



Dear prospective EMT-Basic student:

This letter is an agreement between yourself and the EMS department at Dona Ana Community College concerning course requirements. In order for you to complete your class you will need to do ride along/hospital rotations. Note: these requirements are current as of February 2024, but additional requirements may be enacted by hospitals or field services in response to COVID 19. You must be 18 years or older to participate in this program. In order for you to be able to register for the classes required to obtain your EMT certificate, the following highlighted items must be uploaded to Castle

Branch:

- TB Screening within the last 12 months, positive reactors are to have signed a symptom checklist within the last 12 months
- 2 MMR vaccines both since 1980 or Mumps, Rubella and Rubeola titers
- Tetanus, diphtheria, and pertussis vaccine within the last 10 years (TDAP)
- Hepatitis B series (3 shots) or declination waiver
- Proof of Varicella immunity- titer or proof of 2 vaccines accepted
- Flu Shot required if in season (October through March)
- COVID-19 vaccines (if not vaccinated you may be required to submit exemption request letter and do weekly testing.)
- 10 panel drug screen within the last year - American Data Bank (Cost Approx \$30)
- Background check within the last year - Cogent - See application - (Cost Approx \$89 - You will need to meet with the EMS Advisor to complete this component)
- Complete 2024 CWO (Community Wide Orientation) for MMC
- Proof of health insurance
- Complete all checklist items in Castle Branch/CB Bridges (\$11.99)
- Should either your background check or drug screen come back positive (including for marijuana), you may not be allowed in the class and may not be allowed to return to the program in the future.

Classroom/Lab/Field/Clinical Dress Code

- EMT-Basic/EMT-Intermediate students: Maroon Polo shirt with DACC Logo which can be purchased at Sports Accessories 250 North Solano Drive Las Cruces, NM 88001-2929 (575) 526-2417 or online at <https://www.boosterclubsales.com/collections/dacc-ems-paramedic>
- Plain white undershirt
- Black or Navy EMS pants
- Black belt
- Black boots
- Socks
- Uniforms will be cleaned and pressed and the uniform shirt will be worn tucked in
- Tattoos will be covered at all times when in the field/clinical/setting
- One set of earrings (small)-no hoops, gauged earrings or other visible piercings are allowed when in the field/clinical setting
- Good hygiene-no cologne or perfume in the field/clinical setting
- EMS Student Badge will be worn during field/clinical rotations
- Facility ID will be worn at designated clinical sites.
- CPR card on your person while in Field/Clinical sites
- Personal Protection Equipment as required by the organization - this will be provided by DACC or the facility

Required Supplies:

- Good Quality Stethoscope
- Trauma Shears
- One or two Blue/Black ink ball point pens with non-erasable ink
- Small notebook or scratch pad
- Pen light (non-halogen bulb)
- Watch with second indicator
- Field/clinical notebook (available in Canvas)
- Driver's License (Or some type of legal U.S. Department of Health accepted identification)
- Purchase access to Platinum EMS Testing (EMT - \$52 of March 2024)

All records will be required PRIOR TO registration for this class and turned into your advisor or clinical instructor. If you fail to turn them in you will not be registered for the course. You are required to be in full uniform on the first day of class.

You will need to read the first three chapters of your book before the first day of class. This material will be covered on that day and you will be required to know the material.

The following must be successfully completed with a C or better or the classes must be taken as co-requisites to the EMT-Basic Program:

CPR - Current American Heart Association BLS card on file with EMS Department and must be current through the end of the semester you are doing clinicals.

_____ Yes _____ No

-OR-

Enrolled in American Heart Association BLS Course OEEM 101.

_____ Yes _____ N/A

-AND-

Successful completion of an Anatomy and Physiology Course with a C or better (3 credits or more)

_____ Yes _____ No

-OR-

Enrolled in an Introduction to Anatomy and Physiology for EMS Providers OEEM 153 or an equivalent class of 3 credits or more.

_____ Yes _____ N/A

Welcome to Bridges™

Dona Ana Community College - EMT

To set up an account and place an order, go to mycb.castlebranch.com

In the "Place Order" field, enter the following package code specific to your organization.

DT64pat

To get started, please log into your myCB account. Your school administrator should have given you a CB Bridges Package code to enter.

Once you have placed your new CB Bridges order in myCB, an item will appear in your To Do List that includes a link to the log in page for CB Bridges. **CB Bridges will use the same username and password as your myCB account.**

Once you have logged in successfully, you will see two pop-up windows asking for your consent and signature before moving forward. One will be the "E-Signature and Transactions Consent" and the other will be "The Terms of Use and Conditions Consent." **You must email your advisor to be added to your course.**

CB Bridges is a platform designed to help schools, facilities, and most importantly, you manage your clinical education experience.

Your first interaction with CB Bridges will likely be to complete the orientation documents that are required by a medical facility prior to starting your clinical rotations. You will be able to read and review all documents provided by the facility, as well as download, fill out, sign, and upload documents back into the system as needed.



View User FAQ's

Click the link above or visit the student FAQ section of the CB Bridges website.

As soon as your clinical coordinator has placed you into your Clinical group for the semester within CB Bridges, you will receive a notification from CB Bridges alerting you that you have checklist items to complete. (Note: CB Bridges will send notifications to the primary email address on file).

Your first few checklist items are generated by CastleBranch. You will need to complete the Clinical Group Membership Checklist Items:

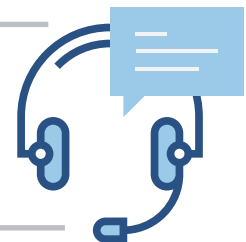
- FCRA Consent
- FERPA Consent
- Bridges Subscription – If you have already paid for CB Bridges, this item will be marked as COMPLETE

Once you have completed all of the items above, you will receive another CB Bridges notification alerting you when your facility-specific Orientation items have been added to your Checklist (this may not happen immediately because your clinical coordinator will need to trigger the items to be added).

Your clinical coordinator will be able to see your progress as you work through your Checklist. Some items may require review before they are considered complete. Items that are waiting to be reviewed will have a status of Pending.

Do you have questions? We have answers.

The Service Desk is available to assist you via phone, chat and email.
Mon-Thurs: 8 am - 8 pm, Fri: 8 am - 6:30 pm & Sun: 10 am - 6:30 pm EST
888.723.4263 | servicedesk.cu@castlebranch.com



NOTE: If you are already obtaining your pre-clinical requirements through CastleBranch, you will continue to use myCB to complete background checks, immunization records, and/or drug testing requirements. CB Bridges is the place you will go to complete all other orientation requirements specific to a facility.

For background checks you will need to make an appointment with Nicole Marcak to submit your online registration and pay the \$88.30. To make an appointment email nmarcak@dacc.nmsu.edu.

Student information required for Caregiver Criminal History Screening. Please Print Clearly:					
Last Name	Maiden	First Name	Middle Name	Alias/Other Names you have gone by:	
Physical Address		City	State	Zip	County
Mailing Address		City	State	Zip	County
Date of Birth			Banner #		
Primary Phone #:			NMSU E-mail		
Secondary Phone #:			Other E-mail		

Person To Notify In Case Of Emergency:		
Full Name		Relationship
Address- Number & Street		
City	State	Zip
Primary Phone		Secondary Phone

Information for Caregiver Criminal History Screening & Electronic Fingerprint Request		
Social Security #	Date of Birth	Heritage (circle one) Asian Black American Indian Caucasian Other:
Gender: Male Female	Natural Eye Color (circle one) Black Blue Brown Gray Green Hazel Other:	Natural Hair Color (circle one) Bald Black Blonde Brown Gray Red Sandy White Other: _____
Height:	Weight (lbs):	US Citizen (circle one): Yes No
Place of Birth (City, State, Country)		

List the states that you have lived in the last 7 years include the dates resided. If you need more room please use back of form.								
City/State	Dates From	Dates To	City/State	Dates From	Dates To	City/State	Dates From	Dates To
Driver's License Information								
State Issued In:	License Number:		Expiration Date:					

Confidentiality & Permission Statement

All information provided will be kept confidential and is intended solely to ensure that the student can participate in all required activities of the Patient Care Technician Program (PCT). I give my permission for HCA Faculty, Health Agencies, and the Department of Health Improvement Caregiver Criminal History Program as needed for clearance to attend clinical or internships for the HCA courses. The Patient Care Technician Program reserves the right to request additional information if deemed necessary.

Student Name (Print) _____ Signature: _____ Date: _____

Go to the website: donaanacx.com

DRUG SCREEN



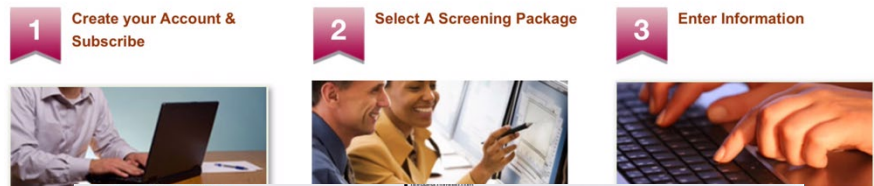
Welcome to Dono Ana Community College's Complio Website

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

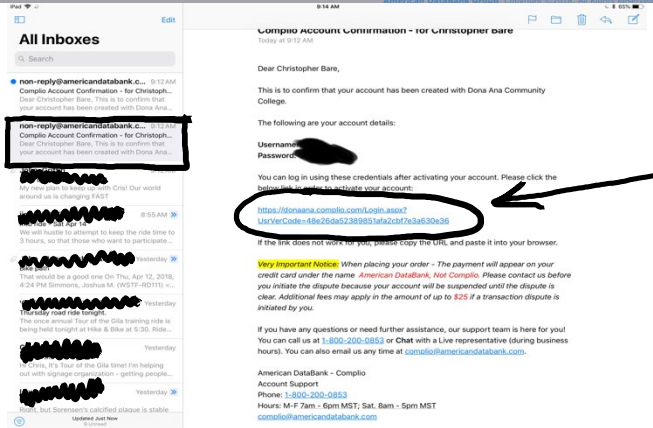
[Click Here to Login](#)



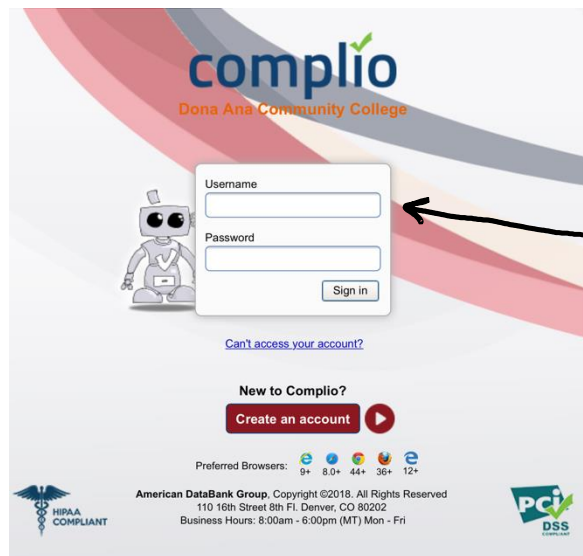
Create an account if you have not already done so.



After selecting create an account, fill in the required information and select proceed

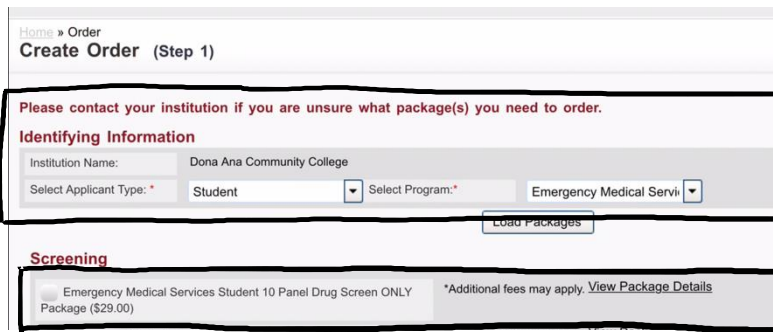


Wait for an email from American Data Bank to arrive and select the link to verify your account

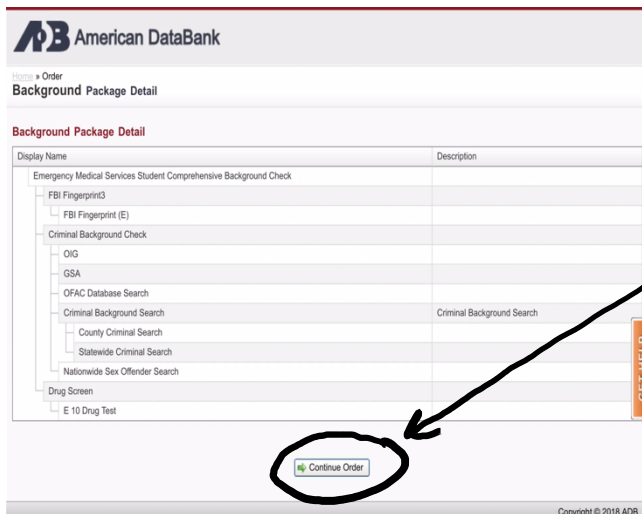


Login Using Your Username & Password

Create an order selecting Dona Aña Community College as the institution and student as the applicant type. Then, select Emergency Medical Services



Click "Load Packages" and you should see "Emergency Medical Services 10 Panel Drug Screen ONLY" come up as your only option.




Select Continue Order

After you have completed your online order application American DataBank will email your Drug Screen Registration confirmation.
If you have paid for your background check via money order, American DataBank will not email your Drug Screen Registration confirmation until this has been received.
Detailed instructions on how to complete this portion of your background check will be included in your Drug Screen Registration confirmation.
Once you register for a location you may go to another location if you choose to as long as it is the same vendor who is doing the drug screen.
If you have additional questions please call American DataBank at [1-800-200-0853](tel:1-800-200-0853).

Electronic Drug Screening Registration - Select a Drug Screening Location

Choose a Test Site

Panel Name:
10-Panel Urine
Zip Code: 88030 Distance: 99 Find Sites



In Network Sites		
Address	Distance	Lab
3851 E Lohman Avenue Suite 3 Las Cruces, NM 88011 (575) 522-5210	59.5	Quest
2427 S. TELSHORE BOULEVARD LAS CRUCES, NM 88011 (575) 522-5957	61.2	LabCorp
4930 Osborne Dr Suite D El Paso, TX 79922 (915) 875-0789	74.0	Quest
840 E Redd Rd El Paso, TX 79912 (915) 760-5053	74.7	Quest
7420 REMCON CIRCLE EL PASO, TX 79912 (915) 760-6503	76.8	LabCorp
1700 CLIFF DRIVE EL PASO, TX 79902 (915) 533-3001	80.5	LabCorp

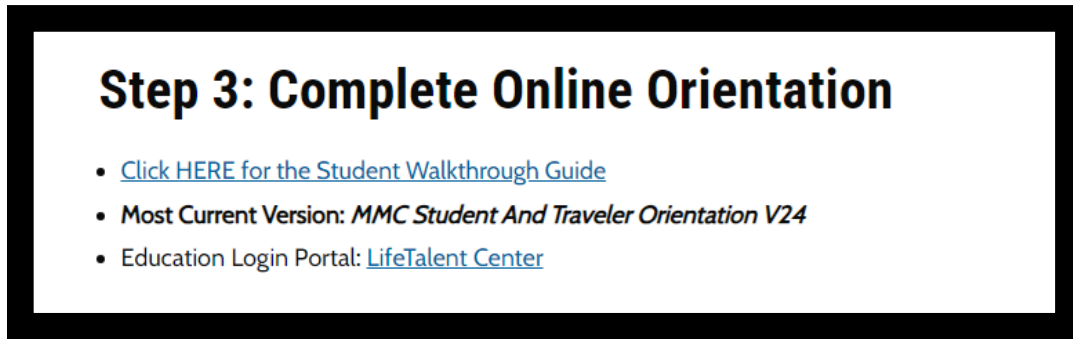
Verify information and then choose a test site in your area. An address will be present, so be sure to write it down and use a GPS/map application if you need guidance to the site location.

At this point you will need to provide valid credit card details and pay for the drug screen. After payment, you will need to complete the drug screen test by going to the testing site you selected above.

LifeTalent/HealthStream Educational Website: Login Walkthrough

MMC Student and Traveler Orientation

1. Prior to beginning your experience with us at Memorial Medical, it is important for you to learn more about how to operate within the hospital in safe and effective way.
2. We have created customized, online learning modules that are available through our LifeTalent learning center.
3. If you are outside of the MMC network you must access this website by first going to our external website: <https://www.mmclc.org/students-and-contract-affiliates>
4. Scroll down until you see a link to “LifeTalent Center” like in the image below.



5. You will be transferred to our LifeTalent portal, and will need to:
 - a. Click on “Create Account”

The image shows a screenshot of the LifeTalent Center login page. At the top, there is a header with the LifeTalent Center logo and a navigation bar with "Sign In" and "Instructions" tabs. Below the navigation bar, there are two input fields: "User ID" and "Password". To the right of the "Password" field, there are links for "Reminder" and "Reset". Below the input fields, there are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a yellow box. At the bottom of the page, there is a footer with the text "Copyright © 2020 All Rights Reserved. Build 13.01.28.895.77".

6. This form below will be shown. “02765N – Las Cruces Non-Employee” should auto-populate. If it does not, then use the drop down menu to scroll down to this institution and choose the exact name of the institution as shown.

HealthStream®

Please Create an Account

If you have already registered, please click [here](#) to login.

Organization Information

Institution:

General Information Required Fields are marked with a *.

Last Name:*

First Name:*

*****This selection is crucial as selecting any other Institution will not grant you access to the library and course that you will need. *****

7. Complete form. The "*" are necessary areas of completion. Please complete with an ID and password you will remember.

Institution:

General Information Required Fields are marked with a *.

Last Name:*

First Name:*

Middle Name:

User ID:*

Password:*

Confirm Password:*

Password Reminder:

Email:*

Time Zone:*

Preferred Language:*

Institution Information

Location:*

Pay Grade:*

Hire/Re-hire Date: *



Note: these selections (unknown) are the only entries allowed

8. Follow prompts for second half of form:

HealthStream Learning Cen... x

Email:*

Time Zone:*

Preferred Language:*

Institution Information

Location:*

Pay Grade:*

Hire/Re-hire Date: *

Review Month/Day:

- Select a job title
- Contractor
- Independent Physician
- Physician Practice Staff
- Student**
- Volunteer

Select a department

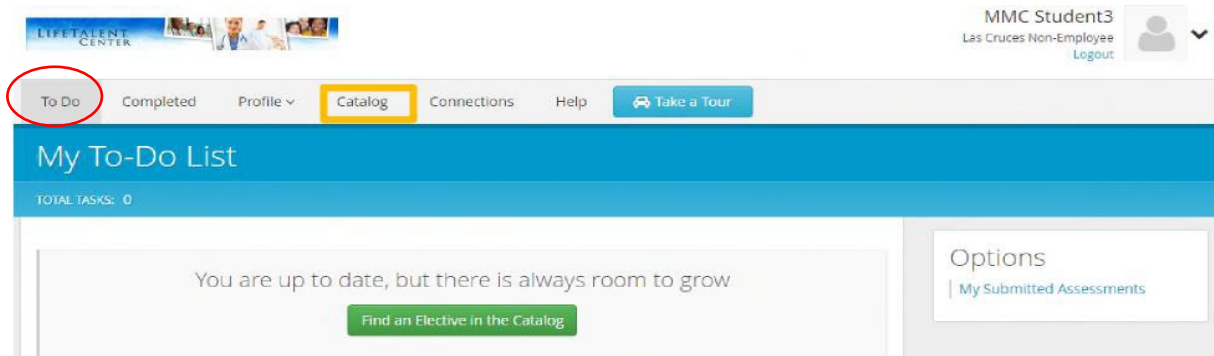
- Billers (Rev Cycle)
- Coder Cardiovascular
- Coder GI
- Coder GU Renal
- Coder Infectious Disease
- Coder Mental Health
- Coder Neuro
- Coder OB
- Coder Ortho
- Coder Physician
- Coder Respiratory
- IT Non Management Manager
- Non Physician Pract (NPP)
- Non-Employee - Department**
- Nursing (CMA, LPN, RN)
- Physician Cardiothoracic
- Physician-Caradiology Gen
- Physician-Cardio Electro

Note: If you have entered a valid email address, your user ID, password and login URL will be emailed to you shortly. Otherwise, you will need to remember your user ID and password. If you forget this information, please contact your administrator.

I Agree to the [Terms of Use.](#)

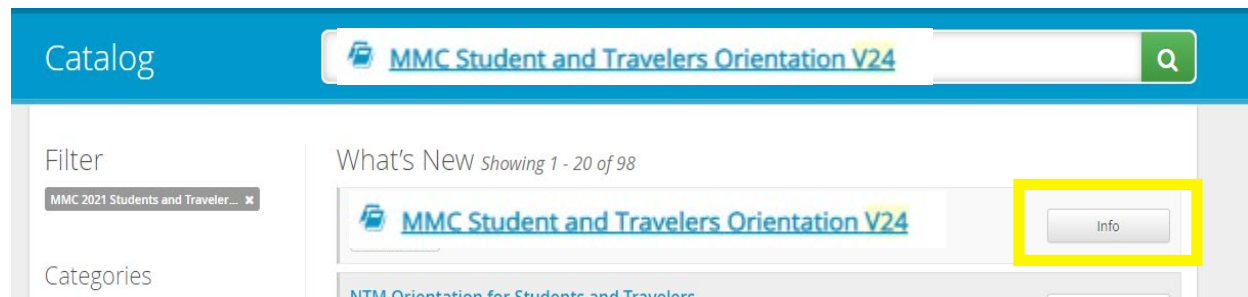
9. Note: LifeTalent accounts created within the non-employee portal may be inactivated one (1) year from the date the account was created.

10. After creating your initial profile, you will be directed to your “To-Do” List page, as displayed below.

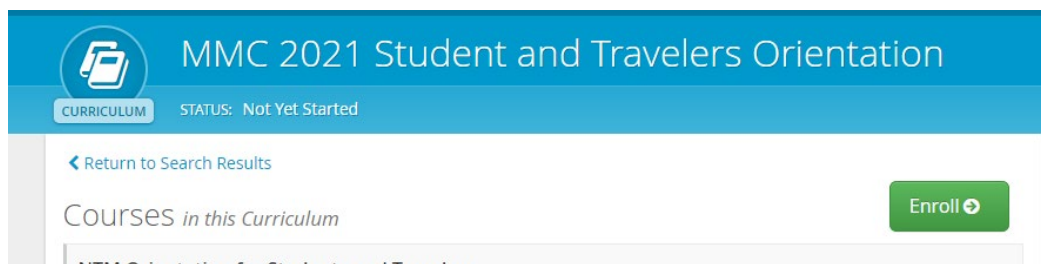


11. Using your mouse, browse to “Catalog” and search for the following course:

- a. “MMC Students and Travelers Orientation V24”
- b. click “Search”
- c. Select “MMC Students and Travelers Orientation V24” by clicking on the curriculum link. It is very important that this exact curriculum is selected and completed; no other courses can be substituted.



12. You will be able to view an overview of the courses contained within the curriculum. Click on “Enroll”



13. Each course within the curriculum will be separated and the next course available to you in the series will be highlighted.

- a. Begin by clicking on the “Start” Button for the first course listed.

14. Follow the instructions and click on the blue links displayed to initiate the course. If the course contains an external test after the course, follow the instructions to take that Test, Acknowledgement, or Additional Details.

15. Once you have completed all requirements for that course, you will see a notification showing you this information, as displayed below.

- a. To return to the list of remaining coursework within the curriculum, Click on **“MMC Students and Travelers Orientation V24”**
- b. You may also see a pop-up screen indicating that you have finished a specific course.



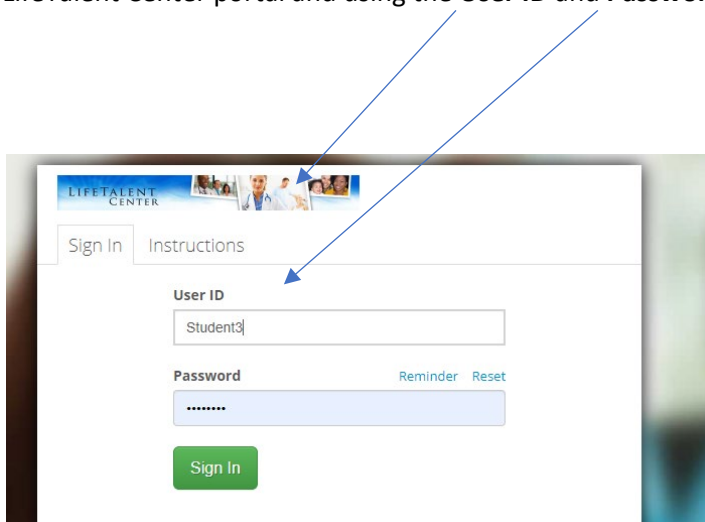
- 1. Click on **“Return to Curriculum”**. After completing each course, you will be able to view your overall progress.
- 2. Continue to **“Start”** each subsequent course and follow the specific instructions for completion.

16. You will then return to the curriculum and choose the next course.



17. You can print certificates of completion by using the printer functionality in your web browser.

18. If you have previously completed this curriculum and need to view/print your progress, begin by logging into LifeTalent Center portal and using the **User ID** and **Password** you previously created.



19. Navigate to **“Completed”**. Find the appropriate curriculum, and click on **“Certificate”** to view/print.

MMC 2020 Infection Prevention & PPE COURSE EST. TIME: 1h 30m	Jul 21, 2020	Certificate
Rapid Regulatory Bundle COURSE EST. TIME: 15m	Jul 15, 2020	Certificate

19. Forgot your password? Use the "Password Reminder" feature at the Login Screen or reset it by clicking "Reset" to have a link sent to the registered email.

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If you have questions, please reach out to your Education at 521-2233 or Human Resources at 521-2230.

Welcome to Memorial!



*Email certificate of completion to nmarcak@dacc.nmsu.edu



Hepatitis B Assumption of Risk Statement

I understand that due to my occupational/educational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the hepatitis B virus (HBV) infection.

I acknowledge that NMSU and DACC recommend that I obtain the hepatitis B vaccination series, at my own expense, and through my personal health care provider.

I have chosen to decline the hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease.

I understand that if, at any point in the future, I decide that I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series and should consult my personal health care provider.

By signing this waiver, I agree not to hold the Dona Ana Community College, its staff or employees, or any agency or entity with which I engage in clinical activities, responsible for any contamination that may occur, or any subsequent consequence of that contamination.

Student's Signature: _____

Printed Name: _____

Banner ID No.: _____

Witness Signature: _____

Date: _____



Human Resources/Employee Health Services

Name: _____ DOB: _____

Hepatitis B Declination Form- Non Employees

Know the risk of Hepatitis B

Hepatitis B is hardy: The virus can live more than 7 days in dried blood or on exposed surfaces-increasing the chance for infection.

How you can get it: Hepatitis B virus is easier to “catch” than you realize. The virus is mainly found in blood, semen and vaginal fluid, but also been found in saliva and urine.

Your risk increases with:

- Exposure to blood through accidental needle sticks
- Other contact with blood or body fluids-the virus can enter your body through an opening in the skin or through your eyes, nose or mouth.
- Sexual contact with more than one sexual partner in a 6 month period.

It can make you very sick: Hepatitis B attacks your liver and can make you extremely ill-sick enough to affect your job and personal life. The disease can lead to cirrhosis of the liver or liver cancer. In a small percentage of people with Hepatitis B (less than 1%), Hepatitis B is the direct cause or early death.

Hepatitis B can be prevented:

- Three shots of vaccine usually provide protection.
- Current vaccines are not made from blood products. You cannot get HIV or Hepatitis B from the vaccine.
- Soreness, swelling or redness at the site of vaccination are the most common side effects.

HELP PROTECT YOURSELF FROM HEPATITIS B INFECTION:

- Use standard precautions
- Get immunized

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I am declining hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease

Reason for declination: I have already completed the series but do not have documentation

Other: _____

Signature _____ Date _____