

LAKE TECHNICAL COLLEGE

2017-2018 MASTER PLAN OF INSTRUCTION

EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAM

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Lake Technical College is accredited by the Commission of the Council of Occupational Education

MISSION STATEMENT

The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAM

The **EMT Program** is a **300**-hour program comprised of lectures, **labs**, clinical rotation and field internship. Graduates will be eligible to take the state EMT certification National Registry examination.

OCP	Course Number	Course Title	Length	SOC Code
A	EMS 0110	Emergency Medical Technician	300 hours	29- 2041

ADMISSION CRITERIA

To apply for admission into the **EMT Program**, each applicant must:

- * Be at least 18 years of age, unless a dual-enrolled high school senior and 17 years old. A qualified high school student may be eligible if he/she has met all academic requirements for graduation. Dual-enrolled applicant must be 18 years old prior to beginning of the Emergency Medical Technician course.
- * Have earned a high school diploma or its equivalent.
- * **Current Professional CPR card.**
- * Be of good moral character.
- * Possess a valid Florida driver's license. Note: Applicant must be a resident of Florida for at least one year to pay in-state tuition rate.
- * **Meet the minimum levels of the EMT entrance exam. The TEAS will be administered in April and May prior to the August EMT program and in October and November prior to the February EMT program. Applicants will be notified of the results. Only applicants who meet the required scores will received a program application.** Three retests are allowed within six months. The test is given at Lake Technical College's (LTC) main campus in Eustis. Call LTC (352.589.2250) for information about the testing fee and schedule.
- * Submit to a fingerprint background check.
- * Submit to a drug screening. Additional drug screenings may be required during the program if suspicion warrants. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program. **NOTE: Students are responsible for payment of all fees related to drug screening.**
- * Have passed a physical examination by a licensed Florida physician, physician's assistant, or nurse practitioner within six months of the starting date of the program.
- * Submit a **driver's license history** with the application packet. **This must be an official certified record from a Courthouse. An applicant with excessive points or license suspended within the last three years will be disqualified.**
- * Complete LTC's online school application.

Along with the completion of the above-listed admission criteria, an applicant must submit a completed LTC's EMT Program application for conditional acceptance into the program.

Final admission to the EMT Program is contingent upon the applicant passing receiving a clear background check. The background fingerprinting will be done at program orientation.

Untruthfulness or omissions on the LTC or program application will be grounds for dismissal if applicant is admitted to the program.

GENERAL INFORMATION

ACCOMMODATIONS

Federal and state legislation require the provision of accommodations for students with disabilities as identified on the secondary student's IEP/504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability

to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

INSURANCE

Due to the high-risk nature of training, personal accident insurance is required. Hospitalization/accidental medical insurance is optional. For those who don't have insurance, a low cost plan is available. See the Admissions Office at Lake Technical College's main campus.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

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). For information on financial services, contact the Financial Aid Office at Lake Technical College's main campus 352.589.2250.

TUITION

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical, if applicable.

REFUND POLICY

If it becomes necessary for a student to withdraw from the program, the tuition refund may be given using the following applicable guidelines (excerpts from the LTC refund policy guidelines):

- Withdrawal through the closing of the fifth day of class per semester, 100% of all tuition and eligible fees will be refunded.
- Registration fees are non-refundable.
- Payment plan fees are non-refundable.
- Uniforms are not eligible for refunds.
- Rental fees are non-refundable.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.

The Lake Technical College refund policy is listed in its entirety in the College's catalog on its website (www.laketech.org).

ONLINE ACCESS

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty(s) have a current working email address for you. See your faculty for more information.

SOCIAL MEDIA

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

FOLLOW UP

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

EMT PROGRAM PROCEDURES AND POLICIES

PROGRAM OBJECTIVES AND PURPOSE

- To provide the means of developing the basic EMT knowledge and skills required by the Florida Department of Health, and Lake Technical College.
- To impart to the student the proper attitude and discipline required for gainful employment within pre-hospital emergency medicine.
- To provide EMT training as outlined in Florida Administrative Code 64-J and Florida Statute 401.

ATTENDANCE

In an effort to develop appropriate work ethics, Lake Tech 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 faculty on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as approved by the Executive Director of Lake Technical College.

Absenteeism, tardiness, and leaving early are a reflection on the trainee's personal character and an indicator of disinterest in attaining professional status in the field. Excessive absence or tardiness will be grounds for reprimands and/or dismissal from the program. These areas are also a main point of interest that employing agencies explore when reviewing trainee records for employment or retention.

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team.

Classroom, lab and clinical rotations scheduling will **not** be arranged around a student's employment schedule. It is expected that the student's education comes first. Each student is expected to be punctual and in attendance for all classroom, lab, and clinical rotations. **Employment should in no way interfere with the student's academic or clinical responsibility.**

Specific attendance requirements are outlined in the Course Requirements section of this Master Plan of Instruction.

It is important to keep in mind that faculty in the EMT Program also work in their respective fields and hire new employees as well as give employment recommendations to other agencies. They take note of a student's attendance record as well as absenteeism and tardiness. Think about your future—the first day of class in this program starts your interview!

DRESS CODES

Students who attend Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

The **EMT Program** has a **specific uniform dress code**. Students are expected to report to class and all related program activities in clean and maintained attire. Undergarments shall be worn at all times. Shirts are to be tucked in at **all** times.

In the classroom, students will wear the following:

- long black pants for all courses
- EMT approved polo shirt
- black belt with silver buckle
- black athletic shoes
- Black socks tube-length to wear with boots (student provided)
- Jewelry is confined to a wedding and/or engagement ring, if applicable, and a watch. Body piercing, which includes, but is not limited to, ears, brows, nose, lips, and tongue, is not permitted.
- Make-up is to be moderately applied and should be consistent with the professional nature of EMS.
- Hair should be clean and groomed neatly. Hairstyle and color should 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 EMT clinical and internship. Students must be cleaned shaven. Neatly trimmed mustaches are permitted. The mustache, however, may not extend below the corners of the mouth. Sideburns cannot extend below the bottom of the ear.
- Fingernails are to be kept clean and trimmed not to exceed $\frac{1}{4}$ " passed the nail tip. Polished nails must be clear or neutral in color. Bright and dark color nail polish as well as artificial and gel nails are not permitted.
- Body art must be covered.

During the Emergency Medical Technician program, the following items are required:

- Lake Technical College student photo ID badge
- Watch with second hand
- Student kit (included in supply fee)
- Blue ink pen
- Safety glasses
- Small spiral-bound notebook

DISCIPLINE/REPRIMANDS

As set forth in the College's catalog, it is the student's responsibility to read and comply with school policies and procedures. The catalog is available on the College's website, www.laketech.org.

Failure to comply with the rules and regulations of the EMT Program may result in one or more of the following:

- First offense: a verbal warning.
- Second offense: a formal written warning (with a letter to student's sponsor outlining the problem, when applicable).
- Third offense: a suspension for a minimum of eight hours and may be grounds for dismissal. A School Intervention Team (SIT) meeting will be scheduled to consider appropriate disciplinary action.

All reprimands will be documented in the class log.

FACULTY OFFICES

Students are not permitted in any staff member's private office without permission. The student will knock and receive permission to enter before doing so.

GROUNDS FOR PROGRAM DISMISSAL

The faculty and staff of Lake Technical College work closely with all students to help them succeed in their chosen profession. Violation of any established program regulation or policy may result in disciplinary action up to and including dismissal from the program. There are zero tolerance infractions, however, that will result in a student's dismissal from the program:

1. Unsatisfactory academic, practical, lab or clinical work.
2. Demonstration of unsafe performance and poor professional judgment in the practical area (to include clinical and field internship) such as, but not limited to, endangering safety of self or others by:
 - a. Violating standard safety practices;
 - b. Delaying care that is within the student's realm of ability and/or knowledge; or
 - 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 towards 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.

INJURY/ILLNESS

ANY STUDENT RECEIVING INJURY OR COMPLAINING OF ILLNESS WILL BE REQUIRED TO PROVIDE A MEDICAL EXCUSE. THE STUDENT MUST REPORT ALL INJURIES TO THE FACULTY IMMEDIATELY!

PARKING

Students shall park in the designated parking area provided. Students do not play loud car and/or portable radios while in parking areas.

TESTING and GRADING

Lake Technical College is a postsecondary institution designed to provide trained individuals for industry. The approved postsecondary program grading requirements must be met for the student to receive a program certificate.

Lecture/Classroom

Written and Practical exams are administered for combined subjects of instruction.

Written

1. A student may fail two tests, provided he/she passes a retake exam for each test failed with a score of 75% or higher when the exam and retake scores are averaged together. A grade of 75% will be the recorded score. If a third exam is failed, no retake will be allowed, and the student will be dismissed from the program.
2. If on any subject test a grade of less than 80% is made, the student will be required to attend a study session with Lake Technical College's Student Success Counselor. Study sessions will be on Tuesday mornings from 7 am to 9 am in the Minimum Standards classroom on the IPS campus.

Academic integrity is a concern to the EMS programs: therefore, utilizing cell phones and other programmable devices / smartwatches are not permitted during testing.

Practical

Practical exams are scored Pass or Fail.

To successfully complete the program, a student must pass each course's comprehensive final with a score of 75% or higher and receive a Pass on the practical exam. One retake will be allowed for each of the areas of deficiency.

Clinical/Internship Practical Experience –This is the clinical component for EMT (EMS 0110)

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

- a. Knowledge and skills: 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. Clinical chronology/clinical essay
 2. Skills Check Off and competency examinations
- b. Professional Skills:
 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)

The student must successfully complete both the clinical/internship portion of the program independent from the classroom portion. The minimum satisfactory grade for the clinical/field internship portion is 75%.

STATE TESTING

Florida Statute 401.2701 requires the student to pass a comprehensive final written and practical examination given at the end of EMT. To become a State certified EMT, the graduate must apply for and pass the Florida EMT (National Registry EMT) certification examination. The certification examination is given off-campus.

VISITORS

All visitors to the main campus of Lake Technical College must check in at the Admissions kiosk in the lobby. Students will not have visitors in the program training areas without approval of the EMS Program Coordinator.

COURSE REQUIREMENTS

The State of Florida Department of Health, Division of Medical, the Florida Department of Education (FLDOE), and the US Department of Transportation (DOT), National EMS Education Standards for EMT set the curriculum of instruction required to sit for the state certification and licensure examinations.

It should be noted that to be certified as a graduate of the EMT Program, the student must demonstrate mastery of all competencies in the program. The instructional staff reserves the right to assign additional practice to any student who, in their professional opinion, requires additional work to master specific program requirements.

EMERGENCY MEDICAL TECHNICIAN (EMS 0110)

Attendance Policy

Attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. This mechanism will not be amended / over-ridden more than one time by the faculty for the duration of the program.

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

Tardiness

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch. Students are expected to notify the faculty before the start of class of any anticipated tardiness.

Lecture/Classroom Attendance Policy

- Students are required to log in and out every session.
- Students who miss more than eight (8) class hours of the Emergency Medical Technician **300** course hours are subject to dismissal from the program. Absences and tardiness are significant areas of interest by potential employers such that any violation of the above will lower the student's professional skills grades.
- All assignments missed during the student's absence must be made up. It is student's responsibility to meet with the faculty to get missed assignments and handouts.
- Per F.S. 401.2701 5.b.5.c., attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory.
- Per F.S. Section 383.3361 (1) & (3), attendance at the SUID training is mandatory.
- 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 faculty or preceptor.

Clinical/Field Internship Student Policies**

1. Each student is to abide by the policies and procedures of Lake Technical College, the EMS program and the facilities utilized by the EMS Program for clinical and internships. Any student not in compliance with the set guidelines may be asked by the lead faculty to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead faculty will notify the EMS Program Coordinator of the event.
2. Pursuant to 64J 1.020(1)(a) Florida Administrative Code, 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.
3. Each student must carry on his/her person a current and valid "professional" CPR certification.
4. The student will observe patient care activities and assist only as directed by the faculty or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
5. No student is allowed to be alone with patients at any time per 64J1.020(1)(b). The student must be accompanied by a Lake Technical College faculty, a clinical site employee, or an approved preceptor at all times.
6. All school, hospital and ambulance and/or fire department regulations are to be followed by every student during clinical and field internship training.
7. 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.
8. Each student will attend clinical and field internship according to the clinical and field internship schedule. The student will schedule clinical and field internship through FISDAP. Any schedule change must be completed 24 hours prior to the clinical and field internship time, or it will be considered an unexcused absence.
9. 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 faculty. **IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS COORDINATOR MUST BE CONTACTED IMMEDIATELY.**

10. 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 Coordinator will not be counted toward clinical/field internship hours.
11. 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.
12. Students are expected to utilize their time productively by studying, practicing with equipment, etc., in order to maximize clinical and field internship experiences, not watching television, sleeping, or other non-program related activities.
13. Any student not in a proper, professional, maintained uniform will be sent home, and he/she will have to reschedule.
14. During all skills activities, whether inside or outside, proper and appropriate personal protective equipment shall be worn, and the student is responsible for providing the protective eyewear. No student will 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.
15. During a potentially harmful or dangerous patient care situation, the student may be required to remain in the vehicle. Please follow this directive without question.
16. 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.
17. The paramedic/preceptor on duty must approve use of the station telephone by the student. Personal cell phones are not to be used during patient care and transport.
18. No student will drive emergency vehicles.
19. Additional policies and regulations may be established by the school or by the EMS Coordinator 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.**

EMT PROGRAM MASTER PLAN OF INSTRUCTION SUMMARY OF RULES

The Lake Technical College faculty and staff are dedicated to preparing students for successful entry and advancement into the professions that they themselves have pursued. The rules and regulations of the program have been established with the assistance and approval of the Program Advisory Committee, our industry partners who are agency leaders in the community, and the administration of the College. To ensure that every student entering the **EMT Program** understands the high standards of the program and the expectations put on each student admitted to the program, a summary of those rules and regulations follows.

- Students will conduct themselves in a manner that is a credit to themselves, the program and Lake Technical College.
- Students shall obey all federal, state, and local laws as well as school and program rules and regulations.
- Each student agrees to have his/her picture taken for identification and security purposes for the school.
- Students may not register to attend other classes during the duration of the EMT program. They will not be excused to attend other classes.
- Students shall park only in designated parking areas.
- Students will show respect for faculty.
- All faculty are to be addressed as "Mr.," "Sir," "Ms.," or "Mrs." together with their last name.
- Profane, obscene, or vulgar language and/or conduct are not a characteristic of professional demeanor and **will not** be tolerated.
- Harassment of fellow students **will not** be tolerated. Racial, gender, or ethnic comments will be grounds for dismissal.

- Students will perform tasks as instructed. Failure to do so will be considered insubordination, and the student will be recommended for termination from the program.
- Attendance is very important. There are no excuses for absences or tardiness. Be on time!
- Students will contact the school 30 minutes prior to class if they will be arriving late or if they will be absent.
- In the event of inclement weather (tornadoes, hurricanes, etc.), it is the student's responsibility to check local news stations to see if Lake Tech classes (part of Lake County School System) have been canceled. Information will also be posted on the College's website, www.laketech.org.
- All students will report to class clean and neatly groomed as noted in the Dress Code Policy.
- Students will report to class in appropriate uniform unless otherwise indicated by the faculty. Refer to scheduled activities.
- Shoes and socks are to be worn at all times.
- Each student shall bring paper, pen, books, with them to each class unless otherwise indicated by the faculty.
- Students are required to take notes in class and maintain a notebook that may be checked periodically.
- Laptops and tablets are allowed for access to digital versions of the text. Any other uses of these devices are prohibited. Digital recorders are allowed for lectures. Twitter, Facebook and any other social media may not be used during class. Violation of this rule may include dismissal from the program.
- No radios, cell phones, pagers, or devices that may be disruptive to the class will be allowed in the classroom.

The Lead Faculty may make an exception to this rule upon a request from the student. An exception will be granted for illness or pending emergencies only. The exception will be recorded in the daily log and must be re-approved each day.

- Any student needing to leave for any reason must first secure permission from the faculty. This is a serious safety violation and could be cause for disciplinary action.
- Students will not be allowed to leave class early. All leaves must be documented before the scheduled date. Even with approved leaves, time will be docked, and homework will be assigned.
- Water bottles (water only) are allowed in the classroom. Food and drink are not permitted in the classrooms or training areas. Food and drink are only allowed in the pavilion areas, break rooms, and cafeteria.
- Breaks shall be given at the discretion of the faculty. Students must return to class and be seated prior to the end of each break (lecture class). Lateness will be documented, and a reprimand given.
- Attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory (per F.S. 401.2701 5.b.5.c.)
- Attendance at the SUID training is mandatory (per F.S. Section 383.3361 (1) & (3))
- Attendance is mandatory at all scheduled skill labs.
- Horseplay is a safety violation and **will not** be tolerated.
- The use of drugs or alcohol is prohibited on school property. Students reporting to class with intoxicants on their breath or in a state of intoxication will be suspended from the program immediately!
- Vehicles and lockers are subject to random drug searches by law enforcement canines.

- Lake Technical College is a tobacco free institution. The use of tobacco products, including e-cigarettes, of any kind is not permitted at any Lake Technical College location. Again, the use of tobacco products of any kind is **strictly prohibited**! Any student found using tobacco—on or off campus—will be dismissed from the program.
- Gambling will not be permitted on school property.
- No firearms are permitted on campus.
- Damage to school property because of negligence or carelessness will result in the responsible party being liable. Students shall sit in chairs only. No resting of feet or sitting on tables is allowed.
- Students shall notify the EMS Coordinator of any changes in address or phone numbers as soon as the change becomes effective.
- No student shall enter program private offices without first receiving permission to do so.
- An individual will be designated to take pictures during program activities, exercises, and events. No other cameras are allowed unless prior approval has been given. No video cameras or cell phone cameras will be allowed.
- Students cannot be subject to call while participating in class, hospital clinical, or field sessions per F.A.C. 64J-1.020 (1)(a).
- Students who know of other students violating the rules and regulations or school rules shall report them to the faculty.
- All students will be at their assigned place ready for inspection unless otherwise indicated by the faculty.
- Students issued Lake Technical College gear are responsible for proper care of that gear.
- The faculty must approve any equipment that is not provided by Lake Technical College prior to its use by the student.
- No chewing gum allowed while in the classroom, lab, or clinicals.
- At the discretion of the faculty, students will be assigned classroom and grounds cleanup as well as equipment maintenance on a rotational basis.
- All campus rules and regulations not listed here will apply.

THE FOLLOWING UNACCEPTABLE BEHAVIORS WILL RESULT IN THE IDENTIFIED DISCIPLINARY ACTION.

- **Arrival for class after the start time (with no notification, written reprimand)**
- **Arrival for class after the start time (after notification, manikin CPR, or homework)**
- **Second late return for class (verbal reprimand)**
- **Absent from class without notification (written reprimand and homework)**
- **Absent from class after notification (homework)**
- **Reporting to class without complete uniform (manikin CPR)**
- **Reporting to class with soiled uniform (manikin CPR)**
- **Failure to have book/notebook in the classroom (verbal reprimand)**

- Wearing of hats/caps in classroom after one verbal warning (second occurrence, written reprimand)
- Not giving the faculty full attention after one verbal warning (second occurrence, written reprimand)
- Sitting or lying down during class without a directive by an faculty (first occurrence, verbal warning; second occurrence, written reprimand)
- Distracting others from the faculty to the detriment of the learning after one verbal warning (second offense, written reprimand)
- Eating or drinking (other than water) during class meeting after one verbal warning (second occurrence, written reprimand)
- Sitting on classroom tables after one verbal warning (second occurrence, written reprimand)
- Sleeping in class (first offense verbal warning, second offense written reprimand)
- No radios, cell phones, pagers or other devices that may be disruptive to the class will be allowed. These devices must be left in the student's car. If a student is found with one of these, they will be subject to dismissal from the program.

Due to the hazardous nature of the training, students involved in a gross safety violation that may result in injury to other students or instructional staff may be exited from the program IMMEDIATELY upon documentation of such acts.

The staff at Lake Technical College takes great pride in the EMT Program and its students. The staff has the responsibility to train students to be professional EMTs and to certify that students will be a credit to the program and the profession. During the class, students who are not meeting the professional standards, whether academic, practical, or attitude, will be counseled. If improvement is not made, the student may be dismissed from the program.

Students enrolled in this program are training to enter a dangerous, responsible, adult occupation in which the civilian public, as well as your work partners, will be dependent upon your ability. With this in mind, use your training hours wisely.

If any problems arise during the course of the program, students may contact the Lake Technical College's EMS Program Coordinator or College administrators at 352.589.2250.

EMT PROGRAM INFORMATION

Time Allotted 300 hours

Program Oversight

EMS Program Coordinator

EMS Program Medical Director

Layne C. Hendrickson, 352-589-2250 ext. 1881

Paul Banerjee, D.O., 352-589-2250 ext. 1881

Methods of Instruction

Lectures/Discussions

Demonstration/Role Playing

Simulation

Collaborative Learning

Cooperative Learning

Case Studies

Problem-Based and Inquiry Learning

Clinical- Hospital-based Patient Care

Field Internship – ALS Prehospital Care and Transport

Textbooks

Emergency Care + My Brady Lab 13ed. ISBN 9780134190754

ADDENDUM PROPOSAL

Addendum to the **TESTING and GRADING** section for the Emergency Medical Technician Program in the master plan of instruction.

This Addendum proposes the following changes:

- The following sentence is to be inserted between sentences 1 and 2 of the paragraph located at bullet point number 1 under the subheading ***Written: The retake must be taken within 5 days of the last day of the scheduled exam.***
- The following sentences are to be added at the end of the paragraph located at bullet point number 1 under the subheading ***Written: Any exam taken after the scheduled time will be considered a retake. The student must pass the test with a 75% or higher. A grade of 75% will be the recorded grade. The student must contact the instructor or EMS Program Coordinator to schedule the retake. Missed tests cannot be taken during scheduled class/clinical/internship time.***

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM TO THE EMERGENCY MEDICAL TECHNICIAN MASTER PLAN OF INSTRUCTION

As a student in the Lake Technical College Emergency Medical Technician Program, I acknowledge the receipt of the Addendum to the **TESTING AND GRADING** of the 2017-2018 Emergency Medical Technician Program Master Plan of Instruction.

I agree to read, understand and abide by the Master Plan. If I have any questions, I will contact the EMS Program Coordinator for clarification.

Student Signature

Date

Student Name Printed

**Florida Department of Education
Curriculum Framework**

Program Title: Emergency Medical Technician (New)
Program Type: Career Preparatory
Career Cluster: Health Science

PSAV	
Program Number	W170213 (This number can be used by district grandfathered in programs only.)
CIP Number	0351090414
Grade Level	30,31
Standard Length	300 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2041 Emergency Medical Technicians and Paramedics
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This is an instructional program that prepares students for employment as emergency medical technicians SOC Code 29-2041(Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials.

The content includes but is not limited to : patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 1 occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, faculty must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	EMS0110	Emergency Medical Technician (EMT)	PARAMEDIC @7 7G #EMR MED TE @7 # EMT 7G # REG NURSE 7 G #PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	300 hours	29-2041

These certifications can only be used for adjunct faculty. Please refer to 64J-1.201 F.A.C. for the EMS faculty qualifications.

Regulated Programs

The program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code. The program must be approved by the Department of Health, Office of Emergency Medical Services, and the curriculum must adhere to the US Department of Transportation (DOT), National EMS Education Standards for EMT. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

This program meets the Department of Health trauma score card methodologies and SUIDS training education requirements. Upon completion of this program, the faculty will provide a certificate to the student verifying that these requirements have been met. Programs may also teach domestic violence and prevention of medical errors education and may choose to provide a certificate to the student verifying that this education has been completed.

Please refer to chapter 401 F.S. for more information on disqualification for the EMT license through the Office of Emergency Medical Services, Department of Health.

An EMT program must be taught by an faculty meeting the qualifications as set forth in 64J-1.0201 FAC.

An American Heart Association or Red Cross certification or equivalent in "professional" BLS is required of all candidates for entrance into an EMT program.

The Student Performance Standards for Emergency Medical Technician were adapted from the US Department of Transportation (DOT) National EMS Educational Standards for EMT.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstration of a simple depth and foundational breadth of EMS systems.
- 02.0 Demonstration of a simple depth, simple breadth of research and evidence-based decision making.
- 03.0 Demonstration of a fundamental depth, foundational breadth of workforce safety and wellness.
- 04.0 Demonstration of a fundamental depth, foundational breadth of the principles of medical documentation and report writing.
- 05.0 Demonstration of a simple depth, simple breadth of the EMS communication system, communication with other health care professionals, and team communication.
- 06.0 Demonstration of a simple depth and simple breadth of the principles of therapeutic communication.
- 07.0 Demonstration of a fundamental depth, foundational breadth of medical legality and ethics.
- 08.0 Demonstrate the application of fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.
- 09.0 Demonstrate the application of fundamental knowledge in the use of medical terminology and medical terms.
- 10.0 Demonstrate the application of a fundamental knowledge of the causes, pathophysiology and management of shock and the components of resuscitation.
- 11.0 Demonstrate the application of fundamental knowledge of life span development to patient assessment and management.
- 12.0 Demonstrate the use of simple knowledge of the principles of illness and injury prevention in emergency care.
- 13.0 Demonstrate a simple depth, simple breadth for medication safety and kinds of medications used during an emergency.
- 14.0 Demonstrate a fundamental depth and foundational breadth of medication administration within the scope of practice of the EMT.
- 15.0 Demonstrate a fundamental depth and simple breadth of emergency medications within the scope of practice of the EMT.
- 16.0 Demonstrate a foundational depth, foundational breadth of airway management within the scope of practice of the EMT.
- 17.0 Demonstrate a fundamental depth, foundational breadth of respiration.
- 18.0 Demonstrate a fundamental depth, foundational breadth of assessment and management utilizing artificial ventilation.
- 19.0 Demonstrate a fundamental depth, foundational breadth of scene management and multiple patient situations.
- 20.0 Demonstrate a fundamental depth, simple breadth of the primary assessment for all patient situations.
- 21.0 Demonstrate a fundamental depth, foundational breadth of the components of history taking.
- 22.0 Demonstrate a fundamental depth, foundational breadth of techniques used for a secondary assessment.
- 23.0 Demonstrate a simple depth, simple breadth of monitoring devices within the scope of practice of the EMT.
- 24.0 Demonstrate a fundamental depth, foundational breadth of how and when to perform a reassessment for all patient situations.
- 25.0 Demonstrate a simple depth, foundation breadth of pathophysiology, assessment and management of medical complaints.
- 26.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of neurologic disorders/emergencies for all age groups.
- 27.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of abdominal and gastrointestinal disorders/emergencies for all age groups.

- 28.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of immunology disorders/emergencies for all age groups.
- 29.0 Demonstrate a simple depth, simple breadth of the assessment and management of a patient who may have an infectious disease for all age groups.
- 30.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of endocrine disorders/emergencies for all age groups.
- 31.0 Demonstrate a fundamental depth, foundational breadth regarding the assessment and management of psychiatric emergencies for all age groups.
- 32.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of cardiovascular emergencies for all age groups.
- 33.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of toxicological (poisoning and overdose) emergencies for all age groups.
- 34.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of respiratory disorders/emergencies for all age groups.
- 35.0 Demonstrate a simple depth, simple breadth of the assessment, and management of hematology disorders for all age groups.
- 36.0 Demonstrate a simple depth, simple breadth of the assessment and management of genitourinary/ renal emergency for all age groups.
- 37.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of gynecologic emergencies for all age groups.
- 38.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of non-traumatic fractures for all age groups.
- 39.0 Demonstrate a simple depth, simple breadth in recognition and management of nose bleed for all age groups.
- 40.0 Demonstrate the application of fundamental knowledge of the causes, pathophysiology, and management of shock and respiratory failure.
- 41.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment and management of the trauma patient for all age groups.
- 42.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of bleeding for all age groups.
- 43.0 Demonstrate a fundamental depth, simple breadth of pathophysiology, assessment and management of chest trauma for all age groups.
- 44.0 Demonstrate a fundamental depth, simple breadth of pathophysiology, assessment and management of abdominal and genitourinary trauma for all age groups.
- 45.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of orthopedic trauma for all age groups.
- 46.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of soft tissue trauma for all age groups.
- 47.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of head, facial, neck and spine trauma for all age groups.
- 48.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of nervous system trauma for all age groups.
- 49.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment and management of trauma patients with special considerations for all age groups.
- 50.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment and management of environmental emergencies for all age groups.
- 51.0 Demonstrate a fundamental depth, foundational breadth of the pathophysiology, assessment, and management of multi-system trauma and blast injuries.
- 52.0 Demonstrate a fundamental depth, foundational breadth of management of the obstetric patient within the scope of practice of the EMT.
- 53.0 Demonstrate a fundamental depth, foundational breadth of management of the newborn and neonatal patient within the scope of practice of the EMT.
- 54.0 Demonstrate a fundamental depth, fundamental breadth of management of the pediatric patient within the scope of practice of the EMT.
- 55.0 Demonstrate a fundamental depth, foundational breadth of management of the geriatric patient within the scope of practice of the EMT.

- 56.0 Demonstrate a simple depth, simple breadth of management of the patient with special challenges.
- 57.0 Demonstrate a simple depth, foundational breadth of risks and responsibilities of transport.
- 58.0 Demonstrate a fundamental depth, fundamental breadth of establishing and working within the incident management system.
- 59.0 Demonstrate a simple depth, foundational breadth of responding to an emergency during a multiple casualty incident.
- 60.0 Demonstrate a simple depth, simple breadth of safe air medical operations and criteria for utilizing air medical response.
- 61.0 Demonstrate a simple depth, simple breadth for safe vehicle extrication and use of simple hand tools.
- 62.0 Demonstrate a simple depth, simple breadth of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.
- 63.0 Demonstrate a simple depth, simple breadth of risks and responsibilities of operating on the scene of a natural or man-made disaster.

LAKE TECHNICAL COLLEGE

EMT PROGRAM

STATEMENT OF UNDERSTANDING

I attest that I have received a copy of the Lake Technical College EMT Program's Master Plan of Instruction and Code of Student Conduct. I know it is my responsibility to understand the rules and regulations and any infractions of the aforementioned rules and regulations may result in disciplinary actions as outlined in the Master Plan of Instruction. I also understand that I cannot be a user of tobacco and enrolled in this program.

STUDENT'S NAME - PRINTED

DATE

STUDENT'S SIGNATURE

LAKE TECHNICAL COLLEGE STAFF

DATE