



Temple University Emergency Medical Services
1101 W. Montgomery Ave.
Philadelphia, PA 19122
www.templeems.org

Dear Potential Member,

Thank you for your interest in joining the TUEMS Family! The following document outlines the TUEMS Membership Application Process. The general overview of the Membership Process includes the completion of the following steps:

1. *Complete the initial application (found under “Get Involved” tab on our website).*
 - a. *Please do not submit an application unless you have ALL required materials.*
2. *Participation in the initial interview*
If selected following initial interview,
3. *Successful completion of “skills demonstration day”.*
If selected following skills demonstration,
4. *Completion of 16 hours of shadowing at Temple University Hospital*
5. *Completion of a modified IPMBA EMS Cyclist Course (Through TUPD)*
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.

Upon completion and receipt of online application (with all certifications and immunization record attached), you may then contact us (membership.tuems@temple.edu) 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.

*If we do not receive your application in ***full***, we will store it until our application cycle ends, at which time it will be removed. Please complete the entire application when submitting for review.

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. This application is found on our website under the tab, “Get Involved”. 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. We have attached the reciprocity packet on our website (found under the “Get Involved” tab) to streamline the process. You must submit the packet to Philadelphia Regional EMS Council before applying for membership in TUEMS. **Please do this as soon as possible, since the reciprocity process tends to take a significant amount of time.**

Additionally, nationally certified EMTs (via NREMT) are **not** considered Pennsylvania EMTs unless they completed their EMT course in Pennsylvania and are awarded a Pennsylvania EMT certification number and card upon passing the NREMT EMT Exam. 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/> for more information. **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. 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)

*Please note that while SHS can readily administer any of these necessary vaccines or tests, only the Influenza Vaccine and the PPD Test are offered for free. The rest cannot be billed to insurance and are therefore offered to you at a flat rate. You have the option to receive your missing vaccinations elsewhere if you would like to apply health insurance towards the cost, however **all external vaccination records generated from this must be submitted to SHS to be entered into the University Immunization Database for approval.**

- iv. Upon completion of all required vaccinations, obtain a printout 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 on following page]

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)
- Hazmat for Healthcare Providers: Operational Level (Course #1048614)
- Naloxone Administration by EMR and EMT (Course # 007622)
- HIPAA Compliance (Course #1041019)
- 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

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 attach each individual certificate of completion for each course indicating that every course has been completed to your initial online TUEMS application.**

The courses are offered online through the TRAIN PA 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. 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.

NOTE: You can only access PA Train if you are a current EMS provider in Pennsylvania. If you are applying for reciprocity, this portal will not be available until you are approved for reciprocity and receive your Pennsylvania provider number.

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

<https://pa.train.org/DesktopShell.aspx>. Typically, your username and password are the state abbreviation "pa" followed by your certification number. For example, pa156762.

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

<https://pa.train.org/DesktopShell.aspx> and select “**Create Account**”. You will be asked to provide an email address, your Pennsylvania certification number, and some demographic information. Follow the steps to confirm your registration and then you can log in to the TRAIN PA site. Utilize the aforementioned web address for access to TRAIN PA.

Once inside TRAIN PA, on the right hand side, you will see your dashboard; it contains “**Action Items**”, or courses that must be completed. You may also search for a particular training in the search bar at the top right (i.e. “*2015 [or most current year] Bloodborne Pathogens,*”). Click on the course link; within the course menu, select the “**Registration**” tab. Click “**Launch**” and complete the course.

Upon completion of all courses, return to the home screen. Under the Dashboard heading, select “**My Certificates**”; click on the printer image adjacent to the training link and download or print the certificate.

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:

After your completion of the initial application, a TUEMS Officer will contact you to schedule an interview. The interview will be held at TUEMS Headquarters, unless you have been told otherwise. Please arrive on time and dress professionally. 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 both a provider and a person and should approximately thirty minutes.

5. Skills Demonstration Day

After all of the initial interviews are completed, the TUEMS Administrative Board will convene and holistically review all applications and interview supplements. Applicants chosen to proceed in the membership process will have to complete a “Skills Day”. Skills day will take approximately 2-4 hours (depending on the number of successful applicants) and is designed to demonstrate basic competency in EMR/EMT skills (Patient Care Skills, Patient Interview Skills etc). The applicant is NOT expected to understand or know TUEMS protocols, TUEMS boundaries, TUEMS bike bags, TUEMS

(specific) equipment operation. The provider does not have to perform flawlessly and TUEMS is willing to do some remediation, it is just imperative for all members to have the basics of EMS mastered (Vitals, Basic Patient Interview).

Upon completion of “Skill Day”, the administrative board will again convene and holistically discuss basic EMR/EMT performance. If the applicant is selected to proceed in the process, they will be contacted in regards to shadowing in Temple University Hospital’s ER.

5. Completion of 16 Hours of Shadowing at Temple University Hospital:

All new members must complete 16 total hours of shadowing at Temple University Hospital, with eight of those hours taking place in the Emergency Room and the remaining eight taking place in Triage. **You are not eligible to complete these hours until all of your paperwork has been submitted and your interview has been completed. Past shadowing of any kind cannot fulfill this requirement. No exceptions.**

When you are approved to schedule your shadowing time, you may send an email to membership.tuems@temple.edu acknowledging your completion of the previous steps and listing your availability and how you would like to divide your time. You may complete the shadowing in four four-hour sittings, two eight-hour sittings or one sixteen-hour sitting at any time of day or night.

To receive credit for the shadowing, you must print out the ER Precepting Form, which will be emailed to you at the appropriate time. Please read over the front page of the form thoroughly and follow all rules and regulations outlined by the form (including the specific dress code).

****If you encounter any issues before, during, or after your shadowing please let us know at tuems@temple.edu or call the TUEMS On-Duty Supervisor at 215-384-8866.***

6. Completion of a modified IPMBA EMS Cyclist Course:

TUEMS is a bike-based Quick Response Service (QRS). Because of this, all of our members must complete a modified 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.

8. Completion of the New Member Orientation:

The New Member Orientation will be held on a weekend following the completion of bike class. At the orientation, TUEMS Administration will 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 (SOGs). Officers will also provide in-house training on several TUEMS skills and potentially a few BLS Skills.

On behalf of the entire TUEMS family, we thank you for your interest and look forward to getting to know you! If you have any questions or concerns regarding any portion of the membership process, or the organization in general, please do not hesitate to contact us.

Best,

The TUEMS Administration