



Information Session Online



Welcome to EMS Orientation for LSC Cy Fair

- Thanks for logging into to our presentation
- You have completed step one by logging into our webpage.
- If you are interested in EMT course click on the Basic course information link on the right side of the webpage.
- If you are interested in the Paramedic Program click on the Advanced Coursework link on the right side of the webpage.
- Read the page completely
- Download and print the Information packet and the application. These links are about halfway down the page.

Creating a Castle Branch Account

- Now that you have read your EMT or Paramedic page you are ready to create a Castle Branch account
- Castle Branch is a third party vendor that will run your background check and accept your application documents.
- Go to Castlebranch.com
- Create your account using a package code.
- Your package codes are located on the EMT and Paramedic pages and in the information packets.

Castle Branch continued

- Once you have created an account you are ready to start uploading your information.
- I would highly recommend that you click on the help link in Castle Branch to review the helpful videos.
- As you upload your documents, if something is rejected and you don't understand why it was rejected, please reach out to Castle Branch(CB) first.
- You need to check your CB account frequently to insure your documents have been accepted.

Your Background Check

- Your background check is done when you open your CB account.
- It is your responsibility to check it to ensure that it is accurate. Many times students report to us that the information on the background check does not belong to them. Please refer to the help video on the CB website for how to properly dispute an entry on your background report.
- Our clinical affiliates require a clear background report for us to place you at their site. This is not an LSC policy, it is a clinical affiliate policy.



Drug Screen

- Do not purchase your drug screen from Castle Branch.
- You will purchase it from SurScan. They are a third party vendor.
- The link to SurScan can be found in the information packet.
- You will upload the receipt from SurScan into CB.
- The drug screen will be completed randomly during the early part of the semester prior to starting clinical rotations.
- If you test positive on the drug screen you are removed from the program and will not be eligible to reapply for one year from the date of the positive exam.



Physical and Medical Clearance

- In the application, you will find a physical form. This must be completed and signed by a medical provider (MD,DO,PA or NP)
 - Please make sure that ALL parts of the form are completed. Most common areas missed on the physical are the student's name, DOB and date of the exam.
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Immunizations

- There are several immunizations that are required by our clinical affiliates.
 - MMR x2 shots
 - Hepatitis B - 3 shot series AND a positive titer within the last 5 years
 - Hepatitis C screening
 - Varicella x2 shots or a positive titer
 - TDAP within last 3 years
 - TB within last 6 months with a negative result, if a chest x-ray was required submit the negative result. Chest X-ray results are good for one year. We also will accept a negative QuantiFERON Gold Test
 - Current Year Seasonal Flu Shot
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Immunizations Continued

- If you receive a negative titer for Hepatitis B, you will need to start the series again. You can be accepted into the program after the first shot of the second series. You will be required to complete the second series to stay in the program.
 - If you do not have your shot records you can have titers drawn for all of the immunizations required.
 - Any titer result reported in Castle Branch must be accompanied with the ACTUAL lab report from your medical provider.
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Information Sheet

- The information sheet is the first two pages of the application packet. It gives us your demographic information and your signature.
- Please complete the full two pages. If you have not volunteered or worked in EMS prior to now you will leave that section blank.
- Please make sure that you CLEARLY PRINT your email address. That is the email address that we will use to send you your acceptance letter.
- Make sure that you indicate the class you are intending to register for on this page.
 - The summer has two classes. Monday/Tuesday and Monday/Wednesday. The class schedule with times is discussed later in the powerpoint.



Health History Form

- This form is filled out by you. This is used in the event of an emergency and you require medical attention.
- It also gives us an emergency contact for you while in the program.
- Since this form is used for medical attention and emergency contact purposes, if something changes on this form while in the program please update this form.



Medical Insurance

- Medical Insurance is required by our clinical affiliates on all students while in our program.
- You will need to submit a copy of your medical insurance card in Castle Branch.
- The card must have your name on it. If it does not have your name on it you will need to accompany the card with a letter from the carrier showing that you are covered
- If you are on VA insurance you will need a letter from the VA stating you have benefits.





Other required Documents

- American Heart Association Basic CPR card. It must be current and stay current while in the program.
- We will not accept any other CPR training.
- Copy of a government issued picture identification. Some examples could be but not limited to drivers license, passport or ID card.

How do I know if I have been accepted

- Once your Castle Branch account has been cleared by Castle Branch our clinical coordinator will check it one more time for accuracy and will notify the program director that you are cleared for acceptance.
- Once this occurs the Program Director will email you an acceptance letter with registration information to the email address on the information sheet you submitted to CB.
- This can take up to two weeks after you are cleared by Castle Branch.
- We will accept students until we reach 25 in each class or the Thursday at noon before classes begin.
- If one class fills first, we will accept you into the open class. If you can not attend that class please let us know so we can remove you from that class and open the spot for someone else.


A dark blue, irregularly shaped graphic with a splatter effect, containing white text. The graphic is centered on a white background and has a rough, hand-painted appearance with some lighter blue and white splatters around its edges.

Now we will talk about
the EMS Program
Specifics

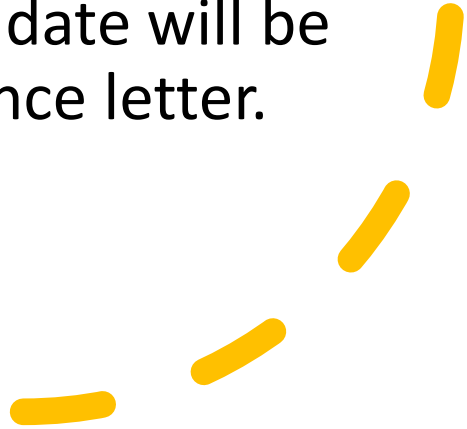
Uniforms

- Uniforms can be purchased through Gall's Uniforms in the Greenspoint area. The address and phone number will be sent to you in your acceptance letter.
- They have all of the specifications for our student uniform.
- There are three things that are only sold by Gall's
 - Student T-Shirt
 - Uniform patch
 - Student ID
- All other items can be purchased at the store of your choice. Please look at the items at Gall's so you know the specifics you will need.

Textbooks

- Our program uses the AAOS EMT and Paramedic textbooks with the Premier Package supplements.
 - EMT applicants will be given the exact textbooks and package ISBN numbers in your acceptance letter.
 - Paramedic applicants will be given the exact textbooks and package ISBN numbers during program orientation.
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Program Orientation

- EMT Students do not have a Program Orientation. Course information is given during day one of class.
 - Paramedic Program orientation is held at the Emergency Services Education Center (ESEC) from 8am-5pm. The specific date will be given to the student in the acceptance letter. Attendance is MANDATORY
 - Paramedic Clinical orientation is August 6, 2020 at the Emergency Services Education Center (ESEC) from 8am-5pm. The specific date will be given to the student in the acceptance letter. Attendance is MANDATORY
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Class Schedule for EMT

- Fall and Spring Classes
- Monday and Thursday 830am – 100pm
 - Lecture is 830-1000am
 - Lab is 1000am-100pm
- Summer Classes
 - Monday 800am-1200pm and Tuesday 800am-500pm
 - Monday 100pm-500pm and Wednesday 800am-500pm
- Class Schedules are subject to change based on enrollment

EMT Clinical Scheduling

- Clinical Scheduling is done after clinical orientation. The date and time will be sent in your acceptance letter. Attendance is Mandatory.
 - Students will select shifts through our clinical scheduling platform FSDAP.
 - Specific instructions are given during clinical orientation
 - Students will attend 60 hours on an emergency ambulance and 12 hours in an Emergency Room. The ambulance rotations will consist of
 - and 24 hour shifts. The hospital shift is a single 12 hour shift.
- Scheduling is dependent on clinical site availability.

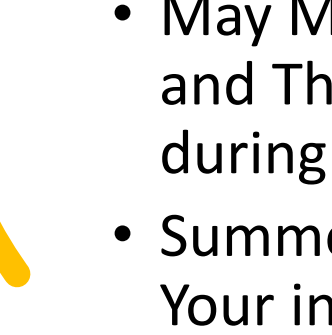


Class Schedule for Paramedic

- We offer two cohorts.
- The morning cohort has the following schedule.
 - Fall and Spring semesters Tuesday and Wednesday from 800am-300pm. With four Fridays 800am-500pm. All days include a one hour lunch break. The Friday dates will be given for the fall semester during program orientation. The Fridays for the Spring semester will be given during the fall semester.
 - May Minimester is either Monday and Wednesday 800am-300pm or Tuesday and Thursday 800am -300pm. Your individual summer schedule is announced during the spring semester.
 - Summer semester is internship and the final items for program completion. Your individual summer schedule is announced during the spring semester.



Class Schedule for Paramedics cont.

- The afternoon cohort has the following schedule.
 - Fall and Spring semesters Tuesday and Wednesday from 100pm-700pm. With four Fridays 800am-500pm. Only the Friday classes include a lunch break. The Friday dates will be given for the fall semester during program orientation. The Fridays for the Spring semester will be given during the fall semester.
 - May Minimester is either Monday and Wednesday 800am-300pm or Tuesday and Thursday 800am -300pm. Your individual summer schedule is announced during the spring semester.
 - Summer semester is internship and the final items for program completion. Your individual summer schedule is announced during the spring semester.
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Paramedic Clinical Schedule

- Clinical Scheduling is done after clinical orientation. Attendance is Mandatory.
 - Students will select shifts through our clinical scheduling platform FISDAP.
 - Specific instructions are given during clinical orientation
 - Students will attend clinical shifts in both hospital ER's and specialty areas (ICU, Cath labs, L&D, OR, Respiratory Therapy and Pediatric ER) Scheduling is dependent on clinical site availability.
 - Students will also attend EMS ambulance clinical rotations. Shifts are 24 hour shifts. Scheduling is dependent on clinical site availability.