



## Northwest Community Healthcare Paramedic Program

901 W. Kirchoff (EMS Offices)  
Arlington Heights, IL 60005  
Phone: 847-618-4480  
Fax: 847-618-4489

Student Correspondence #1

July 11, 2019

Dear Paramedic Student,

We are excited about the extraordinary learning opportunities that are being lined up for you. As consumers and employers are demanding an ever increasingly sophisticated standards of excellence from their emergency care providers, our Program has met the challenge by preparing paramedics to participate as competent partners in an integrated healthcare team with practice that is enriched by a full understanding of anatomy, physiology, pathophysiology, patient assessment, accurate data interpretation to solve complex problems, and the ability to implement evidence-based care. Students graduate with confidence in their abilities and proficient skills that bring value to their patients and their EMS agencies.

### Important class information:

Start date: August 30, 2019

Academic calendar: It is important that all students understand the full-time nature of this program. For example, in EMS 210 you are in class 4 days a week from 9 am – 5 pm. When EMS 211 begins, class days will be interspersed with hospital clinical shifts that are offered on weekdays and sometimes weekends which accumulate to a maximum program load of 40 hours/week. Additionally, there is a significant amount of required study time for daily homework assignments. Therefore, it is challenging for a student to work outside of class. Those that have attempted to work for pay too many hours during the academic semesters often find that their academic performance erodes. Work shifts can be done during the month-long holiday break in late December and early January and after the field internship starts the first week in March. **Take a moment to read through The Academic Calendar** to gain a general overview of the course design and sequencing. This is subject to change, so refer frequently to the System website under the Education tab/Paramedic Program to see if updates have been posted.

Morning classes generally start at 0900. **On time** means that you are in your seat and duty ready at least 15 minutes prior to the times listed for each class activity. Afternoon sessions generally resume at 1300 after a lunch break.

Class location: Classes are held in the Northwest Community Hospital Learning Center rooms LC-3 & 4 (hospital basement; north end of the facility) **see the attached Learning Center Map.**

Hospital address: 800 W. Central  
Arlington Heights, Illinois 60005

Parking: Free surface parking is located in lot 7 (north end of hospital campus). Walk across to the Busse Center for Specialty Medicine parking garage, go to the B-1 level and you'll immediately enter the Learning Center. **Refer to the Campus Map document.**

Needed supplies:

- Large (4-6 inch) three-ring binders to help organize the volume of written materials that you will receive/generate as class progresses. We suggest one per academic course plus one to build the Student Portfolio. Instructions for the Student Portfolio will be provided later.
- 1 non-permanent dry erase marker and eraser for use every day in class
- #2 pencils for use on quiz and written exam days

- IDPH EMT license on quiz and exam days: Your license number must be entered as a unique identifier on Scantron testing forms.
- A watch with a second hand or a device with a second counter to be worn or brought to class every day
- A stethoscope to be brought to class every lab day and to all of the hospital clinical rotations and field internship shifts for your personal use

Textbooks: Bledsoe, B.E. et al. (2017). Paramedic Care Principles and Practice (5<sup>th</sup> edition) volumes 1-5. Boston: Pearson/Brady. **Refer to page 3 upon receiving the Student Handbook** for specifics on ordering the textbooks and access to the optional MyLab Brady.

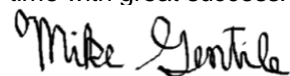
Dress: This is an EMS academy-style program. All students are expected to attend class, hospital clinical rotations, and field internship days in their duty uniforms (if an employee of an EMS agency) or the official NCH Paramedic Program navy blue polo shirt and navy blue or black duty pants unless otherwise authorized by the Program Director. You will not be admitted to class or clinical rotations out of uniform. You can purchase the polo shirt from **Lands End**. **Refer to the document Ordering Land's End Polo Shirt.**

ID Badge: **You cannot obtain an ID badge until your background check has cleared! See below for instructions on the background check.** Wait for verification from us that your background check has cleared before going to Human Resources. **All cleared students can begin to obtain their ID badge on 7/16.**  
Go to the Human Resources Department at NCH to create a photo student ID. You will be expected to have your ID by the first day of class.  
**Human Resources is located** at 605 W. Central Road (across the street from the main hospital campus), hours are 7:30-4:30. IDs are required whenever a student is on hospital grounds, in the clinical units, or doing a Field Internship shift.

### **ACTIONS NEEDED NOW**

- **Agency Match and Pre-course Observational Experience:** All students have been tentatively assigned to an agency for their field internship. You may view your agency match in the **Agency Match** document. Please note that this is a tentative assignment and each student needs to schedule a meeting with the agency's Provider EMS Coordinator (PEMSC). If they agree to accept you, a pre-course observational experience needs to be scheduled with them following your acceptance. For detailed instructions with this process, please review the **Agency Match and Field Observation Instructions** document.
- **Health and Immunization Requirements, Physical Exam, and Drug Test:** View the documents **Health Requirements Student Checklist** and **Health Record & Physical Exam Form** for instructions **and begin this process immediately**. Please note that you will not be confirmed as a student nor be able to begin any clinical shifts until all documents are received by Jennifer Dyer (Clinical Coordinator). See detailed information in your Student Handbook (pages 6-7).
- **Criminal Background Check:** All students must complete criminal background checks prior to class. You will be getting an e-mail from a representative of NCH's Human Resources with instructions on completing the background check information and paying that fee. More detailed background check information will be later provided in your Student Handbook (p. 8). You may contact Dorothy Rotondo ([drotondo@nch.org](mailto:drotondo@nch.org)) from human resources with any specific questions regarding the criminal background check process.

We look forward to having you in class and are anticipating a great educational experience! Our goal is that the course faculty serve as your learning coaches so all expectations are met or exceeded and you finish on time with great success! Please contact me if you have any questions prior to the first day of class.



Mike Gentile, BA, EMT-P  
NCH Paramedic Program Lead Instructor  
Northwest Community Hospital  
Office: 847-618-4490 Cell/Text: 708-638-3672

[mgentile@nch.org](mailto:mgentile@nch.org)