

**CRAFTON HILLS COLLEGE  
MOBILE INTENSIVE CARE NURSE  
Fall 2017 Application Process**

TO: PLNS and Prospective MICN Students

FROM: Sara Morning  
Program Faculty

SUBJECT: Fall 2017 MICN Course Letter

Thank you for your interest in the Crafton Hills College Mobile Intensive Care Nurse program. This course is designed to prepare the experienced emergency department registered nurse for accreditation as a Mobile Intensive Nurse in San Bernardino or Riverside counties. Following successful completion of the course each graduate will be required to complete the accreditation and/or testing process with the local EMS agency. **Please read this document in its entirety, as changes have been made to improve communication and clarity.**

The MICN course will run from October 27, 2017 – December 8, 2017. The course has three different components: didactic, clinical, and field. The didactic sessions will meet Fridays only from 9:00 a.m. through 5:50 p.m. There will be no class on Friday, November 10<sup>th</sup> & 24<sup>th</sup>. This course is a positive attendance course (5 classes total) and students must attend every class session and remain in class for the entire session. There are no make-up sessions for classes not attended and therefore participants with absences will be dropped from course. Additionally, 16 hours of clinical radio preceptorship and 16 hours of field ride out experience are required for the course and will be arranged during the class by the student or PLN at Base Hospital.

**PLNs and ED Managers please note:**

In order to meet the needs of all the Base Hospitals, enrollment to the MICN course will be limited to **four** participant's maximum for each Base hospital. Please ensure that the prospective students receive this informational packet prior to course enrollment.

It is strongly recommend that prospective participants do not delay in course enrollment as the class fills up quickly. The classroom "space is limited" and no additional students will be added when the class is full.

## MICN Course Pre-requisites:

- (a) Current California RN License
- (b) Current ACLS Certification
- (c) A minimum of one-year RN experience
- (d) A minimum of 800 hours of emergency department experience
- (e) Current employment in a Riverside or ICEMA approved Base Station Hospital Emergency Department
- (f) Letter of recommendation/endorsement from the ED supervisor /PLN
- (g) Verification of successful completion of a dysrhythmia recognition class, coronary care certificate, or documentation of competency in dysrhythmia recognition and patient management (this documentation may be included in letter of endorsement) .

## Required Course Materials:

1. **ONE** Document protector sleeve (at least one).
2. **ONE** back to back copy of **YOUR facility run form** in the document sleeve, at least one, more if preferred.  
*(HINT: other students have utilized a back to back **laminated** run form instead of the document protector).*
3. ONE **or TWO** “Ultra-Fine Tip” Sharpie marker(s).
4. **ONE or TWO** standard dry erase marker(s) **or ONE or TWO** “Ultra-Fine Tip” EXPO Dry Erase Marker(s).  
*(HINT: Ultra-Fine tip pens work best on the LAMINATED run forms and/or with document protected run forms).*
5. **FIVE (882-E)** Scantrons (purchased on campus near the classroom in the EMS building).  
*(HINT: Most students buy one or two packages and split them between their groups).*
6. **TWO** #2 pencils for tests utilizing scantron sheets.
7. **\$2.00 EACH DAY** (Cash or change) per the campus parking requirement, passes purchased from **YELLOW** ticket machines.

**\*\*HINT:** I have found the above supplies at local stationary stores for reasonable prices; any stationary store can complete lamination requests (of the run forms) for the students

**Students must have all materials by the first day of class**

## Steps to Signing up for the MICN Course:

### STEP #1 - Apply to Crafton Hills College

1. Go to [www.craftonhills.edu](http://www.craftonhills.edu)
2. Click on "Admissions and Records"
3. Then click on either "New Students" or "Returning Students" based on which criteria applies to you.
4. Click on "Application for Admission" in Step #1.
5. Complete the steps outlined on the "Application for Admission" page to submit the college application.
6. Your student ID will be emailed to your student email address within two days of receipt of your application.

**\*\*Note: It will take approximately 2 days before you receive your student ID number via email. You must have this number to register. This means you will not be able to apply AND register on the same day.**

### STEP #2 - Turn in the MICN Program Application

1. Compile the following REQUIRED documentation for the MICN Program Application:
  - a) COMPLETED MICN Application Cover Sheet (see attached - last page of this packet)
  - b) Copy of current CA RN License
  - c) Copy of current ACLS Certificate
  - d) Dysrhythmia Documentation (Competency may be indicated in the Endorsement Letter)
  - e) Recommendation/Endorsement Letter (This letter confirms a minimum of one-year basic nursing experience, a minimum of 800 hours emergency department experience and current employment in the Base Hospital ED).
2. Bring the completed MICN Program Application into the EMS Department office at Crafton. The EMS secretary is on campus M-F from 8:00am to 4:30pm in building PSAH, Room 105 in front of Parking Lot H\*. You may NOT bring your application to the admission office or give to the instructor on the first day of class. APPLICATIONS MUST BE RECEIVED PRIOR TO THE FIRST DAY OF CLASS.
3. If you are unable to drop off the application at the above office, you can scan a copy and send via email to Naomi (department secretary) as an attachment at [nlara@craftonhills.edu](mailto:nlara@craftonhills.edu) , as we currently do not accept faxes. If you have any questions, please talk with your PLN.

### STEP #3 - Register for the MICN Class

1. Once your application has been accepted the department secretary will clear you for registration
2. Go to [www.craftonhills.edu](http://www.craftonhills.edu)
3. Follow the steps for registration outlined in the email sent to you by Admissions and Records after you submitted your college application.
4. The course title and reference number are as follows: Course name **EMS 103**  
**Reference# 0504, Section 80.**
5. Don't forget to pay for your classes after you register.

**\*\* Note: If you do not pay for the class within 24hrs of registering, you will be dropped administratively for lack of payment.**

WEB Registration is only available the following hours due to server maintenance:

Monday - Saturday	6:00a.m. - 11:59 p.m.
Sundays	6:00a.m. - 7:00p.m.

The fees for the course are:

• Tuition \$46.00 per unit (CA resident) at 2.25 units	\$ 103.50
• College health fee	\$ 17.50
• Student center fee	\$ 2.25
• Student representative fee	\$ 1.00
• Accident Insurance Fee	\$ 1.50
• Student Transportation Fee	<u>\$ 7.00</u>
<b>TOTAL:</b>	<b>\$ 132.75</b>

- a. If you have not been a resident of California for at least one year, the cost per unit is \$312.00.
- b. If you have taken online or out of state classes, you may need to submit a Supplemental Residency Questionnaire to Admissions and show (3) proofs of residency.  
<http://www.craftonhills.edu/admissions-and-records/forms-for-students>
- c. If you have any questions you may contact Admissions at 909-389-3372.

It is NOT possible to bring a check from the hospital which pays for multiple students at one time.

**\*\*\* REGISTER AS SOON AS YOU ARE CLEARED BY THE EMS SECRETARY. THE CLASS CAPS AT 48 PEOPLE AND ONCE IT IS FULL NO ONE ELSE WILL BE ABLE TO REGISTER FOR THE CLASS. THERE IS NO WAITING LIST.**

## STEP #4 - Obtain Protocol Manual

1. On the first day of class you MUST bring with you a Protocol Guide for your county.
2. **Prior to the first day of class**, contact REMS (if you work for Riverside County) or ICEMA (if you work for San Bernardino County) and obtain a copy of the Local County Protocols.

Manuals may be obtained online through ICEMA or REMS. See REMS and ICEMA contact information below or ask your PLN if your hospital will provide it for you.

Riverside County EMS	951 358-5029
4065 County Circle Drive	<a href="http://www.rivcoems.org">www.rivcoems.org</a>
Riverside, CA 92503	

San Bernardino County EMS	909 388-5823
1425 S. "D" St.	<a href="http://www.sbcounty.gov/icema">www.sbcounty.gov/icema</a>
San Bernardino, CA 92415	

## STEP #5 – Course Meeting Dates

### 1. Class Schedule and Information

- Class meets promptly at 0900 every Friday, October 27<sup>th</sup> – December 8<sup>th</sup> except for November 10<sup>th</sup> & 24<sup>th</sup>, 2017.
- Class participants are expected to be on time and present for each class. Tardiness, absences and leaving early is not allowed.
- If you are unfamiliar with the college campus and location, please refer to [www.craftonhills.edu](http://www.craftonhills.edu) and review the campus map prior to the first day of class.
- Participants who do not attend the first class meeting (even if registered) will be dropped from the class.
- Classroom temperature can vary; it is advised to bring a sweater.
- You are welcome to bring bottled beverages or coffee thermos.

### Obtain Parking Permit

You MUST have a parking permit each day of class. The parking lot closest to the classroom is lots G, H, or I. The parking pass machines are located in each parking lot and accept quarters or bills. If you park anywhere on campus without a permit, you may receive a ticket. If not paid, the citation will be forwarded to the DMV.

Should you have any questions regarding the registration process, please contact Naomi Lara, EMS secretary in the Public Safety department, at 909-389-3252.

Complete this application and submit with all other required documentation to Naomi Lara at Crafton EMS office in person or email to complete registration process before the first day of class.

CRAFTON HILLS COLLEGE  
MOBILE INTENSIVE CARE NURSE  
Fall 2017 Application

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BASE STATION HOSPITAL: \_\_\_\_\_

NURSE MANAGER / PLN: \_\_\_\_\_

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ATTACH PHOTOCOPIES OF THE FOLLOWING:

\_\_\_\_\_ Current CA RN License

\_\_\_\_\_ Current ACLS Certificate

\_\_\_\_\_ Dysrhythmia Documentation  
(Your competency can also be verified through your letter of recommendation)

\_\_\_\_\_ Letter of Recommendation  
(This letter confirms a minimum of one-year basic nursing experience, a minimum of 800 hours emergency department experience, and current employment in the ED).