

Application Package – Primary Care Paramedic

Submit to:

ESA•PCP

Emergency Services Academy Ltd.

2nd Floor, 161 Broadway Boulevard, Sherwood Park AB T8H 2A8

Questions? Call 780-416-8822 or e-mail info@ESAcanada.com



Primary Care Paramedic (PCP) Program Application Package

Please ensure you read all of the instructions carefully before submitting your application for the Primary Care Paramedic (PCP) Program. All sections of the application must be completed.

Submit your complete application by:

- E-mail to info@ESAcanada.com
- Fax to 780-449-4787, or
- Mail, courier or deliver it in person to:

Emergency Services Academy Ltd. 2nd Floor, 161 Broadway Boulevard Sherwood Park AB T8H 2A8

Acceptance into an PCP Program

ESA accepts a maximum of 30 students for each PCP Program.

Acceptance is based on the results of a competition including:

- an interview with an ESA Program Coordinator or Instructor (50%)
- an EMR level written exam (25%)
- and an EMR level skill station (25%)

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ESA Use Only	Date application received:	Date application pr	rocessed, fee paid:	
Date email sent to	o applicant:	Processed by:	App 2020-08, V38.	.0



Primary Care Paramedic (PCP) Program
Application Package - Part One
Application Checklist - Include this page with your application

Applic			
•	Surname	First Name	Middle Name
	e Code:		
ESA	Student Checklist		
	Have you completed the Waive	er, Consent and Acknowledgement	Forms?
	☐ Have you completed the PCP	Application Form?	
	Have you included the following with	your application? See instruction	s on the following pages for details.
	☐ A. A Clear Police Information	Check (PIC) and Vulnerable Sector	r Search (VSS)
	B. Updated Immunization Red	cords	
	☐ MMR - measle:	s, mumps and rubella	
	☐ Hepatitis B		
	☐ DTaP - Tetanus	s/diptheria/pertussis	
	☐ Mantoux/tubero	culosis screening.	
	C. Proof of age - minimum 18	years of age	
	•	/equivalent or post-secondary educ by transcripts, OR pre-approval fro	•
	☐ E. Driver's License - minimum	Class 5, GDL removed	
	☐ F. Basic Rescuer - Level C or	Health Care Provider - dated within	n one year as of first day of classes.
	G. One of the following:		
	9 9	ical Responder (EMR) ACP Practic	
	<u> </u>	ponder (EMR) Certificate or Transc	•
		I Responder (EMR) Refresher Certi (MFR) Certificate or Transcript *	ilicate or Transcript *
	Advanced First Aid (AFA)	•	
		an Emergency Medical Responder	(EMR) **
	☐ H. Driver's Abstract	☐ I. Medical E	Exam Form
	☐ J. PCP Program Graduate Re	port	Assignment Interview Form
	☐ L. Completed EMS Industry R	esearch Assignments (2 essays)	
	☐ M. Resume		
	☐ N. Two letters of character refe	erence	
	https://www.esacanada.com/stu		☐ No ation package. Refer to our website: nodation
LL	□ P. Alberta Student Number		



Primary Care Paramedic (PCP) Program Application Package - Part Two Instructions and Details for Completing and Submitting the PCP Prerequisites

- **A.** Obtain a **Clear Police Information Check (PIC)** and a **Vulnerable Sector Search (VSS)** from your local policing agency (e.g. city police or RCMP detachment) dated within 90 days of submission to ESA.
 - A **Police Information Check (PIC)** is a detailed criminal and police history, or a confirmation of the absence of any information, based on the personal information provided to the police agency when requesting the check.
 - A **Vulnerable Sector Search (VSS)** includes a PIC plus a search of pardoned offences of a specified nature (sexual and certain other offences against the person). A VSS is required if you will be in a position of trust or authority with patients or clients of AHS.

Please allow sufficient time to order a a PIC and VSS, as they may take 4 to 6 weeks to process.

The PIC and VSS MUST be clear in order to continue with this application.

B. Updated immunization records indicating vaccinations against measles, mumps and rubella (MMR), hepatitis B and tetanus/diptheria, mantoux/tuberculosis screening, polio, varicella (chicken pox) and seasonal influenza (optional).

MMR - Mumps, Measles and Rubella

• This vaccination is typically given at 12 months and again between the ages of 4 and 6.

Hepatitis B

- As of 1981 this three shot series has been provided to children in grade 5. There is an initial vaccination, a second one four weeks later and the third five months after the second. Once a person has had the three vaccination series, they are considered to be immune for life.
- The hepatitis B vaccinations must be started at time of application, and all three steps must be completed before students will be allowed to continue to practicums.

Tetanus (within 10 years)

• This vaccination is included in DTap (a combination of tetanus, diptheria and pertussis). It is typically provided between the ages of 4 and 6 and then again in grade 9. After that, a tetanus shot is recommended every ten years.

Mantoux / Tuberculosis (TB) Screening (within one year)

- Tuberculosis (TB) screening is **not provided in schools**. This can be done at Travellers Health Services for a fee. The screening is a two part process. In the first part, a fine needle injects a small amount of a harmless test substance under the first layer of skin on the forearm. The second part of the test is done two or three days later. You must go back to have your reaction to the injection measured.
- Parts one and two must be completed at the time the application is submitted to ESA.
- Please note: Mantoux / Tuberculosis screening results are typically issued on a separate record and must be requested by applicant. Please allow sufficient time for receiving TB records - this process could take 4 to 6 weeks.
- **C. Proof of age** (minimum 18 years). A Driver's License is acceptable.
- D. High School Diploma, GED/equivalent or post-secondary education equivalent to or above a grade 12 level as evidenced by transcripts. Students may be accepted into the PCP Program at ESA who have not met this requirement for existing education. You must contact ESA in advance of submitting this application and provide details of your education and work experience.



- E. Driver's License minimum Class 5, GDL removed.
- **F.** Basic Rescuer CPR Level C or Health Care Provider. Dated within one year of first day of classes. Search online for a Basic Rescuer course offered in your area. One recommendation is the Heart and Stroke course.
- G. One of the following:
 - Current EMR ACP Practice Permit
 - Emergency Medical Responder (EMR) Transcript or EMR Certificate *
 - ESA EMR Refresher Certificate *
 - Medical First Responder (MFR) Certificate or Transcript *
 - Advanced First Aid (AFA) Certificate *
 - Proof of Employment as an EMR **
 - * Graduation date within 12 months preceding the first day of the ESA EMT/PCP program. Photocopies are acceptable. MFR and AFA must be a minimum 80 hour program.
 - **Proof of employment must indicate that the applicant has worked as an EMR within 12 months preceding the first day of the PCP program.
- H. Current Driver's Abstract dated within 6 months of program commencement; maximum 6 demerits
- I. Medical Exam Form completed and signed by physician dated within 6 months of program commencement
- J. PCP Program Graduate Report applicant's signature indicating information was received
- **K. Written Assignment Interview Form** signed by the PCP (Primary Care Paramedic) or ACP (advanced Care Paramedic) who was interviewed
- L. Completed EMS Industry Research Assignments two essays
- M. Resume
- N. Two letters of character reference using the ESA form which is part of this package
- **O. Special Academic Accommodation** ESA provides Special Academic Accommodation to students, where appropriate. A request for same must be submitted as part of the application process to ESA. Refer to our website https://www.esacanada.com/student-services#academic-accommodation for more information.
- P. Alberta Student Number to be entered in the Personal Information section of the application form
 - PCP students must have an Alberta Student Number (ASN). The Alberta Student Number (ASN) is the single unique identifier for all Alberta learners. For assistance with an Alberta Student Number, go online to the Alberta Education **Learner Registry**: https://learner registry.ae.alberta.ca

If you have an Alberta Student Number:

- If you have attended a school or public Post-Secondary institution in Alberta and wish to know your Alberta Student Number (ASN), you can use the **Lookup ASN** on the website listed above.
- If you have registered with an Alberta Kindergarten to Grade 12 school prior to 1972 or you have registered with a public Alberta Post-Secondary Institution prior to 2000 (university, college, technical institute) contact the Help Desk at 780-427-5318 or by email: <a href="https://www.wfb.edu.ncbi.nlm.ncbi

If you do not have an Alberta Student Number:

• If you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, and need to have an ASN you can request an ASN by using the **Request ASN Online**. You can also **Print a Copy** of the ASN Request Form and mail or fax it to Alberta Education according to the information found on the bottom of the form. These forms are on the website listed above.



Primary Care Paramedic (PCP)
Program Application Package - Part Three
Consent Form

I,, under invasive procedures on classmates during the didactic portion of practicum.	erstand that I may be required to perform f the PCP Program and on patients during
☐ I may also be required to allow classmates to perform invasiv	ve procedures on me.
An invasive procedure is one that penetrates or breaks the skin invasive procedures performed in the PCP Program include test Injections, Subcutaneous Injections and Intravenous Therapy. R stick injuries, bruising and pain.	ting Blood Glucose Levels, Intramuscular
Please initial the above box to show that you understand ar procedures.	nd consent to the above invasive
Applicant's signature:	Date:
Consent may be withdrawn at any time.	



Primary Care Paramedic (PCP)
Program Application Package - Part Three
Acknowledgment Form

I, <u> </u>	,, understand t PCP in Alberta, I will be required to:	hat in order <u>to work</u> as an EMR or a
	□ write an examination and register with the Alberta College of Paran	nedics (ACP);
	□ provide a security clearance;	
	□ provide proof of all required immunizations;	
□ dem	☐ hold a valid Class 5 Alberta Operator's driver's license with GDL redemerits;	moved and no more than six (6)
	☐ maintain annual CPR certification.	
I, <u>PCP</u>	,, understand t <u>PCP,</u> I may need to:	hat in order <u>to work</u> as an EMR or a
	□ provide a copy of a Grade 12 High School Diploma or GED to an e	mployer.
	Please initial each of the above boxes to show that you understand requirements.	and acknowledge each of the above
Арр	Applicant's signature: Date	:



Primary Care Paramedic (PCP) Program Application Package - Part Three Acknowledgement Form - Equipment
I,, understand additional equipment is required for the PCP Program beyond that supplied by ESA and additional fees and expenses beyond the fees
paid to ESA, as follows:
PCP Required Equipment
☐ An Apple iPad or Android tablet. Check requirements online:
www.studentlogbook.com/requirements
☐ Stethoscope - Littman Classic II recommended
☐ Penlight
☐ Universal shears
☐ Protective eye wear
☐ Safety boots - black, steel toe and shank, CSA approved
Ambulance Practicum Helmet and Vest
☐ ESA supplies a helmet and vest for students during their PCP Ambulance Practicum. Students are charged a deposit of \$25.00 which is refunded when the helmet and vest are returned to ESA after completion of their practicum.
Please initial each of the above boxes to show that you understand and acknowledge the additional equipment requirements.



Primary Care Paramedic (PCP) Program Application Package - Part Three Acknowledgement Form - Additional Fees and E	Expenses
I,incurred beyond the PCP Program fees paid to ESA	, understand additional fees and expenses may be A, as follows:
Practicum Expenses As Required	
☐ PCP practicum sites can be located anywher incurred during practicums, including travel cost	ere in Alberta. Students are responsible for any expenses ts, meals and accommodation.
Post Graduate Costs	
☐ Registration and examination fees are paid to In Alberta, fees are paid to the Alberta College	
ACP fees are listed on the ACP website. Fee	s total \$1,425.00 as of September, 2019:
ACP Application Fee	\$100.00
ACP PCP Exam Fees	\$900.00
ACP Annual Registration	\$525.00
Please initial each of the above boxes to show fees which may be incurred for the PCP Programmer.	that you understand and acknowledge the additional am.
Applicant's signature:	Date:



Primary Care Paramedic (PCP)
Application Package - Part Four
Application Form - Page One

Personal Information				
Last Name	First Name (Legal)	Middle Name		
	(3 /			
Former Surname	Also Known As	Date of Birth (YYYYMMDD)		
Gender ☐ Male ☐ Female ☐ Unspecified	Tshirt Size	XS 🗆 S 🗆 M 🗆 L 🗆 XL		
Alberta Student Number	Social Insuranc	ce Number (SIN)		
Phone Number (Home)	Phone Number (Cell)	Email Address - Mandatory		
Mailing Address (Street/Avenue/Box Number)			
City	Province	Postal Code		
Emergency Contact Person	Relationship	Telephone		
How did you learn about ESA?				
	☐ ESA website ☐ ESA Open Ho	use or Information Session		
☐ Referral from a friend/neighbor/someone working in emergency response ☐ Referral from a former or current ESA student ☐ Radio ☐ Printed advertisement ☐ Facebook Ad ☐ Other				
Please provide details of how you learned about ESA. If a referral from a former or current ESA student, please provide their full name so that we can follow up with a thank you:				
Registration Information				
Program: Primary Care Paramedic (PCP)				
Please list the following information for the se	ession you want to take. Refer to ww	w.ESAcanada.com for current Course Codes and Dates.		
Course Code:	Start Date:	End Date:		



Primary Care Paramedic (PCP) Application Package - Part Four Application Form - Page Two

, Payment
Are you applying for Student Funding for this program or are you being sponsored by a business or organization?
☐ Yes ☐ No If Yes, please provide details, including a contact name and email address:
Application and tuition fees are payable to Emergency Services Academy Ltd., and are subject to change. To confirm current fees, please check our website www.ESAcanada.com or call (780) 416-8822.
Include the Administration Fee of \$125.00 (non-refundable) with this application for the PCP Program.
Method of Payment:
☐ Cash ☐ Cheque/Money Order ☐ Debit ☐ E-Transfer ☐ VISA ☐ MasterCard ☐ American Express
For Credit Card Use: _ _ _ _ _ _ _ _ _
Name of Cardholder: Cardholder's Signature:
For INTERAC e-Transfer: Set up the e-transfer through your bank using the ESA email address: e-transfers@ESAcanada.com. e-Transfers to ESA are automatic deposit.
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 program, I agree to comply with all rules and regulations of Emergency Services Academy Ltd.
Applicant's Signature Date
The collection of this personal information is necessary for operating and administering the services of the ESA Registry. All personal information will be protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act.



Primary Care Paramedic (PCP)
Application Package - Part Five
PCP Program Graduate Report
Based on Report from Alberta Advanced Education and Technology

Graduate Report

Institution: Licensed Program:				
1. Graduation Rate:	90.63% (of the studen	ts enrolled, successfully completed)		
2. Job Placement Info	ormation of Graduates	:		
- full time traini	ng related employmer	nt	9	
- part time train	ning related employme	ent	13	
- not training re	elated employment		14	
- unemployed			1	
- pursued high	er education		4	
- special circun	nstances		0	
- unable to loca	ate student		2	
Total Job Plac	ement		22	
3. Job Placement Ra	ate: 59.46%			
Please Note:				
A number of graduate	es did not have 90 day	s to find employment.		
This graduate report	was made available to	o me prior to enrollment.		
Applicant's Name (ple	ease print)	Signature		Date



Emergency Medical Technician/Primary Care Paramedic (PCP) Application Package - Part Six Applicant Medical Examination Form

Name: Date of Birth				
Address:				
A. Medical History				
Medical Condition (1 = Never / 2 = Past / 3 = Current)		1	2	3
Psychiatric / Mental Disorders				
Alcohol / Drug Addiction				
Neurological Diseases				
Diseases of the Senses				
Chronic Respiratory Diseases				
Diabetes Mellitus				
Permanent Clinical Impairment				
Other Significant Illness				
To your knowledge, is this patient taking any drugs that will caus What is this patient's fitness level? □ High □ Medium □ Lo Physical Examination (Y = Yes / N = No)		□ Yes □ N	No	
What is this patient's fitness level? \square High \square Medium \square Lo 3. Physical Examination $(Y = Yes / N = No)$		□ Yes □ 1	No Yes	No
		□ Yes □ 1		No
What is this patient's fitness level? ☐ High ☐ Medium ☐ Lo 3. Physical Examination (Y = Yes / N = No) s there any abnormality of: Hearing (Conversation)		□ Yes □ N		Na
What is this patient's fitness level? ☐ High ☐ Medium ☐ Lo 3. Physical Examination (Y = Yes / N = No) s there any abnormality of: Hearing (Conversation) Central Nervous System		□ Yes □ N		No
What is this patient's fitness level? ☐ High ☐ Medium ☐ Lo B. Physical Examination (Y = Yes / N = No) Is there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control		□ Yes □ N		No
What is this patient's fitness level? ☐ High ☐ Medium ☐ Lo 3. Physical Examination (Y = Yes / N = No) s there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine		□ Yes □ N		No
What is this patient's fitness level? High Medium Lo 3. Physical Examination (Y = Yes / N = No) s there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine Neck and Extremities		□ Yes □ N		No
What is this patient's fitness level? High Medium Lo B. Physical Examination (Y = Yes / N = No) Is there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine Neck and Extremities Heart		□ Yes □ N		No
What is this patient's fitness level? High Medium Lo 3. Physical Examination (Y = Yes / N = No) 5 there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine Neck and Extremities Heart Vascular System		□ Yes □ N		No
What is this patient's fitness level? High Medium Lo 3. Physical Examination (Y = Yes / N = No) s there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine Neck and Extremities Heart Vascular System Respiratory System		□ Yes □ N		No
What is this patient's fitness level? High Medium Lo B. Physical Examination (Y = Yes / N = No) Is there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine Neck and Extremities Heart Vascular System Respiratory System Abdomen		□ Yes □ N		No
What is this patient's fitness level? ☐ High ☐ Medium ☐ Lo 3. Physical Examination (Y = Yes / N = No) s there any abnormality of:		□ Yes □ N		No
What is this patient's fitness level? High Medium Lo B. Physical Examination (Y = Yes / N = No) Is there any abnormality of: Hearing (Conversation) Central Nervous System Coordination / Muscle Control Spine Neck and Extremities Heart Vascular System Respiratory System Abdomen Hematopoietic System		□ Yes □ N		No



Page 1 of 2

	1 ago 1 51 2
C. Physician's Statement	
To the best of my knowledge, this applicant can perform the including:	e duties of an Primary Care Paramedic,
 ☐ Lifting and carrying, with a partner, a stretcher loade ☐ Maneuvering in a confined space ☐ Operating an emergency vehicle ☐ Managing stressful and traumatic situations 	ed to 75 kg
Any relevant comments:	
Date of Medical Examination (MM/DD/YY):	
Physician's Name:	
Physician's Address:	
Physician's Signature:	
D. PCP Applicant's Statement	
I certify that the information reflected in this report is correct release of this information and any further medical data not may wish to submit for the confidential use by the Program Emergency Services Academy Ltd.	stated hereon that an examining physician
PCP Applicant's Signature	 Date



Primary Care Paramedic (PCP)
Application Package - Part Seven
Applicant Assignments

The following written assignments (two essays), must be completed by all individuals applying for the Primary Care Paramedic Program at Emergency Services Academy Ltd. This is to ensure applicants research the emergency services industry prior to applying for the program.

1. Interview a Primary Care Paramedic (PCP) or Advanced Care Paramedic (ACP) who is currently practicing

Assignment 1 – An Essay Based on an Interview with an PCP or Paramedic

		the field.
2.		ase your interview on the questions listed below and submit an essay summarizing the results of your terview.
		What are the roles and responsibilities of a PCP?
		What are the daily routines of a PCP (medical and non-medical)?
		What types of hours of work or shift schedules should be expected?
		What are the career opportunities for a PCP?
		What is the typical starting salary for a graduate PCP?
		What type of stress should be expected with this kind of job?
		How are urban and rural services different in each of the above areas?
		Are all ambulance services the same?
		What are the similarities and differences between an EMR, PCP and an ACP? (Compare education, training, scope of practice, responsibilities, etc.)
		What is the Alberta College of Paramedics?
ΡI	eas	se have the PCP or ACP whom you have interviewed complete the following information:
	Na	me: ACP Registration No.:
	٠.	

The above name and signature are to ensure the exercise was completed and will not be used for any other purpose beyond supporting an application to ESA. On behalf of Emergency Services Academy Ltd., thank you for taking time to assist this applicant.

Assignment 2 – An Essay with Your Personal Response

Write a second essay on what character assets you will bring to the PCP Program and to your career as an emergency services professional. Be as specific as possible.

Both essays and this form must accompany your application for admission.



Primary Care Paramedic (PCP)
Application Package - Part Eight (1)
Character Reference for an Applicant

ESA requires applicants to provide two personal references to confirm they are of good character and reputation. Please complete the following information on behalf of the applicant.

Applicant'	's Name:
	ent status and relationship to the applicant. Please note you cannot be a family member and reference.
	ne most recent employer or an instructor at a recently completed education program.
	professional (e.g., health professional, lawyer or teacher) who has known the applicant for a ninimum of two years.
\Box A	member of the clergy who has known the applicant for a minimum of two years.
\Box A	peace officer who has known the applicant for a minimum of two years.
	ny other person who has known the applicant for a minimum of five years. Only one reference can e from this category.
Informatio	on about the Person Providing the Reference
Name:	
Addres	ss:
Teleph	one: Email:
Relatio	onship to applicant:
How lo	ong have you known the applicant?
Please pro	emergency medical services. A separate sheet of paper may be attached.
Signature Date:	of person providing the reference:

EMERGENCY SERVICES ACADEMY LTD.



Primary Care Paramedic (PCP)
Application Package - Part Eight (2)
Character Reference for an Applicant

ESA requires applicants to provide two personal references to confirm they are of good character and reputation. Please complete the following information on behalf of the applicant. Applicant's Name: Your current status and relationship to the applicant. Please note you cannot be a family member and provide a reference. ☐ The most recent employer or an instructor at a recently completed education program. A professional (e.g., health professional, lawyer or teacher) who has known the applicant for a minimum of two years. A member of the clergy who has known the applicant for a minimum of two years. A peace officer who has known the applicant for a minimum of two years. Any other person who has known the applicant for a minimum of five years. Only one reference can be from this category. Information about the Person Providing the Reference Name: Telephone: _____ Email: ____ Relationship to applicant: How long have you known the applicant? _____ Please provide your comments about the applicant's character and reputation and how you feel they would function in emergency medical services. A separate sheet of paper may be attached.

Signature of person providing the reference: _____

EMERGENCY SERVICES ACADEMY LTD.

Date: