

NEW ENGLAND

E M S

Institute

2017 Education Catalog

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Accredited by:

Commission on Accreditation of Allied Health Education Programs



Licensed by:

New Hampshire Higher Education Commission

*"Certified to be true and correct in
content and policy"*

*Zachary Curcio
3/28/17*

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Who We Are and What We Do: The New England EMS Institute is part of the Elliot Health System, which has a 116-year history of serving the community and has been instrumental in training hospital and pre-hospital patient care providers. The union of patient care and education creates the ideal environment for pre-hospital medical education.

Elliot Health System and the New England EMS Institute have provided EMS educational programs since 1985. During the past 30 years we have educated over 10,000 students. Graduates of our programs have become practitioners and managers with EMS services throughout the country.

In 1998 the New England EMS Institute was created at Elliot Health System. This has allowed us to function as a post-secondary educational facility and expand our educational programs.

What We Offer at the New England EMS Institute: Our EMS educational programs are open for those seeking a career in Emergency Medical Services and to improve their knowledge and skills in rendering care to the sick and injured. Many of our students are choosing a new career or advancing in their present careers, while others come to gain knowledge that will be useful in the care of family and friends.

There are three core programs:

- Emergency Medical Technician
- Advanced Emergency Medical Technician
- Paramedic

Emergency Medical Technician

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Educational Requirements: One of the eligibility requirements for licensure at this level requires successful completion of an accredited Emergency Medical Technician course. Students who successfully complete this program are eligible to take the National Registry exam and subsequently apply for state licensure. Our Emergency Medical Technician program is approved by both the New Hampshire and Massachusetts EMS Offices and includes NH Transition Modules.

Advanced Emergency Medical Technician

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Educational Requirements: One of the eligibility requirements for licensure at this level requires successful completion of an accredited Advanced Emergency Medical Technician course.

Paramedic

The Paramedic's scope of practice includes basic and advanced skills focused on the acute management and transportation of the broad range of patients who access the emergency medical system. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a health care facility, between health care facilities, or in other health care settings. In some communities, Paramedics provide a large portion of the out-of-hospital care and represent the highest level of out-of-hospital care. In communities that use emergency medical dispatch systems, Paramedics may be part of a tiered response system. In all cases, Paramedics work alongside other EMS and health care professionals as an integral part of the emergency care team. The Paramedic's scope of practice includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on an advanced assessment and the formulation of a field impression. The Paramedic provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility. The Paramedic has knowledge, skills, and abilities developed by appropriate formal education and training. The Paramedic has the knowledge associated with, and is expected to be competent in, all of the skills of the EMR, EMT, and AEMT. The major difference between the Paramedic and the Advanced Emergency Medical Technician is the ability to perform a broader range of advanced skills. These skills carry a greater risk for the patient if improperly or inappropriately performed, are more difficult to attain and maintain competency in, and require significant background knowledge in basic and applied sciences. The Paramedic is the minimum licensure level for patients requiring the full range of advanced out-of-hospital care. The scope of practice is limited to advanced skills that are effective and can be performed safely in an out-of-hospital setting with medical oversight. The Paramedic transports all emergency patients to an appropriate medical facility. The Paramedic serves as part of an EMS response system, ensuring a progressive increase in the level of assessment and care. The Paramedic may make destination decisions in collaboration with medical oversight. The principal disposition of the patient encounter will result in the direct delivery of the patient to an acute care facility. In addition to emergency response, Paramedics often perform medical transport services of patients requiring care within their scope of practice. New England EMS Institute's Paramedic Program includes 1,200 hours, with class meetings once a week for 16-months. The Paramedic Program is offered on weekdays to meet the needs of the working EMS professional. The program is nationally accredited and supported by highly trained educational faculty and a Clinical Sites Coordinator dedicated to providing intensive clinical and field rotations. Our students receive extensive training in pre-hospital pharmacology, advanced patient assessment, advanced airway and cardiac management, trauma management, and the pathophysiology of shock. The New England EMS Institute has a partnership with Granite State College and graduates of the Paramedic Program are eligible for 34 college credit hours.

Equal Opportunity Statement: The New England EMS Institute does not discriminate on the basis of age, sex, religion, race, or ethnic group in the administration of its educational policies, admission policies, or other administration programs.

Purpose & Mission: The New England EMS Institute is committed to promoting and delivering the highest quality patient care and educational experiences in order to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It is through the combined resources of community, clinical, and administrative support coupled with a dedication to learning that the New England EMS Institute serves the community.

Vision: We provide an excellent and cost efficient adult learning environment with educational programs that improve pre-hospital care and promote unity between pre-hospital and hospital staff. Our graduates become the leaders in their field.

Goals:

- Provide an excellent adult-learning environment.
- Provide cost-efficient education.
- Provide educational programs that improve pre-hospital care.
- Support an environment that promotes unity between pre-hospital and hospital staff.
- Graduate EMS professionals who will become the leaders in their field.

School Policies and Regulations

Leave: A student may request a leave of absence from the EMT, Advanced EMT, or Paramedic Program. A leave of absence will only be granted when documentation is submitted to the Manager attesting to a medical or family emergency, or military activation. An approved leave of absence will allow the student to re-apply to the following program. Tuition paid will be credited to the following program. In certain circumstances, a tuition adjustment may be required. A student is required to have maintained satisfactory academic and clinical standards to be eligible for the leave of absence.

Class and Clinical Absences: NEEMSI Programs require active participation from each student. This participation applies equally to all phases of the program, including didactic, clinical, and field experiences. Students are required to attend 100% of didactic, clinical, and field experiences. Absence from a scheduled class is not allowed. Make-up hours will be coordinated by the EMS Educator or the Clinical Coordinator.

Tardiness and Leaving Early: Tardiness of more than fifteen (15) minutes or leaving early will constitute three hours of absence time.

Make-Up Work: Make-up work will be allowed for an absence within seven days and when scheduled by the Course Coordinator. A missed quiz or exam must be completed during regular office hours or student hours, as set by the Course Coordinator.

Standards for Progress Required of the Student: Successful completion of each program requires a minimum final grade of eighty percent (80%). In programs with multiple semesters, or modules, an eighty percent (80%) average is required to advance to the next semester or module.

Credit for Previous Training and Certification: Credit for previous training and certification will be based upon guidelines of the National Registry of Emergency Medical Technicians and the New Hampshire Department of Safety, Bureau of EMS. The Manager, Course Coordinator, and Medical Manager will review requests for credit of previous experience or certification/license on an individual basis.

Transfer Credits: The New England EMS Institute grants credits for all of our initial EMS education programs: EMT, AEMT, and Paramedic. Consult the school you are considering transferring to for credit transfer requirements.

Student Conduct: Guidelines for student conduct are to ensure that students conduct themselves in a manner that is consistent with the mission and philosophy of the New England EMS Institute. The following are student standards of conduct:

- Students shall treat instructors, faculty, and classmates with respect and courtesy.
- Due to the clinical environment and HIPAA regulations, total patient confidentiality is expected.
- Pagers, cell phones, and portable radios are to be silenced in classrooms.
- No student will be on duty or respond to calls while attending class.

Harassment: The New England EMS Institute will neither condone nor permit unwelcome verbal, nonverbal, or physical conduct based on sex, race, age, national origin, disability, or religion (including, but not limited to, jokes, sexual advances, requests for sexual favors, or display of sexually suggestive objects or pictures) by any student or faculty.

Student Grievance Guidelines: During orientation, all students will be informed of the grievance process to be utilized in the event that a student does not meet program guidelines, policies, or accepted practices.

In the event that a disciplinary or corrective action is to be initiated for a student, the Course Coordinator will give an oral warning at which time the student will be counseled to correct the behavior or action.

In the event that remediation does not correct the student's action within the 3 day time frame designated, the student will receive a written warning and will be counseled regarding the possibility of removal from the classroom or clinical activities; thereby resulting in a failure of the course.

If continuation of the behavior occurs after the written warning, the student may be dismissed from the program.

The Manager reserves the right to go directly to written warnings and/or dismissal if the violation is of a serious nature.

Any student has the right to appeal the decision of the Course Coordinator and will be given a Grievance Report Form. Following completion, the Grievance Report Form is to be mailed to the New England EMS Institute Manager within 30 days of the disciplinary action to warrant arbitration.

Any student receiving disciplinary action may appeal the decision to the New England EMS Institute Manager. A grievance may ultimately be brought to the Program Advisory Board. The decision of the Program Advisory Board is final.

Any student suspended or in the appeal process will be immediately withdrawn from clinical rotations pending the outcome of the appeal process.

Questions/Concerns: The Office of Career School Licensing, 101 Pleasant Street, Concord, NH 03301 accepts written complaints about New England EMS Institute's compliance with the Office's requirements. In the event a student wishes to file a grievance, and requires advice they may contact:

***James A. Margeson IV, Program Specialist IV
Division of Higher Education- Higher Education Commission
101 Pleasant St. Concord, NH 03301***

Office: 603-271-8508 Fax: 603-271-2969 james.margesonIV@doe.nh.gov, or www.education.nh.gov

Smoke Free Environment: Smoking is prohibited within corporate owned or leased buildings and on all corporate grounds, including entrances to corporate buildings, with the single exception of designated outdoor smoking areas.

Weapons Policy: There is no weapons policy covering all patients, staff, students, and visitors. Off duty police, security officers, and others that may have a legal right to carry weapons are required to safely store that weapon in their vehicle or with security prior to class, practical, or clinical rotations.

Accreditation and Licensing: The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The New England EMS Institute is licensed by the New Hampshire Higher Education Commission.

The New England EMS Institute's programs are accredited by the Massachusetts Office of EMS.

Facilities and Equipment: New England EMS Institute is located a short distance from the main campus of Elliot Hospital. Our 8,100 square foot location provides for more space to accommodate our expanding programs. We offer ample accessible parking, large classroom with adjoining lab and practice space, an enlarged multi-media room, internet access, student lounge, and administrative offices. Our state-of-the-art lab and patient simulation equipment provides students with opportunities to practice on both adult and pediatric skills. Highlights include; IV cannulation, EKG monitoring and 12 lead interpretation, cardiac defibrillation/cardioversion/external pacing, advanced airway procedures including endotracheal and surgical airway, chest decompression, intraosseous access and infusion, and a wide range of medication administration. Our newest addition, the SimMan® Essential offers comprehensive clinical functionality to teach the core skills of airway, breathing, cardiac, and circulation

management for our students. We can provide realistic and engaging scenario based simulation to challenge and evaluate critical thinking and clinical decision-making skills.

Specific Objectives for the Achievement of its Students: Upon completion of an EMS program, each student will have demonstrated an ability to comprehend, apply, analyze, and evaluate information relevant to the course completed.

Upon completion of a program for National Registry certification, students will have demonstrated technical proficiency in all skills necessary to fulfill the Department of Transportation and the State of New Hampshire curriculum guidelines.

School Calendar: The school year is divided into the following trimesters:

Fall: September – December

Spring: January – April

Summer: May – August

Enrollment is open and ongoing. Students may enroll for any program throughout the year.

School Holidays: The following are recognized school holidays:

New Year's Day – *Sunday, January 1, 2017*

Civil Rights Day – *Monday, January 16, 2017*

Memorial Day – *Monday, May 29, 2017*

Independence Day – *Tuesday, July 4, 2017*

Labor Day – *Monday, September 4, 2017*

Thanksgiving – *Thursday, November 23, 2017*

Holiday Recess – *Sunday, December 24, 2017 – Monday, January 1, 2018*

Student Services:

Veterans Education Benefits: U.S. military veterans may be eligible for educational benefits. Contact the Program Coordinator for details and application(s).

Student Library: Use of the multimedia room is open to all students during regularly scheduled classes or by appointment. The multimedia room houses a collection of books and periodicals pertaining to EMS, adult and pediatric injuries, cardiology, trauma, and system development. It also provides access to MS Professional Office, the Internet, and the Elliot Health System Intranet including Hospital online Library resources.

Method of Payment: Personal checks, Visa, MasterCard, American Express, and Discover credit cards are accepted. Course deposit is due prior to the first class. Personal checks will not be accepted for final payment. For payment plans contact the Program Coordinator.

EDUCATIONAL PROGRAMS

Certificate Programs

There is a minimum enrollment requirement for each class. The New England EMS Institute reserves the right to cancel or postpone any class because of insufficient enrollment. Students may enroll via mail, phone, or Internet. A Deposit is required for each program to ensure enrollment.

EMT Basic:

Total: 140 Hours

Prerequisites:

- 18 years old prior to practical examination.
- American Heart Association BLS for Healthcare Provider or American Red Cross CPR for Professional Rescuer card prior to end of fourth week of class.
- Students needing Healthcare Provider CPR can obtain the certification through the New England EMS Institute. The eight-hour CPR class is offered at the beginning of each trimester. This certification is an additional \$50.

Class Schedule and Registration

Class Location New England EMS Institute
1050 Holt Ave, Manchester, NH

Hours 6 P.M... To 10 P.M...

Meetings: *Monday & Wednesday Nights*

Dates:

Session 1 NIGHTS: 01/09/17 to 04/24/17

Session 2 NIGHTS: 05/08/17 to 08/28/17

Session 3 NIGHTS: 9/11/2017 to 12/20/2017

Advanced Emergency Medical Technician:

Total: 212 Hours

Prerequisites:

- Current NREMT or State Certification at the EMT Basic level.
- American Heart Association BLS for Healthcare Provider or American Red Cross CPR for Professional Rescuer card prior to end of fourth week of class.

Class Schedule and Registration

Class Location New England EMS Institute
1050 Holt Ave, Manchester, NH

Hours 6 p.m. to 10 p.m.

Meeting Days Monday & Wednesday Nights

Dates Session 1:

OSHA Requirements Current Immunizations:
Measles, Mumps, Rubella, TB, HBV
Current Health Insurance

Tuition \$1200.00

Deposit \$150.00

Additional Fees Software, Texts, Testing Fees

EMT Paramedic:

Total: 1200 Hours

Prerequisites:

- Current NREMT or State Certification at the EMT Basic level.
- American Heart Association BLS for Healthcare Provider or American Red Cross CPR for Professional Rescuer card prior to end of the second week of class.
- High School Diploma or GED.
- Documentation of EMS experience (minimum of 50 calls).
- Letter of Recommendation from Director or Chief of service and Medical Director.
- Current affiliation with ALS service.
- HOBET V Entrance Exam
- Pre-admission interview

Class Schedule and Registration

Class Location New England EMS Institute
1050 Holt Ave, Manchester, NH

Hours 9a.m. to 5p.m.
Meeting Days Monday, Wednesday or Thursdays
Dates 01/02/2017 to 05/21/2018
06/01/2017 to 10/04/2017
11/01/2017 to 04/03/2019

HOBET V Exam – Conducted at 1070 Holt Ave

Test #1
Test #2
..... *Additional Exams will be added as needed.*

OSHA Requirements Current Immunizations:
Measles, Mumps, Rubella, TB, HBV
Current Health Insurance

*Non-refundable registration fee of \$150

Tuition \$10,500.00

Additional Fees : Computer based programs, Professional Liability Insurance (market rates), Text books, Testing Fees & Uniforms

Included Materials: NEEMSI Pharmacology Manual

ITLS – Advanced:

Total: 16 Hours

Prerequisites:

- EMT-B, Intermediate, Paramedic, RN, or Physician.

Course Description

International Trauma Life Support - Advanced covers the skills necessary for rapid assessment, resuscitation, stabilization, and transportation of trauma patients. This 16-hour course emphasizes evaluation steps and sequencing techniques for resuscitation and packaging a patient. Hands-on stations include basic and advanced airway, chest decompression, fluid resuscitation, spine management, rapid extrication, short back board, log roll, long back board, helmet management, traction splints, patient assessment, and general patient management. This course is also intrinsically included in our Paramedic Program.

Class Schedule and Registration

Class Location New England EMS Institute
1050 Holt Ave, Manchester, NH

Hours 9a.m. to 5p.m.
Meeting Days Fridays

Dates Session 1:

OSHA Requirements None
Tuition \$250.00
Deposit \$150.00
Included Materials Course Materials & Test



PALS Provider:
Total: 16 Hours

- Prerequisites:**
- Paramedic, RN, RNP, PA, or Physician.

Course Description

Pediatric Advanced Life Support is an American Heart Association program providing Paramedics, RNs, Physicians, and other healthcare providers with didactic and practical experience in managing acute pediatric emergencies. This program deals primarily with infant and pediatric resuscitation and respiratory distress. This course is also intrinsically included in our Paramedic Program.

Class Schedule and Registration

Class Location New England EMS Institute
 1050 Holt Ave, Manchester, NH

Hours 9a.m. to 5p.m.
Meeting Days Tuesdays

Dates Session 1: February 7 & 14, 2017
 Session 2: June 6 & 13, 2017
 Session 3: October 17 & 24, 2017

OSHA Requirements None
Tuition \$250.00

Books Not Included



PALS Refresher Training Program:
Total: 8 Hours

- Prerequisites**
- Current PALS certification

Course Description

Reauthorization course for current PALS providers.

Class Schedule and Registration

Class Location New England EMS Institute
 1050 Holt Ave, Manchester, NH

Hours 9a.m. to 5p.m.
Meeting Days Varies

Dates Session 1: 01/03/17
 Session 2: 01/31/17
 Session 3: 03/07/17
 Session 4: 03/28/17
 Session 5: 05/02/17
 Session 6: 07/11/17
 Session 7: 07/25/17
 Session 8: 09/05/17
 Session 9: 09/26/17
 Session 10: 11/07/17
 Session 11: 12/05/17
 Session 12: 12/19/17

OSHA Requirements None
Tuition \$150.00

Books Not Included

ACLS Training Programs:
Initial: Total 16 Hours
Renewal: Total 8 Hours

Prerequisites:

- Current ACLS certification

Course Description

Advanced Cardiac Life Support is an American Heart Association program providing Paramedics, RNs, Physicians, and other healthcare providers with didactic and practical experience in managing acute cardiac emergencies. Initial and reauthorization courses for current Advanced Cardiac Life Support providers are available.

Class Schedule and Registration

Class Location New England EMS Institute
 1050 Holt Ave, Manchester, NH

Hours 9a.m. to 5p.m.
Meeting Days Varies

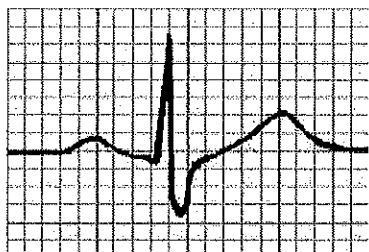
Initial Training Programs

Dates Session 1: March 14 & 21 2017
 Session 2: May 16, & 23 2017
 Session 3: August 15 & 22 2017
 Session 4: November 21 & 28 2017

Refresher Training Programs

Dates Session 1: 04/04/17
 Session 2: 09/26/17
 Session 3: 12/12/17

OSHA Requirements None
Tuition (Initial) \$250.00
Tuition (Refresher) \$150.00
Books not included



EMT Paramedic Refresher Program:
Total: 48 Hours

Prerequisites:

- Current NREMT-P Certification
- Current Healthcare Provider CPR

Course Description

This program provides 48 hours of ALS refresher training as required by the National Registry of Emergency Medical Technicians. In addition, Nationally Registered Paramedics must also complete 24 hours of ALS continuing EMS education during the two years between recertification. This course is Massachusetts OEMS approved and includes NH Transition Modules.

Upon successful completion, the graduate will receive:

- Refresher training as required by the US DOT.
- Advanced patient assessment skills
- A&P
- Pharmacology review
- Hypoperfusion management
 - IV fluid therapy skills
 - Intraosseous skills
- Advanced Airway management
 - ETT
 - Combi-tube
 - LMA
- Cardiology
 - 12-Lead EKG
 - Rhythm interpretation review
 - ACLS review
- Obstetrics review
- Neonatal care review
- Trauma assessment & management review
- Medical emergencies review

Class Location New England EMS Institute
 1050 Holt Ave, Manchester, NH
Hours 9a.m. to 5p.m.
Meeting Days Varies
Dates 2016 Dates TBA
OSHA Requirements None
Tuition \$200.00
Deposit \$150

Certified Intensive Care Provider (CICP):

Total: 130 Hours
Renewal: Total 32 Hours

Prerequisites:

- Paramedic, RN, RRT, PA, RNP, MD for minimum of one year (license must be current)
- Current certifications: BLS, ACLS, PALS (or PEPP or ENPC, or APLS), ITLS (or PHTLS, or ATLS, or TNATC)

Course Description

CICP is a robust 128 hour Critical Care Program developed by the Cleveland Clinic EMS Academy to prepare candidates for Flight Paramedic-Certified (FP-C), Critical Care Paramedic-Certified (CCP-C), and Certified Flight RN (CFRN) examinations.

The course is divided into three sections: Pre-course, classroom, and clinical components. The pre-course is based on the Association of Air Medical Services (AAMS) text "Guidelines for Air Medical Crew Education." Pre-course is delivered in textbook format or the web-based learning system Blackboard. There is a fundamental knowledge verification examination prior to the start of class. The classroom component is 112 hours in length; or 14hours eight- sessions. The didactic is completed with written and practical examinations. The clinical component consists of 16 hours of experience in the critical care setting. Classes are limited to 20 students, thus early registration is recommended to assure a seat as well as allow adequate time for pre-course education. This course qualifies for EMT-P RTP which is included.

Class schedule and Registration

Class Location New England EMS Institute
1050 Holt Ave, Manchester, NH

Hours 9a.m. to 5p.m.
Meeting Days Fridays

Dates..... Session 1: 9/8/2017 – 12/15/2017

OSHA Requirements Current Immunizations:
Measles, Mumps, Rubella, TB, HBV
Current Health Insurance

Tuition \$1250.00

Deposit \$150.00

Additional Fees Professional Liability Insurance

Included Materials..... CICP Pre-course textbook
Blackboard access
CICP Exam, Course material

The CICP course qualifies for

Paramedic Refresher and meets all approval requirements for NHBEMS and OEMS



New England EMS Institute

Registration Form

There is a minimum enrollment requirement for each class. The New England EMS Institute reserves the right to cancel any class because of insufficient enrollment. Students may enroll via mail, telephone, or Internet. Visit us at www.neemsi.org for more information. A deposit is required for each program to ensure enrollment.

***There is a non-refundable registration fee of \$150, and a non-refundable entrance exam fee of \$50 for a total of \$200.**

Mr. Mrs. Ms.

(Circle one) Name

Address

Apartment #

City

State

Zip Code

Home Phone

Cell Phone

Work Phone

E-mail

Person to contact in case of emergency

Phone Number

Course Title

Start Date

Current Level of Medical Practice

Student Health Requirements

All students are expected to maintain a health insurance policy. Any student engaging in a clinical rotation inside or outside the hospital is required to present evidence of the following prior to participating in a clinical rotation:

- I. TB test: Must be a Mantoux (PPD) – within six (6) months prior to the start of the first clinical rotation.
- II. Rubeola (measles) and Rubella (German measles): proof of immunity may be documented in two ways:
 - A. A positive titer to Rubeola and a positive titer to Rubella;
 - B. Proof of two (2) immunizations to Rubeola or MMR, and proof of immunization to Rubella or MMR vaccine.
- III. Hepatitis B vaccination.
- IV. Students who have not had chicken pox must notify the Course Coordinator and/ or the Clinical Sites Coordinator.
- V. Current influenza vaccination

Non-Refundable Registration Fee

EMT-Basic	\$150.00
EMT-Advanced	\$150.00
Paramedic	\$2000.00
Paramedic Refresher	\$150.00
CICP	\$250.00

Refund Policy

Refunds shall be paid within 30 days after the effective date of termination. Notice of a student's withdrawal shall be in writing.

Full Refunds:

1. **“Any student may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.” RSA 361-B:2 Notice**

Hedc 307.02 Full Refund. A school shall provide a student with a full refund, of all monies paid with 30 days if:

1. The school procured the students enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school: or
2. The student withdraws from the program or course on or before the first day of instruction, a full refund, less an administrative fee, not to exceed \$150.

2. If the student cancels prior to the start of class, the deposit is non-refundable, except as noted by the above RSA.

Hedc 307.03 Other Refunds.

1. A school shall provide a student with a partial refund or monies paid within 30 days if:
 - a. A student who withdraws or is dismissed before 50% of the instruction period shall receive a pro-rata refund, less an administrative fee, not to exceed \$350.
 - b. A student who withdraws or is dismissed after more than 50% of the instruction period shall receive no refund.
2. All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

Hedc 307.04 Notice of Withdrawal.

A school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery.

Instructor Coordinators

Administration

Doug Dean, MHSA
Interim President/CEO, Elliot Health System

Jean Ten Haken, MSN, RN, CENP
Dean of School, New England EMS Institute

Lee Steckowych, MD, FACEP
Medical Director

Mark Myers, MD
Medical Director, PALS

John Leary, MBA, NR-Paramedic, RN, I/C
Program Director, New England EMS Institute
603-663-3426
jleary@elliott-hs.org

Rachel Cornaro, BS
Program Coordinator
603-663-4402
rcornaro@elliott-hs.org

Erik Thomas, MPA, NRP, I/C
Clinical Coordinator
603-663-3420
ethomas@elliott-hs.org

Jonathan Snow, MS NR-Paramedic, I/C
Lead EMS Educator
603-663-2644
jsnow@elliott-hs.org

John Chisholm, BS, NR-Paramedic, I/C
EMS Educator
603-663-2654
jchisholm@elliott-hs.org

Shawn Jackson, NR-Paramedic, I/C
EMS Educator
603-663-2630
Sjackson2@elliott-hs.org

New England EMS Institute

Licensed by:

New Hampshire Higher Education Commission
New Hampshire Department of Safety, Bureau of EMS, Non-Transporting Unit

Paramedic Program Accredited by:

Commission on Accreditation of Allied Health Education Programs
Massachusetts Office of EMS

Pre-Approved for:

Thirty-five (35) Advanced Standing Credits at New Hampshire Technical Institute
Thirty-four (34) Advanced Standing Credits at Granite State College

AHA Disclaimer

"The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the Association."

New England EMS Institute
Elliot Health System
One Elliot Way
Manchester, NH 03103
(603) 663-4402
FAX: (603) 663-2110
emsinfo@elliot-hs.org
www.newenglandemsinstitute.com