

BOARD OF HIGHER EDUCATION
REQUEST FOR COMMITTEE AND BOARD ACTION

COMMITTEE: Academic Affairs

NO: AAC 15-14

COMMITTEE DATE: December 2, 2014

BOARD DATE: December 9, 2014

**APPLICATION OF MASSACHUSETTS BAY COMMUNITY COLLEGE TO AWARD
THE CERTIFICATE IN PARAMEDICINE**

MOVED: The Board of Higher Education hereby approves the application of **Massachusetts Bay Community College** to award the **Certificate in Paramedicine**.

Upon graduating the first class for this program, the College shall submit to the Board a status report addressing its success in reaching program goals as stated in the application and in the areas of enrollment, curriculum, faculty, resources, and program effectiveness.

Authority: Massachusetts General Laws Chapter 15A, Section 9(b)

Contact: Winifred M. Hagan, Ed.D.
Assistant Commissioner for Academic and Educator Policy

BOARD OF HIGHER EDUCATION

December 2014

Massachusetts Bay Community College Certificate in Paramedicine

INTENT AND MISSION

The goals and objectives of the proposed Paramedicine Certificate support the mission of Massachusetts Bay Community College (MBCC) and the Division of Health Sciences. Consistent with the college and division mission, the proposed Paramedicine certificate's purpose is to provide high quality education and preparation for emergency medical services professionals to meet the needs of the community they serve.

The proposed program is intended to prepare students to become members of a health care team and function competently as paramedics in a variety of diverse and challenging settings. The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. Individuals completing the proposed certificate program will be expected to possess the complex knowledge and skills necessary to provide patient care and transportation. The proposed program also intends to provide community outreach in assisting others to achieve personal and academic goals; to maintain external accreditation for certificate programs; to increase the number of underrepresented students in the program; to commit to the philosophy of student first in teaching and service; and to engage in community service activities.

The proposed program has obtained all necessary governance approvals on campus and was approved by the Massachusetts Bay Community College Board of Trustees on June 10, 2014. The required letter of intent was circulated on March 14, 2014. No comments were received.

NEED AND DEMAND

National and State Labor Market Outlook

According to the Bureau of Labor Statistics 2012 Occupational Outlook Handbook, employment of EMTs and paramedics is expected to grow by 33 percent from 2010 to 2020. It is expected that between the years 2010-2020, there will be a need for 75,400 new jobs¹. According to MA Healthcare Chart-book for 2013, employment for emergency and other relief services increased by 873 jobs between 2007-11. Overall, 13% of Metro West residents were employed in healthcare in 2011 with 6,110 employed as Emergency Medical Technicians (EMTs) and Paramedics. The Boston Metropolitan area is considered to be one of the top 10 areas for employment of EMTs and Paramedics, employing 3470

¹ *Employment and Outlook 2010-2020 Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections (US); Massachusetts Executive Office of Labor and Workforce Development (MA) (Statewide and Workforce Investment Areas (WIAs))*

yearly.² The primary service area of MBCC is shown to account for 1,900 (55%) of these annual employments.

Student Demand

The Paramedicine day option has consistently enrolled 10-17 students each year for the past five years. Similarly, the Paramedicine evening option has enrolled 7-9 students each year for the past five years. Enrollment projections are expected to increase over the next four years as the curriculum has recently been updated and restructured to reflect National EMS Education Standards and the National Scope of Practice Model for the Paramedic. Also, a number of area non-academic private Paramedicine programs are expected to close. Thus, the College expects to enroll 15-20 students in each of the day and evening options over the next few years.

MBCC is a veteran supportive community and proudly welcomes veterans of the U.S. Armed Services to the campus. Often, veterans choose a paramilitary career in the fire services and a prerequisite for this type of employment is certification as a Paramedic. Through the MassBay Office of Veterans' Affairs (OVA), there is a vibrant student-run Veterans club that organizes special community and social events and provides other support services. The veteran's affairs coordinator works closely with program faculty to advise potential candidates and assure a smooth transition from Emergency Medical Technician (EMT) to Paramedicine by assisting veteran's to obtain benefits and access other services. MBCC reports that the proposed Paramedicine program is expected to serve the veteran population and help translate military training into certificate and employment options in the civilian sector. It is expected that the Veteran student can begin the program once s/he completes National Registry of Emergency Medical Technicians (NREMT) EMT certification in the first semester. Based past classes, it is expected that approximately 25% of each entering class of Paramedics will be from the veteran population.

OVERVIEW OF PROPOSED PROGRAM

Consistent with the mission of MBCC, the proposed Paramedicine program is expected to foster educational excellence and student success and prepare students for local and global citizenship. Evidence of MBCC's commitment to this mission is shown through the funding and creation of a Human Patient Simulator Lab in Framingham to provide hands-on experiences for students in all healthcare programs. The Lab is expected to also provide MBCC Paramedicine students with opportunities to participate in clinically relevant scenarios.

Recent restructuring of the Paramedicine certificate program was undertaken to ensure that the philosophy and structure of the program are parallel to those of the National EMS Education Standards and the National Scope of Practice Model for the Paramedic. The certificate program now requires 37 credits for completion.

The proposed Paramedicine Certificate Program is expected to provide students with an in-depth knowledge of the concepts and skills requisite to caring for patients with acute

² *BLS Occupational Employment Statistics from May 2012.*

and critical illness. Students will learn how to recognize signs and symptoms that pertain to the infant, child, adolescent, adult, and geriatric age groups. Students will practice current techniques to care for all patients with acute medical problems as well as trauma situations.

Duplication

It is reported that the proposed program is the only credit-bearing certificate being offered in the Metro-West area. In other parts of the state, Greenfield and Massasoit Community Colleges offer a 29 credit paramedic certificate. Northern Essex and Quinsigamond Community Colleges offer both a certificate and an AS degree in Paramedicine. Springfield College in Springfield, MA offers a B.S. in Emergency Medical Services Management

Non-credit Paramedicine programs include Comprehensive Medical Teaching Institute, Hanover, MA; First Response Emergency Medical Educators, Stoughton, MA; National College of Technical Instruction, Natick and Springfield, MA; National Medical Education Training Center, West Bridgewater, MA; and Professional EMS: Center for MEDICS, Cambridge, MA.

ACADEMIC AND RELATED MATTERS

Admission

It is expected that applicants seeking admission to the Paramedicine program will be evaluated on an individually based on GPA and total number of college-level credits completed at MBCC. It is planned that priority for admission is given to current MBCC students. Applicants must also meet all other required course prerequisites for the program. Minimum eligibility for admissions to the proposed program includes a HS Diploma or GED; Massachusetts licensed EMT or Nationally Registered EMT; MBCC placement into College Writing or completion of Introduction to Language; MBCC placement into Introductory Algebra or completion of Basic Math Studies or completion of required modules of Preparation for College Math with a minimum grade of C; and successful completion of the Reading Assessment Test.

In addition, a General Biology course is a pre-requisite and an Anatomy & Physiology course must be completed concurrently in the first semester of study or within 5 years prior to enrollment in the Paramedicine program. Upon acceptance into the Paramedicine program, students will be expected to attend a program-specific orientation.

Students applying to the program are advised to consider that they will also be required to obtain certain immunization and health records and submit documentation by published deadlines, which are program-specific and determined by clinical rotation start dates. A complete list of the required immunizations will be provided for students on the Division of Health Sciences' web pages of the MBCC website. Student will also be expected to complete the Criminal Offender Record Information (CORI) and the Sex Offender Registry Information (SORI) forms. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences.

Program Enrollment Projection

Enrolled Students	# of Students Year 1 Spring 15	# of Students Year 2 AY Fall 15- Summer 16	# of Students Year 3 AY Fall 16- Summer 17	# of Students Year 4 AY Fall 17- Summer 18
New Full Time & New Part Time	15	15	30	30
Continuing Part Time	0	15	15	15
Totals	15	30	45	45

Curriculum (Attachment A)

The proposed curriculum is planned such that it combines didactic, laboratory, clinical, and field internships to provide students with the skills required to prepare for certification and practice. It is anticipated that graduates will be prepared for entry-level paramedic positions working on ambulances in private, municipal, and third service agencies. Graduates may also be qualified for in-hospital positions in emergency departments and critical care areas. There are additional opportunities for community-based practice and critical care transportation services.

The Day Paramedicine Program is planned as a 12-month option, beginning each September and conducted over the course of one year: fall, spring, and summer semesters. In the fall and the first 8-week session of the spring, students take classes. In the second 8 weeks of spring and first summer session, students complete hospital clinical rotations. In the second summer session, students culminate their didactic and clinical experience with an intensive 250 hour field internship.

The Evening Paramedicine Program is planned as an 18 month option beginning each January and conducted over the course of (year 1-spring, summer and fall semesters and year 2- spring semester). The content of the instruction between day and evening programs is consistent with the Day program. In each instance, it is expected that graduates will earn a certification in Paramedicine and will be eligible to take the National Registry of EMT Paramedics Certification Examination.

RESOURCES AND BUDGET

Fiscal (Attachment B)

The MBCC administration is supportive of the proposed Paramedicine program by ensuring an appropriate operating and personnel budget to meet projected goals.

Faculty and Administration (Attachment C)

MBCC is analyzing the feasibility of adding one EMS-Paramedicine faculty to address an anticipated increase in enrollment. MBCC is also analyzing the feasibility of restructuring the role of the department chair and ensuring salaries are appropriately aligned with the market value.

MBCC reports that full-time and adjunct faculty embody over 100 years of combined EMS field service, education and administration, and provide a wealth of knowledge and experience to the MBCC proposed program in Paramedicine. It is planned that medical oversight of the program, will be conducted by an experienced physician, board certified in Emergency Medicine, who has also worked as a pre-hospital provider.

Facilities, Library and Information Technologies

MBCC's existing simulation facilities and resources will enable students to synthesize knowledge with skill competencies, and to formulate patient management plans in realistic case-based scenarios. It is expected that the proposed Paramedicine program will maintain equipment and technologies including: an ambulance simulator, which allows scenarios to start from initial dispatch through patient care in the ambulance en route to a hospital under realistic working conditions; Interdisciplinary Simulation Laboratory that houses a Laerdal SimMan 3G manikin, SimBaby, and VitalSim child manikin; 4 simulation manikins (Laerdal MegaCode Kelly); 3 new simulation controllers (Laerdal SimPad) which allow wireless control and flexibility in scenarios; a Laerdal VitalSim controller; over 10 intravenous & intraosseous trainers; 5 advanced airway trainers; 4 Lifepak 12 monitor-defibrillators; 7 medication carts; and a variety of other basic and advanced life support equipment.

Students have access to a large library located in proximity to the paramedic classroom, which includes student textbooks as part of the collection. Students in the proposed program also have access to the online library/IT resources.

Affiliations and Partnerships

MBCC EMS maintains active affiliations with 24 medical facilities and pre-hospital agencies in the Metro West region. This provides opportunities for students to participate in clinical and field internships as they prepare for certification examinations and become entry-level EMS providers. MBCC also has offered students the opportunity to complete field internships in a fast-paced, high volume, EMS agency with the Emergency Medical Services Authority of Tulsa, OK. The combination of affiliations allows our students to complete their studies in the expected time frames. MBCC reports that other programs cannot offer the variety of placements in high-volume areas, resulting in delays for students to have patient contact. The MBCC Paramedicine program is expected to increase graduation rates by providing timely placements enabling students to complete their courses in 12 or 18 months.

Beginning in 2011, the EMS Department at MBCC led, organized and coordinated an annual interdisciplinary exercise within the Division of Health Sciences. An interdisciplinary committee, chaired by the Program Director, meets during the academic year to formulate one to two scenarios allowing students to experience dealing with a

mock-mass-casualty incident in both the out of hospital and in-hospital spheres. Arising out of this joint endeavor, students and faculty from the Associate Degree in Nursing, Practical Nursing, Radiologic Technology, and Surgical Technology programs have incorporated Incident Command System and Triage training into their individual curriculums. The project has served to provide interdisciplinary opportunities for faculty and students at various times during the academic year.

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PROGRAM EFFECTIVENESS

Goal	Measurable Objectives	Strategy for Achievement	Timetable
<p>Increase enrollment</p>	<p>Fill all available seats in the program (15 in the first year and 20 each in the years after)</p>	<p>Advertise the paramedic program in regional news media</p> <p>Maintain partnerships with local EMS agencies to prepare students to enroll in Paramedicine Program and EMT Program</p> <p>Develop new partnerships with EMS Agencies in keeping with the MassBay strategic plan.</p> <p>Recruit students not accepted into other health sciences programs, but still interested in a career in health care</p>	<p>Fall 2014</p> <p>Fall 2014 and ongoing through 2017</p> <p>Spring 2014 and ongoing through 2017</p> <p>Fall 2014 and ongoing through 2017</p>
<p>Students will have a “real work experience” with potential employers in the region</p>	<p>100% of students will participate in clinical & field internships</p>	<p>Mandatory clinical and field internships for all students beginning in the second semester of the program.</p> <p>Based on review of clinical/field preceptor feedback, continuous quality improvement through adjustment of student learning outcomes and terminal objectives.</p> <p>Students who have limited or no work experience will be required to enroll in EM</p>	<p>Ongoing, new curriculum began September 2013</p> <p>Ongoing, new curriculum began September 2013</p> <p>Spring 2015</p>

		105 (EMT Field Internship) to prepare for Paramedicine clinical and field rotations.	
The majority of graduates will gain employment.	90% of graduates will be employed within 6 months	<p>Test preparation review to improve first time passing of (NREMT- National Registry of EMTs EMT and Paramedic Psychomotor and Cognitive exams</p> <p>With the cooperation and oversight of the Advisory Committee review and update the curriculum every year to match national and regional industry demands as indicated by data collected from graduate and employer surveys and online resources</p>	<p>Began fall 2012 and will continue every six months thereafter</p> <p>Spring 2014 and yearly thereafter</p>
Provide community outreach in assisting others to achieve personal and academic goals	<p>Develop and organize community first response during college functions</p> <p>Plan & coordinate annual Division of Health Sciences</p>	<p>The program will obtain National Collegiate EMS Foundation (NCEMSF) institutional membership</p> <p>Faculty and students will attend the National Collegiate Emergency Medical Services Foundation (NCEMSF) conference</p> <p>Coordinate a plan for first aid services with campus public safety, administration, and program medical director</p> <p>Provide first aid services at Commencement</p> <p>Work with faculty of other Health Sciences</p>	<p>Fall 2014</p> <p>Spring 2016</p> <p>Spring 2015</p> <p>Spring 2015</p> <p>Ongoing annual efforts</p>

	“Disaster Day”	<p>programs to continue coordination and administration of annual interdisciplinary “Disaster Day”.</p> <p>Coordinate with MassBay Emergency Operations Planning Committee.</p>	Spring 2015
Improve the retention rate for all students	Maintain a retention rate of 80% for students in the program	<p>Employ the concepts of the team-based learning model to enable students to move through coursework while concurrently learning necessary lab skills.</p> <p>Begin pre-course information and advising sessions to prepare students for program success</p>	<p>Develop modules in Spring 2015 for implementation for Fall 2015.</p> <p>Begin advising for this purpose in fall 2014.</p>
Maintain external accreditation for certificate program	Obtain Committee on the Accreditation of EMS Program Approval	<p>Obtain Letter of Review Status working with and reporting to the Advisory Committee.</p> <p>Obtain Full Accreditation working with and reporting to the Advisory Committee.</p>	<p>Spring 2014</p> <p>Fall 2016</p>
Increase the number of underrepresented students in the program	Enroll and retain at least 3 underrepresented students in first year and increase enrollment consistent with MassBay’s total percentage of underrepresented student enrollment.	<p>Pursuant to the MassBay strategic plan, work with underrepresented communities in the region to advertise the program and attract new students.</p> <p>Invite underrepresented EMS professionals from diverse populations to speak to students about their Paramedicine experiences and careers.</p>	<p>Fall 2014 and ongoing through 2017</p> <p>Spring 2015</p>
Commit to the philosophy of	Approximately 80% of the students enrolled	Prepare faculty to advise students in the program	Initial prep in Fall 2013 and ongoing

<p>student first in teaching and service</p>	<p>will graduate by the end of the program schedule.</p>	<p>about educational goals, academic progress, course requirements, class schedules and college resources including tutoring, scholarships, and library services.</p> <p>Participate in the MassBay planning & design of a new Framingham campus to focus on strengthening and enhancing the educational experience of students in the program.</p> <p>Faculty will attend professional development workshops and classes. Faculty will be encouraged to obtain state and national EMS educator credentials.</p>	<p>annually</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Engage students in community service activities</p>	<p>Organize at least two community education opportunities consistent with the MassBay Community College strategic plan.</p>	<p>Organize campus CPR Day during National College EMS Week</p> <p>Offer continuing education courses starting with alumni and then to local EMS agencies and professionals</p>	<p>November 2014 and annually thereafter</p> <p>Spring 2015</p>

EXTERNAL REVIEW AND INSTITUTIONAL RESPONSE

The proposed program was reviewed by Keith Wilding, MA.T., EMT, Senior Paramedic at Fallon Ambulance Service and Lead Instructor for the Paramedic Emergency Medicine degree program at New Hampshire Technical Institute; and John Leary MBA, EMT, Program Director at New England EMS Institute, Manchester, NH and Fire Lieutenant/Paramedic, Fire Department, Bedford NH.

The reviewers found the proposed program mission and goals to be well aligned with MBCC, and the curriculum, teaching philosophy, equipment and resources to be areas of strength. The reviewers also commended MBCC for the engaged advisory committee and the experienced faculty and clinical advisors. There was some concern regarding consistency for ongoing program evaluation, the importance of strong leadership for the program and increased organization of supplies and student workspace.

MBCC responded that it has instituted a quarterly review of the program and will distribute employer and graduate surveys annually. MBCC has appointed a new department chairperson and hired a program coordinator to monitor the use of supplies and utility of dedicated lab space.

STAFF ANALYSIS AND RECOMMENDATION

Staff thoroughly reviewed all documentation submitted by **Massachusetts Bay Community College** and external reviewers. Staff recommendation is for approval of the proposed **Certificate in Paramedicine** program.

ATTACHMENT A: CURRICULUM OUTLINE

Day Option

Required (Core) Courses in the Major (Total # courses required = 12)		
<i>Course Number</i>	Course Title	Credit Hours
PM 101	Foundations of Paramedicine	4
PM 102	Prehospital Pharmacology	2
PM 103	Trends for the Paramedic	1
PM 104	Cardiology	5
PM 105	Medical Emergencies	3
PM 110	Special Care Aspects for the Paramedic	4
PM 111	Advanced Medical Life Support	1
PM 112	Pediatric Advanced Life Support Provider	1
PM 113	Neonatal Advanced Life Support Provider	1
PM 210	Clinical I	3
PM 211	Clinical II	4
PM 212	Field Internship	5
	<i>Sub Total Required Credits</i>	34
Elective Courses (Total # courses required = 0) (attach list of choices if needed)		
	<i>Sub Total Elective Credits</i>	0
BI 113 Essentials of Anatomy & Physiology with lab		3

Sub Total General Education Credits		3
Curriculum Summary		
Total number of courses required for the certificate		13
Total credit hours required for certificate		37
Prerequisite, Concentration or Other Requirements:	<p>Applicants seeking admission to the Paramedicine program will be evaluated on an individual basis. Students seeking admission to the Paramedicine program will be evaluated by GPA and total number of college-level credits completed at MassBay. Priority for admission is given to current MassBay students. Applicants must also meet all other required course prerequisites for the program. Minimum eligibility for admissions to this program includes:</p> <ul style="list-style-type: none"> • HS Diploma or GED • EMT Licensure- Massachusetts licensed EMT or Nationally Registered EMT • English Placement- MassBay placement into College Writing (EN 100) or completion of Intro to Language (EN 090). • Math- MassBay Placement into Introductory Algebra (MA 95) or completion of Basic Math Studies (MA 090) or completion of required modules of Preparation for College Math (MA 1) with a grade of C or higher. • Reading- Successful completion of Reading Assessment Test. Refer to the Competitive Programs Admissions Requirements. • Anatomy & Physiology- Anatomy & Physiology must be completed concurrently in the first semester of study or within 5 years prior to enrollment in the Paramedicine program. Essentials of A&P (BI 113) meets this requirement. A 2-semester, 8-credit A&P sequence (BI 115 & BI 116) will replace this requirement if completed by the end of the first semester. General Biology (BI 101) is a prerequisite for A&P I/II. Students should be aware that Essentials of A&P does not fulfill A&P requirements for Nursing, Physician Assistant, and other health care professions admission. • Upon acceptance into the Paramedicine program, students are expected to attend a program-specific orientation. 	

	<ul style="list-style-type: none">• Students in the program are required to obtain certain immunization and health records and submit documentation thereof by published deadlines, which are program-specific and determined by clinical rotation start dates. A complete list of the required immunizations can be found on Division of Health Sciences' web pages of the MassBay website by clicking the link, "Health and Background Check Requirements." Immunization requirements are in accordance with clinical site requirements and Massachusetts state law. If the student does not meet the initial published deadline, s/he will not attend the clinical rotation. <p>The student must complete the CORI (Criminal Offender Record Information) form to authorize a search of conviction and pending criminal case information under Standard Required Level I by the DCJIS (Department of Criminal Justice Information Services). The student must also complete the SORI (Sex Offender Registry Information) form. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a CORI and/or SORI Report is returned with a finding(s), it may or may not prohibit progression in a Health Sciences Program. A National County Criminal Background check will be conducted as a part of the student's completion of the clinical requirements.</p>
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Evening Option

Required (Core) Courses in the Major (Total # courses required = 12)			
<i>Article I. Number</i>	<i>Course</i>	Course Title	Credit Hours
FIRST YEAR		SEMESTER (Spring) 1	
PM 101		Foundations of Paramedicine	4
PM 102		Prehospital Pharmacology	2
PM 103		Trends for the Paramedic	1
		Summer	
PM 104		Cardiology	5
PM 105		Medical Emergencies	3
		SEMESTER 2 (Fall)	
PM 110		Special Care Aspects for the Paramedic	4
PM 111		Advanced Medical Life Support	1
PM 112		Pediatric Advanced Life Support Provider	1
PM 113		Neonatal Advanced Life Support Provider	1
PM 210		Clinical I	3
SECOND YEAR		SEMESTER 1 (Spring)	
PM 211		Clinical II	4
PM 212		Field Internship	5
		<i>Sub Total Required Credits</i>	34

Elective Courses (Total # courses required = 0) (attach list of choices if needed)		
BI 113 Essentials of Anatomy & Physiology with lab³		3
Sub Total General Education Credits		3
Curriculum Summary		
Total number of courses required for the certificate		13
Total credit hours required for certificate		37
Prerequisite, Concentration or Other Requirements:	<p>Applicants seeking admission to the Paramedicine program will be evaluated on an individual basis. Students seeking admission to the Paramedicine program will be evaluated by GPA and total number of college-level credits completed at MassBay. Priority for admission is given to current MassBay students. Applicants must also meet all other required course prerequisites for the program. Minimum eligibility for admissions to this program includes:</p> <ul style="list-style-type: none"> • HS Diploma or GED • EMT Licensure- Massachusetts licensed EMT or Nationally Registered EMT • English Placement- MassBay placement into College Writing (EN 100) or completion of Intro to Language (EN 090). • Math- MassBay Placement into Introductory Algebra (MA 95) or completion of Basic Math Studies (MA 090) or completion of required modules of Preparation for College Math (MA 1) with a grade of C or higher. • Reading- Successful completion of Reading Assessment Test. Refer to the Competitive Programs Admissions Requirements. 	

³ Anatomy & Physiology must be completed concurrently in the first semester of study or within 5 years prior to enrollment in the Paramedicine program.

	<ul style="list-style-type: none"> • Anatomy & Physiology- Anatomy & Physiology must be completed concurrently in the first semester of study or within 5 years prior to enrollment in the Paramedicine program. Essentials of A&P (BI 113) meets this requirement. A 2-semester, 8-credit A&P sequence (BI 115 & BI 116) will replace this requirement if completed by the end of the first semester. General Biology (BI 101) is a prerequisite for A&P I/II. Students should be aware that Essentials of A&P does not fulfill A&P requirements for Nursing, Physician Assistant, and other health care professions admission. • Upon acceptance into the Paramedicine program, students are expected to attend a program-specific orientation. • Students in the program are required to obtain certain immunization and health records and submit documentation thereof by published deadlines, which are program-specific and determined by clinical rotation start dates. A complete list of the required immunizations can be found on Division of Health Sciences' web pages of the MassBay website by clicking the link, "Health and Background Check Requirements." Immunization requirements are in accordance with clinical site requirements and Massachusetts state law. If the student does not meet the initial published deadline, s/he will not attend the clinical rotation. • The student must complete the CORI (Criminal Offender Record Information) form to authorize a search of conviction and pending criminal case information under Standard Required Level I by the DCJIS (Department of Criminal Justice Information Services). The student must also complete the SORI (Sex Offender Registry Information) form. The CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a CORI and SORI completion process will occur prior to the beginning of clinical/practicum experiences. If a CORI and/or SORI Report is returned with a finding(s), it may or may not prohibit progression in a Health Sciences Program. A National County Criminal Background check will be conducted as a part of the student's completion of the clinical requirements. 	
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ATTACHMENT B: BUDGET

<i>One Time/ Start Up Costs</i>		<i>Annual Expenses</i>			
		<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>
	<i>Cost Categories</i>				
	Full Time Faculty (Salary & Fringe)	\$135,108	\$135,108	\$139,161	\$139,161
	Part Time/Adjunct Faculty (Salary & Fringe)	\$46,137	\$46,137	\$47,521	\$47,521
	Staff (Paid through Division Budget not Program Budget)				
	General Administrative Costs (Paid through Division Budget not Program Budget)				
	Instructional Materials, Library Acquisition (Supplies)	\$13,282	\$14,610	\$16,071	\$17,678
	Facilities/Space/Equipment	\$2250	\$2475	\$2723	\$2995
	Field & Clinical Resources (Provide Supervision/Coordination to out of state field internship & Instate travel)	\$1700	\$1870	\$2057	\$2263
	Marketing- (This is a Line Item in College Budget not the Program's Budget)				
	Other (Specify) Committee on Accreditation of EMS Programs (CoAEMSP) Accreditation Annual Fee, Continuing Accreditation Fee, Self Study Report Evaluation, Site Visit in 2014 and continuing accreditation/Annual Report in years 2,3 &4 and OEMS accreditation fee.	\$5050	\$1850	\$1850	\$1850
	Other (Professional Development-Course Instructors to become certified instructors for Advanced Cardiac Life Support (ACLS), Advanced Medical Life Support (AMLS), Pediatric Advanced Life Support (PALS), Prehospital Life Support (PHTLS). Attend CoAEMSP conferences and OEMS updates.	\$4000	\$3000	\$3000	\$3000
	TOTALS	\$207,527	\$205,050	\$212,383	\$214,468

<i>One Time/Start-Up Support</i>		<i>Annual Income</i>			
	<i>Revenue Sources</i>	<i>Year 1- Fall 2014- Summer 2015</i>	<i>Year 2 Fall 2015- Summer 2016</i>	<i>Year 3 Fall 2016- Summer 2017</i>	<i>Year 4 Fall 2017- Summer 2018</i>
	Grants				
	Tuition <i>Y1-Fall 14 (12 returning students) 5 credits x \$24/cred x 12 stud=\$1440</i> <i>Spring 15, Summer 15 (12 incoming Evening students) 18 credits x \$24/cred x 12 stud=\$5184</i>	\$6,624	\$21,312	\$21,312	\$21,312
	<i>Fees-All College and Technology</i>	\$64,584	\$207,792	\$207,792	\$207,792
	Departmental-				
	Reallocated Funds				
	Other	\$0	\$0	\$0	\$0
	TOTALS	\$71,208	\$229,104	\$229,104	\$229,104

ATTACHMENT C: FACULTY FORM

Summary of Faculty Who Will Teach in Proposed Program							
Name of faculty member (Name, Degree and Field, Title)	Check if Tenured	Courses Taught Put (C) to indicate core course. Put (OL) next to any course currently taught online.	Number of sections	Division of College of Employment	Full- or Part- time in Program	Full- or part- time in other department or program (Please specify)	Sites where individual will teach program courses
Altavesta, Kimberly M.Ed., Educational Technology Assistant Professor Department Chair/Program Director	<input type="checkbox"/>	Prehospital Pharmacology (C) Cardiology (C) Clinical I (C) Clinical II (C) Foundations of Paramedicine (C) Trends in Paramedicine (C) Medical Emergencies (C) Special Care Aspects of Paramedicine (C) Advanced Medical Life Support (C) Pediatric Advanced Life Support (C) Field Internship (C)	1 section each	Day	Full-Time	No	Framingham Campus
Athanassides, Kimberly ADN, Nursing Adjunct Professor	<input type="checkbox"/>	Clinical I (C)	1 section	Division of Continuing Education	Part-Time	No	Off Campus- Hospitals
Gallasso, Michael ADN, Nursing Adjunct Professor	<input type="checkbox"/>	Clinical I (C)	1 section	Division of Continuing Education	Part-Time	No	Off Campus- Hospitals
Harris, Donna ADN, Nursing Adjunct Professor	<input type="checkbox"/>	Clinical I (C)	1 section	Division of Continuing Education	Part-Time	No	Off Campus- Hospitals
Johnson, William B.S., Public Health Adjunct Professor	<input type="checkbox"/>	Foundations of Paramedicine (C) Trends in Paramedicine (C) Prehospital Pharmacology (C) Cardiology (C) Medical Emergencies (C) Special Care Aspects of Paramedicine (C)	1 section each	Division of Continuing Education	Part-Time	No	Framingham Campus

Kuchinski, Joseph Certificate, Paramedicine Adjunct Professor	□	Foundations of Paramedicine (C) Cardiology (C) Special Care Aspects of Paramedicine (C)	1 section each	Division of Continuing Education	Part-Time	No	Framingham Campus
Lamme, Daniel Certificate, Paramedicine Adjunct Professor	□	Foundations of Paramedicine (C)	1 section	Division of Continuing Education	Part-Time	Yes, Emergency Medical Technician	Framingham Campus
LeBlanc, Ryan Certificate, Paramedicine Adjunct Professor	□	Foundations of Paramedicine (C)	1 section	Division of Continuing Education	Part-Time	Yes, Emergency Medical Technician	Framingham Campus
Marshall, Jennifer BS, Nursing Adjunct Professor	□	Clinical I (C)	1 section	Division of Continuing Education	Part-Time	No	Off Campus-Hospitals
MInnucci, Elizabeth ADN, Nursing Adjunct Professor	□	Clinical I (C)	1 section	Division of Continuing Education	Part-Time	No	Off Campus-Hospitals
Waldron, Erin MSN, Nursing Adjunct Professor	□	Clinical I (C)	(1)	Division of Continuing Education	Part-Time	No	Off Campus- Hospitals
Watkins, Sherry BS, Nursing Adjunct Professor	□	Clinical I (C)	(1)	Division of Continuing Education	Part-Time	No	Off Campus- Hospitals