

## EMERGENCY ROOM TECHNICIAN PROGRAM CHECKLIST

**Hello! As you start your program Journey, we want to ensure that you are set up for success. Please carefully review the checklist/timeline below and confirm your readiness and willingness to complete all requirements for the Emergency Room Technician Program.**

### **Terminal Program Prep Items 2-4 WEEKS PRIOR to Human Touch Healthcare Courses**

#### ***Program Requirements:***

- ☐ Immunizations (review Ed Provider document). Students will be required to be fully vaccinated by the time they begin their Externship. Some Educational Providers require immunizations to be completed prior to start.
- ☐ Non-refundable \$150 application fee
- ☐ Education Provider will charge for the following:
  - Drug Screen
  - Immunization records and updates
  - Criminal Background Check
- ☐ Scholar will be required to provide the following prior to enrollment:
  - Basic Life Support (BLS) Certificate from the American Heart Association
  - Valid Driver's License
- ☐ Student may be required to cover other small costs
- ☐ **64 externship hours are required** for the Emergency Room Technician program (24 hours for the EMT program and 40 hours for the Phlebotomy program). Make adjustments for the following if applicable:
  - Communicate with your employer that you will need time off required with your externship.
  - Prepare caregiving arrangements.
- ☐ Understand the Emergency Room Technician Program is 6 weeks of a prerequisite course plus an additional 4-7 months of your technical programs (Emergency Medical Technician, EKG, and Phlebotomy).
- ☐ You are expected to commit to your chosen start date. *Students can adjust their start date only one time.*
- ☐ You must have reliable computer and internet access.
- ☐ Prepare for Success

- Communicate to your Success Coach what you are excited for and what will be the greatest challenge
- Acknowledge your responsibility to meet with your Success Coach upon any changes to your agreed upon timeline.
- Create a personalized time management plan.
- Gather a network of support from your family and friends. Accountability is key!

☐ **Connect with your Success Coach to choose a start date for pre-requisite classes called JumpStart.**

### **Prerequisite Requirements**

- ☐ Human Touch Healthcare is a **6-week commitment**. *You must earn passing grades to move into the ERT Program.*
- If you feel you are falling behind or are experiencing an extenuating circumstance affecting your success, please communicate your struggles with your Facilitator for the course and Success Coach immediately.

### **Human Touch Healthcare Final Stages** *(upon completion/pass of your HTH Course)*

- ☐ Meet with your Success Coach to finalize your start date for your EMT program and review your Educational Provider's requirements. **REQUIRED** to lock in a start date.
- ☐ **Seats are first-come-first-served**

### **EMT Educational Provider Engagement**

- ☐ Complete all EMT Ed Provider specific enrollment requirements.
- ☐ Complete college-specific Immunization requirements.
  - ☐ Complete and turn in all necessary forms.
  - ☐ Attend/Complete Orientation if applicable (for many Ed Providers, this is mandatory in order to start). May have an in-person orientation requirement.
  - ☐ Some Educational Providers may require background checks and drug screenings. These are completed at the Educational Provider discretion.
  - ☐ Meet with your Success Coach to confirm your time management plan
  - ☐ Engage with direct outreach from your Ed Provider.
    - This is a necessary requirement to move you forward. Your Ed Provider will not finalize your enrollment without engagement. Your Ed Provider is now here to support you in your journey.

### EMT Program Duration

- ☐ EMT Program Journey Begins with your Educational Provider
  - **Prepare your schedule for Live Sessions offered. Schedule to be shared out.**
  - Have a clear understanding of educational goals and requirements for your program.
  - Engage with your instructor to help stay on track with requirements and lessons.
  - Get to know your key points of contact at your chosen Educational Provider.
  - Carefully review the syllabus to gain an understanding of each course module.
  - Communicate to your instructor any difficulties you might be experiencing with the material.
  - Attend labs regularly and familiarize yourself with attendance requirements.
  - Make sure you stay active! 2 weeks of inactivity in your program will lead to an automatic drop from the program.

### EKG Educational Provider Engagement

- ☐ Complete all EKG Ed Provider specific enrollment requirements.
  - ☐ Complete college-specific Immunization requirements.
  - ☐ Complete and turn in all necessary forms.
  - ☐ Attend/Complete Orientation if applicable (for many Ed Providers, this is mandatory in order to start). May have an in-person orientation requirement.
  - ☐ Some Educational Providers may require background checks and drug screenings. These are completed at the Educational Provider discretion.
  - ☐ Meet with your Success Coach to confirm your time management plan
  - ☐ Engage with direct outreach from your Ed Provider.
    - This is a necessary requirement to move you forward. Your Ed Provider will not finalize your enrollment without engagement. Your Ed Provider is now here to support you in your journey.

### EKG Program Duration

- ☐ EKG Program Journey Begins with your Educational Provider
  - **Prepare your schedule for Live Sessions offered. Schedule to be shared out.**
  - Have a clear understanding of educational goals and requirements for your program.
  - Engage with your instructor to help stay on track with requirements and lessons.
  - Get to know your key points of contact at your chosen Educational Provider.
  - Carefully review the syllabus to gain an understanding of each course module.
  - Communicate to your instructor any difficulties you might be experiencing with the material.

- Attend labs regularly and familiarize yourself with attendance requirements.
- Make sure you stay active! 2 weeks of inactivity in your program will lead to an automatic drop from the program.

### **Phlebotomy Educational Provider Engagement**

- ☐ Complete all Phlebotomy Ed Provider specific enrollment requirements.
  - ☐ Complete college-specific Immunization requirements.
  - ☐ Complete and turn in all necessary forms.
  - ☐ Attend/Complete Orientation if applicable (for many Ed Providers, this is mandatory in order to start). May have an in-person orientation requirement.
  - ☐ Some Educational Providers may require background checks and drug screenings. These are completed at the Educational Provider discretion.
  - ☐ Meet with your Success Coach to confirm your time management plan
  - ☐ Engage with direct outreach from your Ed Provider.
    - This is a necessary requirement to move you forward. Your Ed Provider will not finalize your enrollment without engagement. Your Ed Provider is now here to support you in your journey.

### **Phlebotomy Program Duration**

- ☐ Phlebotomy Program Journey Begins with your Educational Provider
  - **Prepare your schedule for Live Sessions offered. Schedule to be shared out.**
  - Have a clear understanding of educational goals and requirements for your program.
  - Engage with your instructor to help stay on track with requirements and lessons.
  - Get to know your key points of contact at your chosen Educational Provider.
  - Carefully review the syllabus to gain an understanding of each course module.
  - Communicate to your instructor any difficulties you might be experiencing with the material.
  - Attend labs regularly and familiarize yourself with attendance requirements.
  - Make sure you stay active! 2 weeks of inactivity in your program will lead to an automatic drop from the program.