



Temple University Emergency Medical Services
1101 W Montgomery St, 19122
Philadelphia, PA

Dear New Member,

I would like to take this opportunity to welcome you to Temple University Emergency Medical Services (TUEMS). The following document outlines the TUEMS Membership Process, or the initial steps in becoming an active member of TUEMS. While the requirements seem extensive, you will find that the process does proceed quite rapidly. The general overview of the Membership Process includes the completion of the following steps:

- 1. Providing copies of certifications and a completed initial application*
- 2. Submission of immunization record to Temple University Student Health Services*
- 3. Completion of required Online training*
- 4. Participation in the initial interview*
- 5. Completion of an IPMBA EMS Cyclist Course*
- 6. Completion of the New Member Orientation*

The following instructions will walk you step-by-step through completing these initiatives. Please read these instructions carefully and thoroughly before beginning the Membership Process. As you compile these requirements, **please scan and email them to our company email address, tuems@temple.edu, or contact us to make drop off arrangements at our headquarters.** You may bring the paperwork all at once or as you complete it. If you are away from campus, please contact us for mailing instructions.

Upon completion and receipt of all required documents (steps 1-3), you may then contact us to schedule your interview. You will not be able to complete any of the remaining steps until the interview is complete, so we ask that you work diligently in completing these primary requirements.

Instructions for the Completion of the Membership Process

1. Providing Copies of Certifications and a Completed Initial Application:

Prior to consideration by our organization, you must complete our initial application. The application should have been sent as an attachment with this document. If not, please contact us and we will have it sent to you.

For legal reasons, we need to keep your certifications on file in our Administrative Office. Please photocopy and submit copies of the **Front and Back** of the following:

1. Pennsylvania EMT/EMR Card
2. NREMT EMT Card (if applicable)
3. CPR Card
4. TUID (OwlCard)
5. Driver's License or State ID

If you are an out of state EMT or First Responder (EMR): In order to work for TUEMS, you must be either a Pennsylvania-State Certified EMT or EMR. However, certain states have reciprocity agreements with Pennsylvania, where if you are an EMT or EMR in good standing in your home state, you may receive a license to work as an EMT or EMR in Pennsylvania as well. Please contact the Philadelphia Regional EMS Council at 215-685-4219 or at <http://www.phila.gov/RegionalEMS/> to request a reciprocity packet. **Please do this as soon as possible, since the reciprocity process tends to take a long time.**

Additionally, nationally certified EMT's (via NREMT) are **not** considered Pennsylvania EMT's unless they completed their EMT course in Pennsylvania and were awarded a Pennsylvania EMT certification number and card upon receipt of their NREMT EMT certification number and card. However, Pennsylvania's reciprocity agreement includes acceptance for all nationally-certified EMTs in good standing with NREMT. Please contact the Philadelphia Regional EMS Council at 215-685-4219 or at <http://www.phila.gov/RegionalEMS/> to request a reciprocity packet. **Please do this as soon as possible, since the reciprocity process tends to take a long time.**

2. Submission of Immunization Record to Temple University SHS:

To protect both yourself and your patients, we will need to obtain a copy of your vaccination records. We will retain one copy in your personnel file and another copy will be recorded into the University Immunization Database at Temple University Student Health Services (SHS). This process can take a significant amount of time, so it is highly recommended that you **begin gathering your immunization record as soon as possible.**

The following steps describe what you must do to have your immunizations approved by SHS and TUEMS:

- i. Obtain your vaccination records from your primary care physician. (This physician is typically your childhood pediatrician. Please allow adequate time to obtain these records, as some physician's offices may not email or mail medical records and/or may require you to pick them up in person or sign a release form.)
- ii. Schedule an appointment with SHS to have these records reviewed. (Explain to the SHS staff that you are an EMT who will be volunteering with TUEMS and need to be entered into the University Immunization Database and/or administered any missing requirements. If you encounter any problems in scheduling this appointment, please contact us at tuems@temple.edu.)
- iii. Bring your immunizations to your appointment, and make sure the SHS nurse, nurse practitioner, or physician that reviews your immunizations checks for the following items:
 - a. Hepatitis B Vaccine
 - b. Meningococcal Vaccine
 - c. Measles/Mumps/Rubella (MMR)
 - d. Varicella Vaccine or a varicella titer
 - e. Tetanus-Diphtheria (Tdap) Vaccine
 - f. Influenza Vaccine (for the given year)
 - g. PPD Test (for the given year)
- iv. Upon completion of all required vaccinations, obtain a print out of your Vaccination record in the University Immunization Database and either scan and email it to tuems@temple.edu or make arrangements to deliver a hard-copy of the report to TUEMS Headquarters. **Your immunization record is not considered approved until this document has been received by TUEMS.**

[Example Temple University Student Health Services Database Record]

Temple University Student Health Services @Main
1810 Liacouras Walk, 4th Floor (066-04)
Philadelphia, PA 19122-6029
(215) 204-7500

Immunization Record

TUId:		Date of Birth:	
Gender:		Date Printed:	

CPT Code	Description	Immunization Date	Validation Results	Result Date	Waiver	Expiration Date
Clinical Services Rendered						
77777	Hepatitis B #1	03/30/1993				
77777	Hepatitis B #2	05/20/1993				
77777	Polio 1	05/20/1993				
77777	Polio 2	08/02/1993				
77777	Hepatitis B #3	01/07/1994				
77777	MMR1	07/07/1994				
77777	Polio 3	09/27/1994				
77777	MMR2	03/27/1998				
77777	Tdap- Prior	03/27/1998				
77777	Polio Booster	03/29/1998				
77777	Prior Meningococcal Vaccine	02/27/2006				
77777	Tdap- Prior	10/19/2009				
90658	Influenza Immunization Injection - Free	10/25/2012				
77777	PPD Placement	02/13/2013				
77777	Anti-HBsurface Antibody Titer	02/14/2013	positive			
77777	Varicella Titer	02/14/2013	positive			
86580	PPD Read	02/15/2013	00 mm indu			

Authorized Signature

Date

3. Completion of Required Online Training:

To comply with requirements set by both the State of Pennsylvania and the TUEMS Medical Director, you must complete the following online training modules:

Bloodborne Pathogens Training (most up-to-date version available)

- High-Functioning CPR Teams: Science Lecture (Course # 006372)
- Understanding the Hazard Communication Standards (Course # 006559)
- Naloxone Administration by EMR and EMT (Course # 007622)
- HIPPA Compliance (most up-to-date version available)
- BLS Protocol Update (most up-to-date version available)
- IS-100.b (ICS 100) Introduction to the Incident Command System
- IS-200.b (ICS 200) ICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS), An Introduction
- PA-EMS Psychiatric Emergencies (Course # 1085227)

Other online courses may be assigned to you if there are any changes or expansions of our protocol that make them necessary. If so, you will be informed of these additional assignments upon your completion of your initial required online training.

To prove your completion of these courses, you must send us either each individual certificate of completion for each course, or a screenshot or print out of your online transcript, indicating that every course has been completed.

The courses are offered online through the **pa.train.org** website, and can be completed in approximately three hours at your convenience. You must have a Pennsylvania-State EMR or EMT certification to access **pa.train.org**. The website is user friendly as it will save your progress and allow you to complete each course individually and/or return at a later time.

Please note that as PA has transitioned from centrelearn relatively recently, we are still attempting to learn the new system as well. The following instructions in red are for the old system, but may be helpful as you navigate pa.train.org.

If you are already a registered user on CentreLearn, you may proceed to:

<http://www.centrelearnsolutions.com/log-in/> and select the "CentreLearn Classic Learning Management System." Typically, your username and password is the state abbreviation "pa" followed by your certification number. For example, pa156762.

If you are not a registered user on CentreLearn, you may proceed to:

https://www.centrelearn.com/login_pa.asp and select the appropriate certification (EMT or EMR). You will be asked to provide an email address and your Pennsylvania certification number. Follow the steps to confirm your registration and then you can log in to the CentreLearn site. Utilize the aforementioned web address for access to CentreLearn.

Once inside CentreLearn, on the left hand side, click on "**My Courses**". On the menu

to appear in the middle of your screen, locate and complete the following: “2015 [or most current year] Bloodborne Pathogens,” “2015 [or most current year] BLS Protocol Update,” and “High-Functioning CPR Teams: Science Lecture” (course #006372). Then click on “**EMS Continuing Education**” and take the course entitled, “Understand the Hazard Communication Standards” (course #006559) and “HIPAA Compliance 2012 [or most current year].”

Upon completion of both courses, return to the home screen. Then, from the left hand menu, select “**My Transcript**”. Print this page. It may take a few days for your courses to show up in the “My Transcript” field. You may either wait for it to appear, or print your course certificate for each course by clicking on “**My Certificates**”.

Note: If you have trouble accessing the three Incident Command Systems Courses (IS-100.b (ICS 100) Introduction to the Incident Command System, IS-200.b (ICS 200) ICS for Single Resources and Initial Action Incidents, and IS-700.a National Incident Management System (NIMS), An Introduction) you **must** still complete them on FEMA’s training website: <https://training.fema.gov/is/crslist.aspx>. You **must** then submit all three certificates to us as proof of completion.

As mentioned, **if you have an out of state EMT or EMR certification, you must obtain a Pennsylvania EMT or EMR license or you will not be able to complete the required online training.** This reciprocity process simply involves the completion of more paperwork. To obtain this paperwork, please contact the Philadelphia Regional EMS Council at 215-685-4219 or through <http://www.phila.gov/RegionalEMS/>. You will have to call them for the appropriate documents. Once the reciprocity process is complete and you receive your new license number, you should be able to complete the online training by registering as a new user.

4. Participation in the Initial Interview:

All new members must complete an initial interview with at least two officers from TUEMS. The purpose of this interview is to get to know you as a both a provider and a person and should approximately thirty minutes. You will be asked to demonstrate necessary skills, and you should be prepared to elaborate on any EMS experience you may have, as well as any other experiences that can contribute to your abilities as a provider.

After your completion of the previous three steps, the Membership Officer will contact you to schedule your interview. The interview will be held at TUEMS Headquarters, unless you have been told otherwise. Please arrive on time and dress professionally. **You must complete all preceding steps and the initial interview in order to complete the final two steps of the Membership Process.**

5. Completion of an IPMBA EMS Cyclist Course:

TUEMS is a bike-based Quick Response Service (QRS). Because of this, all of our members must complete an IPMBA EMS Cyclist Course before they can ride with us. TUEMS is able to offer the course in conjunction with TUPD once a semester, free-of-charge to all of our accepted new members. **You must complete the all other steps, including the submission and approval of all paperwork, the initial interview, and the completion of all 16 hours of hospital shadowing time before you will be eligible to take this course.** Once you are eligible for this course, you will be contacted by TUEMS Administration with information on the next available course. If you are able to sit for this course, you will be contracted to complete a six month precepting (or probationary) period, beginning the day after your New Member Orientation. The details of your contract, commitment to TUEMS, and precepting period will be described to you at the start of bike training before your contract is signed, and again at the New Member Orientation.

6. Completion of the New Member Orientation:

The New Member Orientation will be held one evening the week following the last day of the EMS Cyclist Course. At the orientation, TUEMS Administration will again review the terms of the precepting contract, as well as provide an overview of TUEMS Operations via a review of the TUEMS Standard Operating Guidelines. In-house training on several BLS skills will also be provided as per the request of the TUEMS Medical Director.

All of us at TUEMS look forward to working with you soon. If you have any questions or concerns regarding any portion of the Membership Process, or regarding our organization in general, please do not hesitate to contact us.

Sincerely,
Cameron Cole
Director, TUEMS
tuems@temple.edu