

LAKETECH

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Master Plan of Instruction Emergency Medical Technician

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LAKE TECHNICAL CENTER EMERGENCY MEDICAL TECHNICIAN Master Plan of Instruction

INTRODUCTION

Emergency Medical Technician Program

The Emergency Medical Technician (EMT) is a 250-hour program that represents the first component of the emergency medical care system. The EMT's primary responsibility is to bring expert emergency medical care to the victims of emergencies and to transport them safely and expeditiously to the hospital. These duties must be performed unsupervised in a variety of circumstances and often under physical and emotional stress.

The program is based on the course standards developed by the Emergency Services section of the Florida Department of Health and the Department of Education. It is organized to provide the student with knowledge and techniques currently considered within the responsibilities of the basic EMT.

Graduates will be eligible to take the state EMT Certification Examination/National Registry.

EMT Philosophy

We believe that the dignity and worth of the individual in our democratic and ever-changing society fosters self-reliance. We must acknowledge individual differences and respect the right of the individual to seek fulfillment of spiritual, emotional, mental, physical, and socio-economic needs. In addition to the required skills and knowledge, instruction should emphasize good work habits, desirable personal characteristics, effective interpersonal relationships, and should lead the student to a productive life as a contributing member of the community.

We believe that the EMT is a person capable of exercising technical skills in an emergency situation with authority and good judgment under difficult and stressful conditions.

We believe that the EMT curriculum must be competency-based and include formal course work, skills practice laboratories, and field observation. The competencies include extrication, recognition and assessment of medical emergencies in the field, the ability to accurately communicate patient information to the physician, and the ability to act as a health team member, as well as to initiate various basic life support management techniques based on patient assessment and physician communication.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We further believe that EMT education is a continuous process, which must persist after completion of the program to keep the practitioner accountable for and alert to current trends and practices in the care of ill or injured individuals.

EMERGENCY MEDICAL TECHNOLOGY PROGRAM OBJECTIVES

The Emergency Medical Technology Programs consists of classroom, clinical and internship training that enables the student to attain sufficient knowledge to perform life support procedures in specific situations. The clinical experience is an important component in the development of the student's proficiency in these areas.

Because both practical as well as fundamental differences exist between health occupation education and the study of most other academic disciplines, it is necessary to introduce a certain regulation into the delivery of that education. In health care, everything that is not known or is known inaccurately becomes a liability to both patient and practitioner. For the patient there is physical and medical liability; for the practitioner there is moral and legal liability.

Complementing the nature of health care practice, Emergency Medical Technology Programs have two educational goals: technical competence and a professional, ethical sense of responsibility.

ADMISSION REQUIREMENTS

In order to be considered for admission to the EMT Program, the applicant must have the following prerequisites, copies of which must be on file in the EMS office. School transcripts must also be given by the student to the Admissions Office.

1. High school diploma or its equivalent or be an eligible dual-enrolled high school student.
2. Current Professional CPR card.

The admissions process will be as follows. In addition to the above prerequisites, all applicants must:

1. Meet the minimum levels of the EMT entrance exam. The test will be administered in May prior to the August EMT program and in October prior to the January EMT class. Applicants must pre-pay and pre-register for the test. Applicants will be notified of the results. Only applicants who meet the required scores will receive a program application.
2. Submit a completed application form to the EMS office by the required application deadline.
3. Provide at least two (2) letters of recommendation with the application, one of which should be from a health care professional.
4. Complete a Criminal Background Check

When these steps are completed and the EMS Programs Office receives transcripts and references, the applicant will be notified to schedule an appointment for an interview. Only those individuals with the above listed paperwork completed by the required deadline will be scheduled for an interview.

Required Fees*, Books and Supplies

- Tuition**
- Lab fee***
- Malpractice insurance (See Insurance)
- Accident insurance (See Insurance)
- Physical Examination
- Approved polo shirt
- Watch with sweep second hand
- Bandage scissors
- Stethoscope
- Safety glasses
- Course textbook and workbook
- Tool deposit
- Registration fee
- Complete drug screening (scheduled after the start of the program)
- Criminal background check

*Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinicals.

**Tuition is charged at state mandated rates, which may change from year to year.

***Current fee information is available from the Admissions Office.

INSURANCE

All students are required to purchase and maintain professional liability insurance through the school.

All students must show proof of accident insurance. Students without accident insurance may purchase the school accident insurance. This insurance is provided by a non-school vendor and offers limited coverage during required EMS course functions. Information regarding purchase of school accident insurance will be provided during new student orientation or in the Admissions Office.

TUITION

Tuition is charged to adult students at a reasonable rate that may vary slightly from year to year. Current fee information is available from the Admissions Office. Tuition is due prior to the first day of each semester. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinicals.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

The Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies. This provides students a person on campus who can assist them with their agency support.

ESSENTIAL TRAINING TASKS

Emergency Medical Services involves the provision of direct care of individuals and is characterized by the application of verified knowledge in the skillful performance of emergency care functions. Therefore, in order to be retained in the program after admission, all applicants should be able to demonstrate the ability to perform the following essential cognitive, affective and psychomotor functions required by emergency medical personnel.

1. Visual acuity, such as is needed in the accurate preparation and administration of medications and for the observation necessary for patient assessment and emergency care.
2. Auditory perception to receive verbal communication from patients and members of the emergency/health team and to assess health needs of people through the use of monitoring devices such as a cardiac monitor and stethoscope, including occurrences where facemasks are worn.
3. Gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting emergency health needs.
4. Ability to interact effectively and safely with individuals through communication skills (speech, reading, writing) and to communicate patient needs promptly as may be necessary in rendering emergency patient care.
5. Tactile ability to conduct physical assessments, to distinguish significant temperature differences and to determine the safe use of objects in a person's environment.
6. Physical abilities to quickly move from area to area, lift and carry up 100 pounds, maneuver in small spaces and in spaces containing numerous pieces of patient care equipment and to administer cardiopulmonary procedures and other life-saving skills in typical emergency care situations.
7. Interpersonal abilities to interact therapeutically and professionally with individuals, families and groups from a variety of social, cultural and intellectual backgrounds as well as with individuals with emotional and/or psychological illnesses.
8. The ability to handle stressful situations in a calm and professional manner through coping and communication skills.
9. Intellectual skills to make safe, and frequently quick, clinical decisions, identify cause and affect relationships and to develop safe and effective emergency care.
10. Stamina to provide patient care and related responsibilities for extended periods of time (up to 24 hours or more).
11. Ability to quickly and safely implement written or verbal medical and emergency plans of care.
12. Ability to effectively handle multiple priorities in a stressful situation.

Applicants accepted into the Emergency Medical Services Program are required to submit the completed Department Physical Examination Form and the Immunization Form during registration for the EMS program. Students unable to demonstrate the essential functions required by an emergency medical technician must notify the Emergency Medical Services Department Program Director by the end of the first class day to investigate the feasibility of reasonable accommodations.

CRIMINAL BACKGROUND CHECK AND DRUG TESTING

The Agency for Health Care Administration requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents or has access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents will be counseled regarding a retention program and potential employment opportunities. The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The Center, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program.

If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive, or a negative dilute and has not been medically approved, the student will be withdrawn from the program.

GENERAL INFORMATION

Student Policies

Students are to abide by the policies and procedures of Lake Technical Center, the EMS Department and the facilities utilized by the EMS Programs for clinical and internships. Any student not in compliance with the set guidelines may be asked by the instructor to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The instructor will notify the Programs Director of the event.

Guidelines

Lake Technical Center EMT students do clinical time at Leesburg Regional Medical Center and Florida Hospital Waterman. Internship time will be with Lake-Sumter EMS and with ride time on the ALS units under the direct supervision of a Lake Technical EMS instructor or approved Lake-Sumter EMS preceptor.

Students must be in proper attire. As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

All EMS students will strictly follow the uniform code while attending classroom, clinical, or field internship, Failure to present a professional appearance will result in dismissal from the day's activity and an unexcused absence.

Classroom / Clinical / Internship Uniform Code

1. **Program approved polo shirt:** Shirt must always be cleaned and ironed. No patches are to be worn on the shirt.
2. **Dark slacks:** Black or navy blue. Pants must always be clean and ironed. (Cargo Pants – no more than 2 pockets.) Jeans are not permitted.
3. **Belts:** Black with simple unadorned buckle, maintained in relatively new condition.
4. **Dark shoes:** Non-permeable, closed toe, and hard-soled. Black leather with black Gore-tex boots will be acceptable. No soft leather suede or athletic-type footwear is permitted. If ankles are exposed, solid black socks must be worn. High heels and platforms are unacceptable.
5. **Lake Technical Center student ID badge:** Must be worn at all time when in uniform.
6. **Jewelry:** Must be confined to a watch and wedding or engagement rings (if applicable). Visible body piercing is not permitted. Body piercing includes but is not limited to: ears, brows, nose, lips and tongue.
7. **Make-up:** Make up is to be moderately applied. Make-up should be consistent with the professional nature of EMS.
8. **Hair:** Should be cleaned and groomed neatly. Hairstyle and color are to be consistent with the professional nature of EMS; Extremes in either will not be allowed. Hair longer than shoulder length (men or women),

must be tied back. No hats may be worn in the classroom, lab areas, or during clinical or internship. Students must be clean-shaven. Mustaches are permitted if neatly kept. No growth of facial hair is permitted during clinical and internship time.

9. **Fingernails** are to be kept clean and trimmed not to exceed ¼" past the nail tip. Polished nails must be clear or neutral. Bright and dark colors are not permitted. Artificial nails are not permitted.
10. **Body Art:** Visible body art must be covered.
11. **Required items:** A watch with a second hand, a black pen, stethoscope, scissors, safety glasses, and notebook.

Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to many patients and co-workers.

All aspects of personal hygiene, including the individual, the uniform and undergarments, represent our professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Tech CTE students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or work habits grade and can result in termination from the program.

Lecture/Classroom Attendance Policy

- Students are required to **log in** and **out** every session.
- Absences and tardiness are significant areas of interest by potential employers such that any violation of the above will significantly lower the student's work habits grade as outlined in the department's grading policy.
- Students who miss more than eight (8) class hours are subject to dismissal from the program. Absences and tardies are significant areas of interest by potential employers such that any violation of the above will lower the student's work habits grades as outlined in the program grading policy.
- All assignments missed during the student's absence must be made up. It is student's responsibility to meet with the instructor to get missed assignments and handouts.
- **Attendance at the 4-hour HIV/AIDS training and at the 2-hour instruction on Florida Trauma Registry is mandatory. (Per F.S. 401.2701 5.c.)**
- **Attendance at the 2-hour Trauma Methodology lecture is mandatory. (Per F.S. 401.2701 5.b.)**
- **Attendance at the SIDS training is mandatory (F.S. Section 383.3361 (1) & (3))**
- Leaving class: No member of the class will be permitted to leave the classroom, clinical site, or field internship without first discussing with and receiving the expressed permission of the lead instructor or preceptor.

Testing Policy

- If a student misses a scheduled exam, the student must contact the EMS coordinator by 3:30 p.m. the next business day (a business day is Monday – Friday, 8:00 a.m. to 3:30 p.m.) to make arrangements to test. The exam must be taken prior to the next scheduled class date or at the discretion of the EMS coordinator.
- If a test is not taken at the regularly scheduled time, students will lose 10 points off their grade on that test. Regularly scheduled means the original time and date that a test is scheduled. Students who enter the classroom after any of the testing students leave the classroom will be considered as missing the regularly scheduled time and be subject to the 10 point penalty. Students who arrive late for a test must take the test the same day. The student may be required to take a revised exam at the Program Director's discretion.

- A student may retake up to two (2) exams for partial grade forgiveness except for the final exam (quizzes may not be made up or retaken). Any student who wishes to retake an exam must notify the EMS Programs Director by 3:30 p.m. the next business day. The student has three (3) days in which to retake the exam. The student may be required to take a revised exam at the Program Director's discretion. The initial grade and that of the retake exam will be averaged together for an exam score not to exceed 85%.
- Florida Statute 401.2701 requires students pass a comprehensive final written and practical examination.
- Students who fail the final exam, but who pass the program, will be allowed one retake on the final written exam for a passing grade. Students who fail the practical examination will be allowed one retake to pass.

Clinical/Internship

Absences from a clinical/internship rotation are only allowed in extreme emergencies. All others may result in dismissal from the program.

- Attendance is taken every session and every student is required to have a Clinical/Internship Evaluation Form signed by the instructor or preceptor. Each student must submit their signed Clinical/Internship Evaluation Form to the EMS Programs Office within 5 days after their clinical or internship in order to receive credit for attendance.
- If a student is tardy to the clinical/internship, the instructor will mark unsatisfactory on the appropriate spot on the clinical evaluation form. If a student must leave a clinical/internship prior to dismissal, the student must have the preceptor sign out on the clinical evaluation form.
- All clinical/internship hours missed because of the student's absence/tardiness must be made up. The student is responsible for making the arrangement with the clinical coordinator as to the missed clinical time.
- Any violation of the attendance policy will significantly lower the student's work habits grade as outlined in the department's grading policy.
- A student who finds it necessary to be absent MUST notify the EMS Administrative Assistant at least 12 hours before the scheduled clinical and internship except in emergency situations. Any clinical or field internship missed without proper notification will result in:
 - first no-call no-show – a verbal reprimand
 - a second no-call, no-show – a written reprimand and meeting with the EMS Director
 - a third no-call, no-show – a School Intervention Team (SIT) meeting and recommended academic probation.
- Each student must attend 10 hours of Emergency Department clinical rotations and 60 hours of internship rotations.

Preceptors

Paramedic preceptors are to be treated with the utmost courtesy and respect.

Conflicts

At any time that conflict arises, for any reason, during a clinical or internship, the student is to avoid a serious confrontation at all costs. Right or wrong, the student should avoid being part of a bad scenario that would have an impact on the program. The student should report to the preceptor or to a Program Director immediately and allow one of these individuals to disarm the situation.

SAFETY

Basic safety standards, which include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program. See the current school catalog for additional school safety information.

GRADING PROCEDURE

The grading policy for Lake Technical Center EMT Program is as follows:

90 – 100	Above Average
80 – 89	Average
<80	Failing

The grading scale for each postsecondary program will reflect industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

The student's grade is determined by evaluating three equal parts of the student's performance.

Knowledge	33 1/3%
Skills	33 1/3%
Work Habits	33 1/3%

For a student to complete the EMT Program, the student must successfully complete both the classroom portion and the clinical/internship portion of the program independent from each other. The grade assigned to each portion of the program is based on the three criteria as listed above. The minimum satisfactory grade for each portion is 80 percent in each of the 3 categories.

1. Lecture/Classroom:

- a. Knowledge (33 1/3%): Based on written exams and assignments.
- b. Skills (33 1/3%): Based on skill competency examinations.
- c. Work Habits (33 1/3%): Based on professional appearance, attendance, and classroom participation.

2. Clinical/Internship:

A final grade for the student's clinical and ambulance internship activities is calculated and based on the following criteria:

- a. Knowledge and skills (66 2/3%): These required components are very closely integrated in the training and work of an EMT or paramedic and therefore will be weighted together to make up this portion of the curriculum. The knowledge and skills grade will encompass the following areas of study:
 1. Written exams and assignments
 2. Clinical chronology/clinical essay
 3. Skills Check Off and competency examinations
- b. Work Habits (33 1/3%): This third of the total clinical/internship grade is based on the following areas:
 1. Attendance/tardiness to clinical rotations
 2. Professional appearance
 3. Professional interaction and rapport (teamwork and diplomacy, respect, patient advocacy)
 4. Professional conduct (integrity, empathy, self-motivation, and self confidence)

Upon satisfactory completion of the EMT Program and its requirements, the student will be issued a certificate of completion and grade card. It is the responsibility of the student completing the program to collect the certification and grade card from the EMS Programs office within 14 days after the program completion.

EMS DEPARTMENT POLICIES AND PROCEDURES

General Rules for Students**

The EMT students cannot be subject to call while participating in class, hospital clinical or field session.

F.A.C. (64J-1.020 (1) (a))

1. Student must maintain current and valid "professional" CPR certification throughout the program. Student must carry on his/her person current and valid "professional" CPR certification during class/lab/clinical and internship.
2. THERE IS TO BE NO FOOD IN THE CLASSROOM, CAPPED WATER BOTTLES ONLY.

3. Students are to be in proper uniform for any class, lab, clinical, internship, or other related school activity unless assigned otherwise.
4. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
5. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
6. Students will not have pagers or cellular phones on their person while in classroom or on Center grounds. No cell phones are allowed in the hospital or clinical setting.
7. Incoming messages will not be delivered to the student during class time except in emergencies.
8. No student is allowed in the instructors' office without permission.
9. Students will provide the proper respect due the instructor in asking questions or making comments.
10. Students are responsible for keeping their individual desk areas policed of trash and in order. Chairs are to be returned to place at the end of each class.
11. Conflicts – at any time that conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.
12. All injuries and / or illnesses must be reported immediately to the instructor.
13. Students who become ill during class must notify the instructor before leaving the classroom.
14. Profanity and vulgarity will not be tolerated.
15. Use of tobacco products of any kind is prohibited.
16. Students may be asked to leave the classroom, clinical or field internship if there is reasonable suspicion that they are under the influence of drugs or alcohol. Administration will be notified immediately.
17. Each student is expected to behave in a dignified manner at all times – a manner which conforms to the ethics of the profession and which instills patient confidence in EMT abilities. Irresponsible, unprofessional, or unethical behavior may result in termination from the program.

Classroom Rules – NO CELL PHONES ALLOWED IN CLASS**

Students will:

1. Maintain a neat, clean, appropriate appearance
 - When in uniform, be dressed according to the dress code
 - When not in uniform, wear standard business attire for class or other occasions
 - Refrain from wearing shorts, midriff tops, etc.; these are not appropriate at any time
2. Demonstrate punctuality
 - Notify an instructor prior to expected time regarding tardiness or absences
 - Seek permission and follow procedure to leave early when necessary
 - Return from breaks and meal times at the specified time
3. Respect the rights of others
 - Be attentive and polite
 - Do not talk to neighbors thus preventing others from learning
 - Respect the property of others
 - Be patient and considerate of others
 - Pay attention
 - Think before speaking to avoid misunderstanding
 - Do not talk while others are talking
4. Demonstrate good interpersonal relationships with peers and instructors
 - Exhibit a congenial and cooperative attitude with others
 - Show respect for instructors and peers
 - Accept others for themselves
5. Contribute to a learning atmosphere
 - Wait for recognition before speaking
 - Do not interrupt class
 - Assist classmates if able and time is appropriate
 - Contribute new or pertinent material on topic when appropriate

6. Make good use of classroom/laboratory time
 - Do reading or assignments when no lecture or formal class is in progress
 - Practice procedures and be prepared for requested sign-off on procedures
7. Take responsibility for own learning
 - Come to class prepared by bringing pen, pencil, paper, and books
 - Make up work missed during absence in a timely manner without prompting
 - Complete reading assignments and participate in class discussions
 - Be responsible for all assigned books and equipment
8. Attempt to do the best possible
 - Try to achieve full potential
 - Make an effort to answer questions when called upon. There will be no unison responses to questions. The instructor will recognize students before asking a question.
 - Use time wisely
 - See the teacher privately to clarify any unclear material
9. Respect school and clinical facility properties
 - Always leave the classroom, laboratory and conference areas neater than found
 - Do not eat, drink, or smoke except in designated areas
 - Do not deface property of others
 - Be proud of your school and remember to be an ambassador to the public

CLINICAL AND INTERNSHIP STUDENT POLICIES

Clinical/Field Internship Rules**

1. Students are to abide by the policies and procedures of Lake Technical Center, the EMS Department and the facilities utilized by the EMS Department for clinical and internships. Any student not in compliance with the set guidelines may be asked by the lead instructor to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead instructor will notify the EMS Director of the event.
2. The student may not be subject to call or serving as part of the ambulance or fire department required staffing while participating in class, hospital clinical, or field internship. (64J 1.020(1)(a) _Florida Administrative Code).
3. Student must carry on his/her person current and valid "professional" CPR certification.
4. Students will observe patient care activities and assist only as directed by the instructor or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
2. Students are not allowed to be alone with patients at any time 64J1.020(1)(b). They must be accompanied by a Lake Tech Instructor, a clinical site employee or an approved preceptor at all times.
3. All school, hospital and ambulance and / or fire department regulations are to be followed by students during clinical and field internship training.
4. Remember to protect patient privacy and confidential information. What you hear and see is not for general discussion. Any violation of this policy will be considered a serious breach of professional ethics. A Confidentiality Statement with each student's signature is kept on file.
5. Students will attend clinical and field internship according to the clinical and field internship schedule. The EMS Administrative Assistant will do all scheduling. If there is a scheduling conflict, you must contact the EMS Director or EMS Administrative Assistant during business hours. Schedule changes must be done 24 hours prior to the clinical and field internship time or it will be considered an unexcused absence.
6. Students are authorized to be at the stations only for scheduled times. Please do not arrive early or stay late unless permitted to do so in order to complete a run. Students are not to be in any field internship

station unless accompanied by a crewmember or instructor. IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS DIRECTOR MUST BE CONTACTED IMMEDIATELY.

7. Unauthorized clinical and field internships are not allowed. Hours for students attending any clinical or field internship (including scheduled dates but not scheduled stations) without prior approval from the EMS Director will not be counted toward clinical / field internship hours.
 8. Students are to occupy only those areas specified for training during clinical and field internships. They are not to be in areas such as the sleep quarters.
 9. Students are expected to utilize their time productively (i.e., no watching television, no sleeping, etc.) Students are expected to study or practice with equipment in order to maximize clinical and field internship experiences.
 10. Any student not in a proper, professional, maintained uniform will be sent home and he/she will have to reschedule.
 11. The student is responsible for providing protective eyewear. During all skills activities, whether in- or outdoor, proper and appropriate personal protective equipment shall be worn. Students will not be permitted to assist in patient extrication or hazardous incident as determined by the incident commander unless the student is dressed in the proper rescue / turnout gear.
 12. During a potentially harmful or dangerous patient care situation, students may be required to remain in the vehicle. Please follow this directive without question.
 13. Certain records must be maintained in order to document clinical and field internship experiences and skill performance. **It is the responsibility of the student to adequately and accurately maintain these records.**
 14. The paramedic / preceptor on duty must approve use of the station telephone by students. Personal cell phones are not to be used during patient care and transport.
 15. Students will not drive emergency vehicles.
 16. Additional policies and regulations may be established by the school or by the EMS Director during the course of the program. After due and proper notification, students will be expected to comply fully with all regulations.
- ** Violation of any of the above may result in disciplinary action up to and including suspension/dismissal from the program.**

REASONS FOR DISMISSAL FROM PROGRAM

1. Unsatisfactory academic, lab or clinical work.
2. Demonstration of unsafe performance and poor professional judgment in the clinical and internship area such as, but not limited to, endangering a patient's safety by:
 - a. Violating standard safety practices in the care of patients
 - b. Delaying care that is within the student's realm of ability and/or knowledge
 - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or hospital staff member, physician, patient, or other student, defined as follows:
 - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others
 - b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action
5. Cheating in any manner
6. Withdrawal from a hospital or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn

7. Violations of the attendance policy
8. Failure to satisfy identified probationary requirements within the stated time
9. Failure to comply with requirements as stated in the Master Plan of Instruction

JOB DESCRIPTION – EMT

Main Function

In accordance with the ambulance department manual of rules and regulations, the main function of the EMT is to provide safe and effective transportation of patients to and from predetermined locations and to ensure that emergency vehicles and equipment are in a proper state of readiness at all times.

Duties and Responsibilities

Under the general direction of the supervisor of operations coordinator or paramedic supervisor, the EMT will do the following:

1. Perform basic life support and emergency medical techniques as appropriate following departmental procedures and protocol.
2. Accurately document patient condition on the ambulance record.
3. Demonstrate proficiency in all radio procedures.
4. Demonstrate proficiency in coverage area familiarization and responses.
5. Demonstrate safe, effective-driving skills.
6. Maintain adequate ambulance records by prompt and accurate recording.
7. Report all vehicle and equipment maintenance needs to the shift supervisor.
8. Maintain appearance and sanitary conditions of vehicles following established procedures.
9. Maintain stock levels of ambulances as directed by the paramedic supervisor.
10. Restock ambulance after each use.
11. Attend department meetings, all required in-service training, and basic life support audits.
12. Assist with orientation of new ambulance employees to the service activities, policies, and procedures.
13. Assist with daily ambulance activities as assigned by the paramedic supervisor.
14. Maintain professional appearance by following the established dress code.
15. Assist with continuing education as per the director's guidelines.
16. Demonstrate good working relationships with all department personnel and interrelationships with all hospital personnel, physicians, patients, and families.
17. Plan and participate in public relations programs as per the Director's guidelines.
18. Refer to supervisory personnel those decisions that are controversial or unnecessarily deplete the service of the normal functioning capacity within the designated coverage area.
19. Maintain a valid Florida Class D driver's license.
20. Maintain a valid BCLS certification.
21. Maintain a valid EVOC certification.
22. Maintain a valid extrication certification.

23. Report for duty on time.
24. Adhere to time schedule.
25. Assume responsibility for professional growth through continuing education, attending seminars, and workshops.

Interrelationships

The EMT has constant contact with patient, family members, physicians, students, visitors, enforcement agencies, fire departments, first responders, social service agencies, and other hospital employees.

Physical Requirements

The EMT must be able to withstand extensive physical exertion; lifting and carrying heavy patients and equipment for long distances. The EMT must be able to perform manual extrication of a patient from various sites and scenarios, and be able to perform CPR for extended intervals of time.

Work Environment

The EMT works within the hospital or ambulance operation premises in well lighted, heated, and ventilated areas. Outside the hospital or ambulance operation premises, the EMT is exposed to certain risk factors, including mobilization of vehicles in traffic and unpredictable field environments and is subjected to disagreeable odors, disinfectants, and displeasing sights. Subjected to psychological stress associated with the seriously ill or dying patients; possible strains from lifting patients and equipment; possible exposure to cuts from instruments; and exposure to infection and contagious diseases.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Lecture	Role Play
Discussion	Audiovisuals
Question and Answer	Skills Laboratory
Written Evaluations	Field Experience
Demonstration and Return Demonstration	Case Studies

EMT Course Information

Time Allotted: 250 hours

Textbook and workbook: Prehospital Emergency Care / Joseph J. Mistovich, Brent Q. Haken, Keith J. Karren; medical editor, Howard A. Werman – 9th ed.

Program Faculty

Program Director: Layne C. Hendrickson

Course Schedule

Spring Program: January to May, meets Monday and Thursday, 6:00 p.m.–10:00 p.m., some Saturdays involved.
 Fall Program: August to December, meets Monday and Thursday, 6:00 p.m.– 10:00 p.m., some Saturdays involved.

COURSE LISTINGS

HSC 003 – Basic Healthcare worker
 EMS 0159 – Emergency Medical Technician

EMS COMPETENCY STANDARDS

Proficiency must be exhibited in the following competencies:

1. Pass written and oral examinations over all material presented with a minimum of 80 percent accuracy.
2. Perform basic life support procedures as required by program standards.

3. Recognize a medical emergency; assist in the situation; manage emergency care and extrication; direct and coordinate efforts with those of other agencies who may be involved in the care and transportation of patients; and establish rapport with patient and significant others to decrease their state of crisis.
4. Assign priorities of emergency treatment and record and communicate data to the designated medical command authority.
5. Begin and maintain emergency medical care under medical control including the recognition of presenting conditions. Initiate appropriate noninvasive treatments for such conditions as surgical and medical emergencies, airway and respiratory problems, childbirth, shock, psychological emergencies, and trauma. Assess and report the response of the patient to that treatment and modify medical therapy as required under physical direction.
6. Exercise personal judgment in case of interruption in medical direction caused by communication equipment failure or in cases of immediate life-threatening conditions according to system protocol.
7. Direct and coordinate the transportation of patients by selecting the best available method(s) in conjunction with the medical command authority.
8. Record in writing and/or dictation the details related to the patient's emergency care and the incident.
9. Direct the maintenance and preparation of emergency care equipment and supplies.
10. Be exposed to HIV/AIDS education program covering immunology, pathogenesis, transmission, handling and disposal of contaminated materials, and appropriate behavior and attitude change, including legal and ethical responsibilities.