will introduce students to toxidromes and the problems associated with the use of "recreational drugs."

## **PCCD 109** **PATIENT CARE CARDIOLOGY**

45 Hours  
1 Class per week

This course reviews normal anatomy and physiology of the cardiovascular system, identifies risk factors, and prevention strategies associated with cardiovascular diseases. This course will also introduce students to Basic Electrophysiology and ECC interpretation, as well as 12-Lead ECG protocols and analysis for ischemia, injury, and infarction.

## **PCTH 209** **PATIENT CARE THEORY**

45 Hours  
1 Class per week

This course will continue to develop participants' knowledge regarding the delivery of patient care techniques based on the current version of the Basic Life Support Patient Care Standards. The content focuses on injury recognition and treatment options based on the specific areas of the body.

## **PCLB 209** **PATIENT CARE LAB**

45 Hours  
1 Class per week

In this course, students will use the assessment techniques and equipment knowledge gained in PCLB 109 and apply it in a scenario-based setting. Emphasis will be placed on developing treatment plans and expediting patients suffering from traumatic injuries to an appropriate facility.

## **PATH 209** **PATHOPHYSIOLOGY**

45 Hours  
1 Class per week

This course continues to add to the base of knowledge developed in Pathophysiology 109. Topics include the Respiratory System, Hematologic system, Shock, the Nervous System, and Endocrinology.

# SEMESTER 03 COURSES

## **ETPR 109** **ETHICS AND PROFESSIONALISM**

45 Hours  
1 Class per week

This course introduces the student to concepts of ethics and professionalism in the workplace. Topics will include ethical dimensions in health care settings, ethical decision making, ethical issues in end-of-life situations, as well as using a portfolio to promote themselves to potential employers. The principles of creating a professional application and interviewing techniques will also be discussed.

## **HALO 109** **HIGH ACUITY LOW OCCURRENCE**

45 Hours  
1 Class per week

This lab will introduce theory and practical skills for patient presentations which, although present uncommonly, are high acuity and require special skill sets in which to manage. This course presents an opportunity to develop competence and confidence in these skills, while also incorporating basic concepts of patient assessment and management.

## **PSHB 109** **PSYCHOLOGY AND HUMAN BEHAVIOUR**

45 Hours  
1 Class per week

This course will teach students how to recognize common stressors and triggers that appear when individuals are exposed to excessive levels of stress. The main focus of this course will be to illustrate how to deal with the stress factors associated with shift work, stressful environments, and decision making. Additionally, students will learn how to interact with individuals who may be suffering from psychological emergencies or those who have just experienced a tragic event.

## **PCTH 309** **PATIENT CARE THEORY**

45 Hours  
1 Class per week

In this course, students will be introduced to the Advanced Life Support Patient Care Standards. Through lectures, students will be introduced to advanced directives involving medication administration, defibrillation, and procedures requiring medical oversight. Upon completion, students will be able to utilize multiple standing orders to treat patients suffering from various maladies.

## **PCLB 309** **PATIENT CARE LAB**

45 Hours  
1 Class per week

In this course, students will continue to utilize their skills in a scenario-based format while adding skills outlined in the MOHLTC Advanced Life Support Standards. Emphasis will be placed on critical thinking skills and treatment plan development. Students will learn the proper way to handle and deliver medications. The skills developed in this course will provide the students with a solid foundation before they start their clinical placement in the pre-hospital setting.

## **PATH 309** **PATHOPHYSIOLOGY**

45 Hours  
1 Class per week

As well as summarizing the content from Pathophysiology 109 and 209, this course will introduce diseases and problems of the Urinary System, the Gastrointestinal System, the Reproductive System, Eye and Ear Disorders, Toxicology, Mental Health, Abuse, and Cancer.

## **HCPL 109** **HOSPITAL CLINIC PLACEMENT\***

24 Hours

Upon submission of the proper documentation, students will be placed in an emergency department to conduct patient exams. Students will be given the opportunity to perform physical exams and operate various pieces of diagnostic equipment in order to determine a treatment plan for patients presenting in the emergency room. Additionally, students will observe how paramedics and ER staff work as a team to provide exceptional care to the sick and injured.

## **DFDG 109** **DIFFERENTIAL DIAGNOSIS**

45 hours  
1 Class per week

This course is centred around determining a patients' possible conditions or diseases based on symptoms. Using knowledge obtained in Patient Care, Pathophysiology, Cardiology and Pharmacology, the student will obtain and consider relevant information to form a differential diagnosis for various patient types. Along with a potential diagnosis, the student will formulate specific assessments and treatment plans for each diagnosis.

# SEMESTER 04 COURSES

## **ACON 109 AMBULANCE CONSOLIDATION**

552 Hours

Upon submission of the proper documentation, students will continue to hone their assessment and treatment skills while delivering care in the pre-hospital setting. In addition to performing the tasks from Ambulance Clinic Placement 109, students will now take the lead on patient assessment and formulation of treatment plans. Introducing newly acquired skills and knowledge, students will strive to perform patient carrying calls with minimal input from their preceptors.

## **COMR 109 COMPREHENSIVE REVIEW**

12 Hours

Upon successful completion of the Ambulance Consolidation 109 course, students will return to the college for a comprehensive review. Over the span of several classes, students will receive a review of all of the core content that is contained in the Primary Care Paramedic Program. The course is designed to act as a review in preparation for the provincial A-EMCA exam.

# AMBULANCE AND HOSPITAL PLACEMENTS

## AMBULANCE CLINIC PLACEMENTS

Upon submission of the proper documentation, students will be selected to perform clinical hours with a recognized provider of pre-hospital care within the Province of Ontario. Students will be placed with a Paramedic preceptor and report for scheduled shifts over the span of pre-determined amount of time. During this time, students will report for duty wearing a full uniform provided by the College. While on duty, students will respond to pre-hospital emergencies as part of an ambulance crew or along with their preceptor in a first response vehicle. Students will be expected to perform patient assessments, utilize specialized pieces of equipment, perform lifts and carries and aid his/her preceptor in the overall care of a sick or injured person. Students will use this placement to advance their communication skills by interacting with patients, bystanders, medical staff, and other Paramedics in the field. Placements will consist of a minimum of 552 hours. By the end of this placement, it is expected that students are able to develop a treatment plan based on their assessment of a patient and properly administer any treatment required as outlined in the Basic Life Support Patient Care Standards and Advanced Life Support Patient Care Standards.

## HOSPITAL CLINIC PLACEMENT

Upon submission of the proper documentation, students will be placed in an Emergency Room in a College approved hospital. During this placement students will be expected to aid the emergency room staff in triaging and assessing patients presenting in the department. The purpose of this placement is to expose the student to a multitude of patients with varying problems. The student will utilize their assessment skills to investigate a patient's chief complaint, medical history and vital signs. The student will then provide the nursing staff with a verbal patient report giving recommendations of treatment plans or further diagnostic procedures that the patient may require. Students should be prepared to perform any task delegated to them by the ER staff including but not limited to 12 Lead acquisition and interpretation, basic splinting skills, dressing of open wounds and active resuscitation skills. Students will gain valuable experience in working as a team member in a dynamic environment.

# STUDENT REQUIREMENTS

1. Police VSS
2. Health Care Provider CPR that will not expire during the months of Semesters 3 and 4.
3. A Standard First Aid Certificate that will not expire during the months of Semesters 3 and 4.
4. Service Specific Medical Form signed by your Physician
5. Successful completion of all Semester 2 courses.

# **POLICIES AND PROCEDURES**

FOR INCOMING STUDENTS

# IMPORTANT POLICIES

## **PASSING GRADE:**

Students must achieve a minimal of 70% to receive credit in every course. Students who do not achieve a minimal mark of 70% may be required to repeat the course. Students may be evaluated through multiple choice examinations, short answer type questions, essay type questions, group projects, assignments, and oral practical examination. Any grades below 70% will be discussed by the Academic Grades Committee at the end of the semester. A course of action will be determined by the Committee.

## **ATTENDANCE:**

Students are expected to arrive to class at the scheduled time. Students who arrive late on a consistent basis disrupt other students may be asked to leave by the instructor. It is at the discretion of the instructor to admit students who arrive later than the scheduled time. Students are expected to maintain full time attendance.

## **USE OF CELL PHONES/TEXTING:**

Students may NOT make use of electronic devices to make or receive calls or to text messages during the class as this is disruptive to students and the instructor.

## **MISSED TESTS OR ASSIGNMENTS:**

If for unforeseen circumstances a student is unable to write a scheduled test or quiz, there will be a pre-scheduled day the last week of the semester that the test will be taken. Students are required to notify their instructor of all examinations, tests, or quizzes that cannot be attended. If an instructor is not notified of the absence, a zero may be given for that evaluation.

## **TEST/EXAM DAYS**

Students who are late for class on a day when a test or exam is being delivered will not be allowed entry once the test/exam has started. Students who enter late cause undue distractions and interrupt students whom have already begun the evaluation. Late students will be allowed entry after the last person in the room has completed the evaluation. Students starting the exam late will only have the remainder of the original allotted time to complete the exam.

## **DAILY LECTURES**

Students should plan on arriving at the college at least 15 minutes prior to commencement of a scheduled class and be ready to participate in class at the scheduled start time. Once an instructor has started to deliver the scheduled content for a particular class, no student will be allowed entry into the classroom. Late arrivals interrupt the lecture and it is disrespectful to the instructor and members of the class. Students arriving late will only be allowed entry during the first break.

## **ACADEMIC DISHONESTY:**

To act dishonestly or unfairly to gain an advantage is not acceptable at the Ontario College of Health & Technology. Students who are caught cheating or plagiarizing will receive a mark of zero and will be required to attend a discipline hearing. Students may be asked to withdraw from the College. Students are expected to cite all journals and textbooks for assignments using the APA format.

## **EMERGENCY PROCEDURES:**

If any student in the college has difficulty breathing, moderate or severe pain, a decreased level of consciousness, or significant bleeding you need to activate Emergency Medical Services by calling 9-1-1 immediately. After you have called 9-1-1 please notify the reception desk and they will assign an individual to wait for the Ambulance or Fire Department to direct them to the location of the student. A First Aid Kit and AED are located at the reception desk.

# MSOF COMPUTER AND TEXT BOOK

## REQUIRED COMPUTER HARDWARE FOR MSOF 109\*

- 1) Students must bring their own laptop computer with a minimum display resolution of 1366x768 and 32 bit colour.
- 2) Your computer must be compatible with Direct X video (64 MB+)
- 3) Your computer must be equipped with 802.11ac WIFI capability.
- 4) Your computer must be equipped with a 3.5 mm headphone jack.
- 5) A mouse is recommended.
- 6) A mobile phone or tablet is not acceptable.

## REQUIRED SOFTWARE:\*

- 1) A subscription to MS Office 365 Home or Personal. (monthly or annual).  
A free or trial version of 365 is not acceptable to complete the course
- 2) Windows 10 Home or Pro operating system is recommended.
- 3) The following additional software is also recommended
  - a. anti-virus
  - b. firewall
  - c. password manager
  - d. Utilities

## TEXT BOOKS

1. Beskeen, Duffy, Friedrichsen, and Reding's. *Illustrated Microsoft® Office 365 & Office 2016 for Medical Professionals*, Loose-leaf Version, 1st Edition. Boston: Cengage Learning, 2017. ISBN-13: 978-1-305-87857-0
2. Textbook list for all other courses will be provided at time of registration

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\* Please note that the course textbook was compiled using the above software on a PC. Consider this carefully if you will not be using a Windows 10 PC. Students are solely responsible for their choices.

# DISABILITY AND ACCOMMODATIONS

Ontario College of Health & Technology is committed to providing an appropriate level of accommodation and support to meet the needs of students with disabilities.

## POLICY AND GUIDELINES ON DISABILITY AND THE DUTY TO ACCOMMODATE

### The person with a disability is required to:

1. Advise the College Administration of their disability (although the accommodation provider does not generally have the right to know what the disability is).
2. Make her or his needs known to the best of his or her ability, preferably in writing, so that the person responsible for accommodation may make the requested accommodation.
3. Answer questions or provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate and as needed.
4. Participate in discussions regarding possible accommodation solutions.
5. Co-operate with any experts whose assistance is required to manage the accommodation process or when information is required that is unavailable to the person with a disability.
6. Meet agreed-upon performance and education standards once accommodation is provided.
7. Work with the accommodation provider on an ongoing basis to manage the accommodation process.
8. Discuss his or her disability only with persons who need to know. This may include an instructor, the Director of Academics and the Director of Administration.

### The College is required to:

1. Accept the students' request for accommodation in good faith, unless there are legitimate reasons for acting otherwise.
2. Obtain expert opinion or advice where needed.
3. Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate.
4. Keep a record of the accommodation request and action taken.
5. Maintain confidentiality.
6. Limit requests for information to those reasonably related to the nature of the limitation or restriction so as to be able to respond to the accommodation request.
7. Grant accommodation requests in a timely manner, to the point of undue hardship, even when the request for accommodation does not use any specific formal language.
8. Bear the cost of any required medical information or documentation. For example, Doctor's notes and letters setting out accommodation needs must be paid for by the College.

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Commonly occurring accommodations that are made for students with identified special needs are:

1. Extra time on practical and written tests and examinations