



**EMR**  
**Application Package**  
**&**  
**Program Information**



## EMERGENCY MEDICAL RESPONDER

### COURSE INFORMATION

#### PROGRAM OVERVIEW

Flatline Response Prehospital programs are hands on and focus on all aspects of emergency care.

The Emergency Medical Responder Program covers all aspects training related this introductory program for the Prehospital care field. Topics includes knowledge and understanding of scope of practice, basics of Anatomy, Physiology and Medical Terminology, fundamentals of patient assessment, safe lift and moving, introduction to and standard ambulance equipment. Students will develop critical thinking skills in stressful environments and become confident with their new skills and knowledge.

Graduates of this program are eligible to challenge the registration exams administered by the Alberta College of Paramedics. Successful completion of the registration exams means that the student can become a registered member of Alberta College of Paramedics.

This program is competency based. This means that students must assume a greater responsibility for their own learning. The student has to be well motivated and organized to meet the objectives of the program in the designated time frame. Those items you learn and practice in the class days and from the modules are things that a good EMR must have a working knowledge and understanding of in order to provide the proper and effective patient care.

Instructors for the course are personnel who are currently registered members, in good standing, with the Alberta College of Paramedics. Instructors will have at least 1 year of experience, currently certified as an Instructor in Emergency Medical Responder, First Aid and/or C.P.R., or equivalent teaching experience. Guest lecturers, with expertise in specific areas (i.e. law enforcement, extrication, etc.), may also be utilized during the program.

#### PREREQUISITIES

- Minimum age - 18 years old.
- **Complete** application package
- Standard First Aid and C.P.R. certification at the Basic Rescuer (Level C) qualification within the past 6 months
- A high level of reading comprehension, and written and oral communication skills.



## COURSE DELIVERY METHODS

The Emergency Medical Responder Program is a 7 week Independent Study Program consisting of 3 Study Domains. Each study domain includes, scheduled Lecture, 2 Class Skill days, and an exam.

To be adequately prepared students require a minimum of 15 hours per week for reading and study of assigned textbook chapters. Lectures will review key information in addition to the chapter readings.

Students will require access to a computer, internet access and basic computer knowledge, to access textbook resources and communication with the college.

### SELF STUDY

Students will be expected to read and be familiar with the material contained in the following textbooks:

- ◆ Read the course materials
- ◆ Complete all assignments, and exams
- ◆ Actively participate in all classroom activities

### Required Textbooks

- ◆ Emergency Care and Transportation of the Sick and Injured  
AAOS, Jones and Bartlett, Ninth Edition, 2005.
- ◆ Review the Alberta Legal and PCR Synopsis Compact Disc
- ◆ Health Care Provider CPR

The student will spend between 10 to 12 hours per week of self-study and is expected to complete the didactic portion prior to writing the Domain Exam and will then attend the practical days of each domain.

### COMPUTER EXAMINATIONS

Proctored exams, for each Domain, must be completed at the college. These Domain Exams are the summative basis for evaluating the student in the academic competencies

The computer is used to issue, mark and keep a record of the student's exams and progress. Students do not require any computer knowledge, to complete examination as the interaction is very simple.

## PRACTICAL LABS AND SKILL TESTING

Students must attend the class days during which they will be taught and evaluated on practical skills; these class days are scheduled during weekdays, some evening and weekends at the Learning Center. Students will be required to meet all required competencies successfully

The student will be tested in a scenario format, in simulated trauma and medical situations. Students are expected to demonstrate skills of assessment, decision-making, and treatment.

## GRADING & EXAMINATIONS

Students are required to pass each exam with a minimum score of 80%. These exams are on computer. The computer system is used to issue exams, instantly mark the exams, and keeps a record of the student's progress in a gradebook. Students may purchase additional practice module and exams with the in-house study package. Students have access to the on-site library, additional computer resources including access to the Internet and computer software that can generate exams in areas where they require additional help

Grading is based on successful completion of the program:

1. \*A minimum score of 80% on three Supervised Theory Domain Exams of 100 questions each
2. \*\*A minimum score of 80% on a 200 question Supervised Theory Domain Final Exam based on all theory
3. Testing of the learned practical skills at various skill stations,
4. Successful completion of a medical or trauma practical test scenario,
5. Successful completion of all required competencies based on both the National and the Alberta Competency Profiles

A grade of not less than 80% for each of the Theory exams and not less than 80% for each of the practical scenarios is required for successful completion of the program.

\*Students will be allowed one rewrite for each of the Theory Domain exams, to achieve the required passing mark. Students may bank and/or pull forward unused rewrite opportunities. Should the student NOT achieve the minimum 80% score on each of the three Domain exams, after using all exam attempts, no attempt at the Final exam will be allowed and the student will have failed the Didactic portion of the program.

\*\*A mark of less than 80% on the Final examination constitutes a failure of that exam and students will be allowed no more than 2 rewrite attempts (regardless of the number of banked exams) at the Final exam within a maximum 14 days of the initial attempt. Students must have adequate banked rewrites to attempt the Final exam 2 times

## PRACTICAL LABS AND SKILL TESTING

Students must attend the class days during which they will be taught and evaluated on practical skills. Skill Evaluation Marking Sheets are used to track the student's competency for the required skills. Students are encouraged to practice skills until proficient. Instructors will assess the competency of each student using this evaluation tool. Students who are unsuccessful will be offered remediation and an opportunity to re-attempt the skill.



## DRESS CODE

Students will be required to be appropriately dressed – dark trousers, shirts with suitable footwear. .Good grooming: - neat and clean hair - no jewelry other than wedding bands and/or watch - no heavy perfumes etc. - short, clean fingernails

## CLASS DAYS

Students are required to attend all practical skills class days and lectures. The class days and evaluations are held from 0900 hours until 1700 during the day and 1800 to 2200 hours in the evenings. Should a student fail to attend a class day, the student will be required to arrange for an alternate make-up day. Students will be required to pay for this alternate make-up day.

Flatline Response Inc. reserves the right to postpone a class day, if an instructor cannot attend due to illness or inclement weather.

Student should plan to allow for plenty of practice. Students who fail the program usually do so because of INADEQUATE PRACTICE. This means they are unable to provide appropriate patient care or are unsure of their skills and perform them poorly.

It is recommended that students meet with classmates following each class day to practice the skills until proficient.

## Accreditation

All Flatline Response Inc. prehospital programs are approved by the Alberta College of Paramedics and the Flatline Primary Care Paramedic Program (EMT) is accredited by the Canadian Medical Association (CMA).



## EMERGENCY MEDICAL RESPONDER

### Application Checklist

Application for \_\_\_\_\_

Surname

First Name

Middle Name

Please submit application package in the order listed below:

- Application for Admission form
- Current Standard First Aid with Level "C" C.P.R. (*within 6 months*)
- Student Agreement form (*signed by applicant*)
- Tuition Contract (*signed both pages*)
- Photocopy of Driver's License or Picture Identification
- Two letters of character reference
- Resume

Application package will be returned if not complete

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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Please forward your completed Application for Admission, application fee, this page and supporting documents to:

This information is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. This information is used for the sole purpose of operating programs and activities at Flatline Response Inc., which includes but is not limited to, research, registration, awards, tax receipts, statistics, if applicable, permission to collect fees and information on behalf of the organization and facility future contact. If you have any question please contact the Registrar at 1, 3855 – 64 Avenue SE, Calgary, Alberta (403) 571-7655. Or [ems@flatlineresponse.com](mailto:ems@flatlineresponse.com)



Program: \_\_\_\_\_

Program Location \_\_\_\_\_

Registration Date: \_\_\_\_\_

Course Number \_\_\_\_\_

Registering For *Please Circle:*

**Part Time Program**

**Full Time Program**

**Personal Information**

LAST NAME		FIRST NAME		GENDER		DATE OF BIRTH		
				9 Male 9 Female		MONTH	DAY	YEAR
ADDRESS				CITY/PROV				
POSTCODE				Email:				
HOME PHONE			WORK PHONE			ALTERNATE PHONE		

**Statistical Information**

<p><b>Marital Status</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Common Law</p> <p><input type="checkbox"/> Single</p> <p><input type="checkbox"/> Divorced/Separated</p> <p><b>In the past year I was</b></p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Employed</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Other</p>	<p><b>General &amp; Post Secondary Education</b></p> <p><b>Highest Education Achieved</b></p> <p><input type="checkbox"/> Graduate Grade 12</p> <p><input type="checkbox"/> Public College</p> <p><input type="checkbox"/> Vocational College</p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Technical Institute</p> <p><input type="checkbox"/> Other</p> <p>Name of Institution _____</p> <p>Location (City/Prov/Country) _____</p>	<p><b>Highest Level Achieved</b></p> <p><input type="checkbox"/> Applied</p> <p><input type="checkbox"/> Journeyman</p> <p><input type="checkbox"/> Bachelor</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma ___ Yrs</p> <p>Attendance</p> <p>From _____</p> <p>To _____</p>
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**Medical Education**

Program	Level	Certification Date	Name of Institution
First Aid			
CPR			
Advanced First Aid			
Emergency Medical Responder Previous/Other Province			
Other			



**Payment Information**

<b>Program Fees \$1025.00</b>	
<b>Cash, Certified Cheque, Money Order or Bank Draft made payable to Flatline Response Inc.</b>	
Program Costs _____ Deposit _____ Balance _____	I understand that: The deposit and administration fees are non-refundable There is no refund on pre-issued course materials The program dates may be changed due to lack of enrollment Balance of fees must be paid by close of program registration

Date Signed \_\_\_\_\_

Applicants Signature \_\_\_\_\_

**INTERNAL OFFICE USE ONLY**

**EMR Pre-Requisites**

\_\_\_\_\_ Standard First Aid Card  
\_\_\_\_\_ Birth Certificate

\_\_\_\_\_ Health Care Provider C.P.R. Card (within 6 mos)  
\_\_\_\_\_ Medical Statement

The collection of this personal information is necessary for operating and administering the services of the FRI Registry and will be protected under the provisions of the *Alberta Freedom of Information and Protection of Privacy Act*.

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## Emergency Medical Responder

### PERSONAL INFORMATION

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Surname	First Name	Middle Name	
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Birth Date (mm/dd/yyyy)	Social Insurance Number	Gender	Where/from whom did you hear about Flatline?
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Permanent Address: Street/Avenue/Box Number

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City	Province	Postal Code	
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Home Telephone	Alternate Telephone	Fax	E-mail Address
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Emergency Contact Person	Relationship	Day Telephone	Evening Telephone
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### REGISTRATION INFORMATION (Please indicate which course you are applying for.)

- Emergency Medical Responder      Course Start Date: \_\_\_\_\_

### DECLARATION

I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. If accepted for the above course, I agree to comply with all rules and regulations of **Flatline Response Inc.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The collection of this personal information is necessary for operating and administering the services of the FRI Registry and will be protected under the provisions of the *Alberta Freedom of Information and Protection of Privacy Act*.



## APPLICATION FOR ENROLMENT AND CONTRACT OF TUITION

Name of Applicant		Telephone
Address of Applicant		
Program Name	Prerequisites (Attach transcripts, references, etc.)	
Length	Start Date	End Date
Tuition Fee(including \$150.00 non-refundable registration fee)	Other fees (please specify)	
Total Cost to Student	Amount Received	Financing Charges

### Method of Payment

#### The applicant understands that:

- By taking the above program there is no guarantee of employment after successful completion of the program.
- A signed copy of this contract will be provided to you at the time you sign or within 7 days of signing.
- If you are under 16 years of age, Flatline Response Inc. must obtain written approval of the Director, Private Vocational Schools, before you can take this program.
- You should ask potential employers whether this program provides worthwhile job training. Employers determine the value of this program, not the Government.
- Financial assistance may be available from the Government. If any loans are made to you, it is solely your responsibility to repay the loans.
- Information should be provided from this school on the number of former students who found training related employment. You should consider this information before you sign this contract.
- Sections 16 to 25 of Alberta Regulation 66/94 (set out on the back) apply to this school and deal with retention and repayment of fees in the event of cancellation by you or the school. Among other things, these sections provide that you are entitled to a complete refund (including the registration fee) if you cancel this contract, in writing, within 4 days of signing the contract.
- Flatline Response Inc. is required by law to report to the Director of Private Vocational Schools on how many of its student's graduate and how many obtain employment. Your name, and phone number and your employer's name and phone number form part of this report. The Director, or his designate, may call you to verify this information.

(Signature of Student)

(Date)

(Please Print Name)

Flatline Response Inc. agrees to deliver the above referenced training and will refund tuition fees as required by the Director, Private Vocational Schools, if the Director is of the opinion that the program has not been delivered as licensed.

(Signature of School representative)

(Date)

(Please Print Name)

(Position)

A student who quits or stops taking a program of instruction may be entitled to a refund of tuition only if the student terminates this contract in writing. The termination of this contract and the amount of refund are governed by the Private Vocational Schools Regulation.

## THE PRIVATE VOCATIONAL SCHOOLS ACT – RETENTION AND REPAYMENT OF FEES (Extract – Albert Regulation 66/94)

### TERMINATION OF STUDENT CONTRACT

- 16 (1) A student or a licensee may terminate a student contract by giving written notice to the other party.
- (2) A student who wishes to terminate a student contract must
- (a) give the written notice to a person who works for the licensee at the business address of the licensee set out in the student contract or to the instructor of the vocational training, or
  - (b) send the written notice by certified mail to the mailing address of the licensee set out in the student contract.
- (3) A licensee who wishes to terminate a student contract must
- (a) give written notice to the student, or
  - (b) send the written notice by certified mail to the mailing address of the student set out in the student contract.
- (4) A student contract is terminated,
- (a) if the written notice to terminate is given to a person under subsection (2)(a) or (3)(a), when the person receives the notice, or
  - (b) if the written notice is sent by certified mail, 7 days after the notice is mailed.

### REGISTRATION FEE

- 17 (1) Subject to subsection (2), a licensee may require a student to pay a registration fee before the student's vocational training has commenced.
- (2) A licensee must not require or accept payment of a registration fee in respect of a person until that person has signed a student contract.
- (3) The maximum registration fee is \$150.
- (4) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences to vocational training.
- (5) A licensee must not require or accept payment of any amount for tuition before the vocational training commences except for a registration fee.

### COOLING OFF PERIOD

18 Notwithstanding any other provision in this Regulation, if a student terminates a student contract on or before the 4<sup>th</sup> day after signing the contract, the licensee must refund any tuition or other fees paid by or on behalf of the student.

### REFUND OF FEES – BEFORE TRAINING COMMENCES

19 (1) If a student terminates a student contract for vocational training before the vocational training has commenced, the licensee is entitled to any registration fee paid by or on behalf of the student.

- (2) If
- (a) a licensee terminates a student contract before the vocational training has commenced, or
  - (b) the vocational training does not commence by the date the training was to have commenced under the student contract,

the licensee must refund any registration fee that was paid by or on behalf of the student.

### REFUND OF FEES – AFTER TRAINING COMMENCES

20 (1) If either party terminates a student contract for a program of instruction after the program of instruction has commenced, the licensee is entitled to the following amounts of tuition:

- (a) when 10% or less of the program of instruction has been provided, 25% of the student's tuition;
- (b) when more than 10% but 50% or less of the program of instruction has been provided, 60% of the student's tuition;
- (c) when more than 50% of the program of instruction has been provided, 100% of the student's tuition;

(2) If a licensee has received tuition in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess.

### REFUND OF FEES – CORRESPONDENCE COURSES

- 21 (1) In this section, "cost of a lesson" is the amount obtained by dividing the tuition for a correspondence course by the number of lessons in the course.
- (2) If either party terminates a student contract for a correspondence course after the correspondence course has commenced, the licensee is entitled to
- (a) the cost of lessons that have been supplied, marked and returned to the student by the effective date of the termination, and
  - (b) the lesser of
    - the cost of the lessons that have been supplied but have not been marked and returned to the student by the effective date of the termination, up to a maximum of 3 lessons, and
    - 15% of the cost of the lessons that have not been supplied, marked and returned to the student by the effective date of termination
- (3) If a licensee has received tuition in excess of the amount that the licensee is entitled to under subsection (2), the licensee must refund the excess.

### ABANDONMENT

22 (1) For the purpose of this section, a licensee abandons the provision of vocational training under its license if the licensee stops providing the vocational training before it is complete and

- (a) there are student contracts for the vocational training that have not been terminated, or
- (b) all student contracts for the vocational training have been terminated and one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.

(2) Notwithstanding section 19 to 21, if the licensee abandons the provisions of vocational training under its license, the licensee must refund all tuition that has been paid in respect of the vocational training.

(3) This section does not require the refund of tuition in respect of a student whose contract is terminated

- (a) by the student before the licensee abandons the provision of vocational training, or
- (b) by the licensee before the licensee abandons the provision of vocational training if the termination was made because the student was expelled or for non-payment of fees.

### CANCELLATION OF LICENCE

23 (1) Notwithstanding section 19 to 21, if a licensee's license is cancelled, the licensee must refund all tuition that has been paid in respect of the vocational training provided under the license

(2) This section does not require the refund of tuition in respect of a student whose contract is terminated

- (a) by the student before the license is cancelled, or
- (b) by the licensee before the license is cancelled if the termination was made because the student was expelled or for non-payment of fees.

### FALSE OR MISLEADING INFORMATION

24 Notwithstanding sections 19 to 21, if in the opinion of the Director, a student was induced to enter into a student contract by false or misleading information provided by the licensee or the licensee's authorized representative, the licensee must refund all tuition that has been paid by or on behalf of the student.

### PAYMENT OF REFUNDS

25 (1) Subject to subsection (2), a refund of a student's tuition must be paid to the student.

(2) If a licensee receives payment of a student's tuition from a government, agency or a person other than the student, any refund of the student's tuition must be paid to the government, agency or other person.

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Date Signed

Student's Signature

## STUDENT AGREEMENT

I, \_\_\_\_\_ confirm:

1. I am over eighteen (18) years of age and all of the information included as part of my application is true and accurate to the best of my knowledge.
2. I am in good health and have:
  - No infectious diseases
  - No back problems or medical conditions that would interfere with or prevent my lifting or carrying a stretcher with an adult patient
  - No uncontrolled epilepsy or other convulsive disease
  - No other medical conditions that would interfere with the performance of EMT duties or student activities
3. I understand that my tuition fees for this course are due upon acceptance in the program prior to Program Orientation/the first day of class. Examination results, official transcripts, certificates, and other information and services will be withheld if I have an outstanding account.
4. I understand that to receive a certificate, I must complete the entire program within the time allotted by Flatline Response Inc., or I may be requested to withdraw and consequently fail the program. I understand that poor attendance during either the didactic and/or clinical segments of the program may lead to failure of the program. I agree that should I fail to perform at an acceptable level during the didactic component I may be requested to withdraw from the program and consequently fail the program.
5. I agree that Flatline Response Inc shall not be held liable for any illness or injury that I may sustain during the EMT program.
6. I understand that my student records may be reviewed by governing and accreditation bodies for prehospital programs in Canada.
7. I understand that all information regarding patients is to be held in the strictest confidence and a breach of such confidence will result in immediate expulsion and failure of the program.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

I agree to allow Flatline Response Inc. to use photographs and materials I have contributed to within the program on their website and within the school and for information that may be made available to the public within advertising or public information displays.

\_\_\_\_\_  
**EMT Applicant's Signature**

\_\_\_\_\_  
**Date**

