

## Memorandum of Agreement

The parties to this Memorandum of Agreement (MOA) are Trinity Health and its Community Ambulance department (Trinity CAS), Minot, ND, and Dakota College at Bottineau (DCB), Bottineau, ND. This MOA sets forth standard operating procedures and policies for the delivery of a collaborative paramedic program.

### **A) Admission**

Students interested in enrolling in the paramedic program are required to meet the application requirements of DCB. The \$35 application fee will be collected and retained by DCB as they will process the admission's application and maintain student files. Students are required to complete and submit a secondary application for admission to the paramedic technology program. Following completion of the secondary application, students are required to participate in an interview and must pass a criminal background check. DCB will officially notify students of their admission status to the paramedic program.

### **B) Advising**

DCB will provide an academic advisor. The academic advisor will provide expertise regarding DCB policies and procedures, e.g., transfer, graduation requirements, pre-requisites. In addition, the DCB academic advisor will be the information source for advisees concerning any special considerations relating to this cooperative program.

### **C) Student Conduct**

Policies and procedures that govern student conduct listed in the DCB Student Handbook, DCB catalog, and Paramedic Program Handbook will be applicable to students in the paramedic program.

### **D) Services/Activities**

Paramedic students will have access to the activities and services that are offered at DCB. Examples include, but are not limited to, sporting events, homecoming festivities, dances, computer service, email access, and library access.

### **E) IVN Scheduling**

DCB will schedule all paramedic classes that require delivery through the Interactive Video Network (IVN). Paramedic courses taught over IVN will be given the same priority as other interactive classes.

### **F) Class Schedules/Instructors**

Trinity CAS and DCB will cooperate in regard to class meeting times and dates to eliminate as many time conflicts for students as possible.

## 1. Course Sequence

The following is a tentative schedule for classes that will be delivered via IVN and/or on-site between the two parties. This schedule may be revised by consensus of both Trinity CAS and DCB.

- a. During Summer 2018, Trinity CAS will provide instructors for the following classes unless otherwise noted:
  - BIOL 115 – Human Structure and Function (4 credits) (online through DCB)
  - AH 171 – Medical Terminology (3 credits) (online through DCB)
  - EMS 208 – Introduction to Emergency Pre-hospital Care (1 credit)
  - EMS 210 – Pre-hospital Pharmacology I (2 credit)
  - EMS 275 – Field Clinical I (2 credits)
  
- b. During Fall 2018, Trinity CAS will provide instructors for the following classes:
  - EMS 211 – Pre-hospital Pharmacology II (2 credits)
  - EMS 212 – Pre-hospital Pharmacology III (1 credit)
  - EMS 213 – Pre-hospital Pharmacology IV (2 credits)
  - EMS 214 – Pre-hospital Patient Assessment (2 credits)
  - EMS 215 – Airway and Ventilatory Management (2 credit)
  - EMS 218 – Respiratory Emergencies (1 credit)
  - EMS 224 - Special Consideration (2 credits)
  - EMS 240 – Hospital Clinical I (3 credit)
  - EMS 276 – Field Clinical II (3 credits)
  
- c. During Spring 2019, Trinity CAS will provide instructors for the following classes:
  - EMS 216 – Trauma Management (2 credits)
  - EMS 220 - Cardiac Emergencies I (2 credits)
  - EMS 221 - Cardiac Emergencies II (2 credits)
  - EMS 222 – Medical Emergencies (2 credits)
  - EMS 230 – Advanced Cardiac Life Support (1 credit)
  - EMS 235 – EMS Operations (2 credits)
  - EMS 250 – Hospital Clinical II (3 credits)
  - EMS 277 – Field Clinical III (3 credits)
  
- d. During Summer 2019, Trinity CAS will provide instructors for the following classes:
  - EMS 231 – PALS (1 credit)
  - EMS 232 – PHTLS (1 credit)
  - EMS 297 – Field Internship (4 credits)

Trinity CAS will be responsible for identifying qualified instructional staff to teach didactic, laboratory, and clinical components of all classes offered as part of this program. The

qualifications of all instructional staff will be sent to DCB's Associate Dean for Academic and Student Affairs for his/her approval. After approval by DCB's Associate Dean for Academic and Student Affairs, Trinity CAS will be responsible for hiring instructional staff and paying their salary, benefits, and all other expenses associated with their employment for the paramedic program (i.e., travel, professional development, etc).

DCB will be responsible for staffing and teaching the general education courses that are required for an Associate of Applied Science degree in Paramedic Technology.

**G) Financial Aid**

Student financial aid will be provided through DCB and DCB's policies and procedures will apply. Satisfactory progress towards financial aid eligibility will be monitored by DCB. DCB's Directors of Financial Aid will work to assure that satisfactory progress requirements are met.

**H) Facilities**

DCB will provide and/or make arrangements for classroom, laboratory, and IVN instructional space required to deliver this program to students in Minot, Bottineau and other distance sites. Trinity CAS may occasionally be asked to provide classroom, laboratory, and IVN instructional space in Minot.

**I) Promotion/Marketing**

DCB and Trinity CAS will share responsibilities for promoting and advertising the program. DCB will answer any questions from prospective students that they can; other questions will be deferred to Trinity CAS.

**J) Bookstore**

The DCB bookstore will allow paramedic financial aid recipients with excess financial aid to charge the cost of textbooks that are required for the classes. Textbooks and other course materials required for paramedic classes will be delivered to students in the same manner as other DCB distance education students receive their books.

**K) Academic Procedures**

1. Academic guidelines, policies, and procedures for paramedic students are described in the DCB college catalog, DCB Student Handbook, and Paramedic Program Handbook.

**L) Registration Process/Enrollment**

Paramedic students will coordinate registration activities with the DCB academic advisor.

**M) Tuition and Fee Charges**

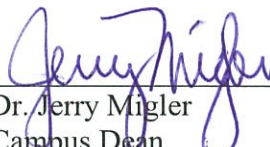
Students will be charged and pay all DCB tuition and fees, including course and program fees.

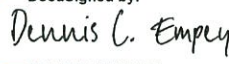
**N) Billing/Collection/Allocation of Revenue**


DCB will collect all tuition and fees. DCB will submit 80% of the tuition and 80% of the course and program fees to Trinity CAS at the end of each semester.

**O) Changes in Agreement**

Any aspect of this document is subject to revision. The partners of this MOA must agree in writing before any changes can be implemented. An annual review of the MOA will occur at the end of each spring semester.

  
\_\_\_\_\_, Date 9/17/18  
Dr. Jerry Migler  
Campus Dean  
Dakota College at Bottineau

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\_\_\_\_\_, Date 9/11/2018  
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Dennis Empey, CFO/VP  
Trinity Health

  
\_\_\_\_\_, Date 9/17/2018  
Mr. Larry Brooks  
Associate Dean, Academic & Student Affairs  
Dakota College at Bottineau