

# LAKETECH

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## Master Plan of Instruction Paramedic

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**MISSION:** Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Institution.

*charting new directions*

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## **INTRODUCTION**

The Paramedic Program is designed to establish and maintain appropriate quality education for those wishing to become specialists in pre-hospital emergency medical care. The program is based on the U.S. Department of Transportation 1998 National Standard Curriculum. The curriculum is comprehensive and consists of four components: classroom skills, practice laboratory, clinical experience (hospital), and field internship (ambulance). It is organized to provide the student with knowledge about the acute, critical differences in physiology, pathophysiology, or clinical symptoms as they pertain to pre-hospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient.

Graduates of the program will be eligible to take the State of Florida Certification examination and/or National Registry Certification Paramedic.

## **PARAMEDIC PHILOSOPHY**

We believe the dignity and worth of the individual in our democratic and ever-changing society fosters self-reliance. We must acknowledge individual differences and show respect for 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 emphasizes good work habits, desirable personal characteristics, and effective interpersonal relationships, and leads to a productive life as a contributing member of the community.

We believe the paramedic is a specialist in pre-hospital emergency medical care that performs under medical command authority to provide emergency care to acutely ill or injured patients at the site and in other appropriate settings, which are under physician control.

We believe the paramedic curriculum must be competency-based and include formal course work skills, practice laboratories, clinical rotations, and field experiences. The competencies include, but are not limited to, recognition, assessment, and management of medical emergencies under the direction of a physician.

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

We further believe paramedic 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 patients.

## **TEST OF ADULT BASIC EDUCATION (TABE)**

The Florida Legislature requires that students without an applied associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after at least 60 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. Students may not retake the same test version for six months. We therefore strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the State mandated minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog) and must begin attending remediation classes in the VPI lab within two weeks of enrollment, regularly attend VPI classes outside of their program hours and make

acceptable progress as determined by the VPI instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

## **FINANCIAL AID**

Scholarships, grants and limited in-house scholarships are available to eligible students from federal and local sources through the Financial Aid Office. Students should be aware that the application for financial aid should be completed as early of possible. If the application process is not completed at least one month prior to the start of class students should be prepared to pay tuition until verification of eligibility can be completed. Referrals to local agencies for additional support may be made. Applications and information are provided through the Financial Aid Office.

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.

## **ADMISSION REQUIREMENTS**

The paramedic program is available only to Florida-certified emergency medical technicians or emergency medical technician applicants who will obtain Florida certification prior to completion of phase one of the paramedic program. Phase I is defined as completion of Modules I, II, III, A&P, and IV (trauma) up to thoracic trauma.

To be considered for admission to the Paramedic Program, in addition to the above-noted criteria, the applicant must have the following prerequisites.

1. High school diploma or its equivalent (GED)
2. Valid Florida driver's license
3. Current State of Florida EMT Certification
4. Current American Heart Association or Red Cross certification in “professional” BLS or an equivalent

The paramedic application is considered complete when the following information is included:

1. LTC application
2. Official transcript of high school diploma or its equivalent.
3. TABE scores of 11 or greater\* (unless exempt; proof of college degree required)
4. Applicant information sheet
5. Names and addresses of three (3) professional references
6. Photocopy of current EMT certification
7. Photocopy (front & back) of current “professional” CPR card
8. Photocopy of driver’s license
9. Verification of financial aid application or waiver
10. Work experience letter from current employer
11. Submit a completed residency form with documentation to the Admissions Office
12. Have a negative drug screening (to be done at the start of the program)

\*Students with TABE scores less than 11 please review TABE information beginning on page 1.

Program admission is based on:

- References
- Related EMS experience
- Educational experience

Acceptance and continuance into the program is conditional based upon results of a physical exam, background check, and random drug screen.

### **Re-admission**

At the direction of the EMS Department faculty and the Center's administration, students in good standing who withdraw from the paramedic program prior to program completion may reapply to the subsequent program. Students will be allowed to repeat only one time. Students exiting for clinical failure will not be considered for readmission.

Readmission is contingent upon the following:

1. Applicants for readmission prior to successful completion of the first semester will be required to start at the beginning of the paramedic program.
2. Students in good standing who withdraw during the second semester, after successful completion of the program's first semester, may reapply to the second semester of the subsequent program.
3. Students applying for readmission will be admitted on a space available basis.

## **BACKGROUND SCREENING – 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.

## **INSURANCE**

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

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance may purchase the school accident insurance to fulfill this requirement. This insurance is provided at a very reasonable cost and provides 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 for 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.

## ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical Center 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 expectation of Lake Technical Center is that all students will be in attendance each day of the scheduled program. The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

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. Only regularly scheduled class hours will be reported for attendance.

Attendance is very important in the Paramedic program. 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.

A student who finds it necessary to be absent **MUST** notify the EMS Programs Department at least one hour prior to the start of class that day. Failure of notification will result in:

1. a verbal reprimand at the first no-call, no-show
2. a written reprimand and meeting with the EMS Coordinator for the second no-call, no-show
3. a School Intervention Team meeting (SIT) and academic probation for the third no-call, no-show

As a licensure program, attendance is taken very seriously. Any student whose absences exceed 5% of the cumulative number of hours to that point in the program will be placed on probation. The purpose of probation is to formally notify and appropriately document any existing condition that is jeopardizing the ability of a student to successfully complete the Paramedic program. Students missing more than 55 program hours will be recommended for dismissal from the program.

A student who is absent, excused or unexcused, for six (6) consecutive class sessions will be withdrawn from membership in their program. Students must re-register during the next enrollment period in order to return to school. A School Intervention Team will review all applications for reenrollment.

### **Excessive Absences**

It is the responsibility of each student to keep a record of their absences (minute by minute). A copy of individual attendance records will be provided, as a courtesy, to each student on the first classroom day of each month.

Any student whose absences exceed 5% of the cumulative number of hours to that point in the program will be placed on probation. The purpose of probation is to formally notify and appropriately document an existing condition that is jeopardizing the ability of a student to successfully complete the Paramedic program. PLEASE NOTE: If at any time absences exceed 55 hours, the student **WILL** be withdrawn from the program.

Consequences of probation:

1. jeopardize enrollment in the class
2. jeopardize financial aid

Probationary status will terminate when the terms of the contract have been satisfied or when the number of hours absent do not exceed the cumulative 5% of the hours to that point in the program.

Students on probation for excessive absences may continue in the program only as long as they are making satisfactory progress in the theory and clinical areas, and that the excessive absences are due to extenuating circumstances such as hospitalization, emergency surgery, or extreme personal hardship. Excessive absences will impact the work habits grade and/or may result in withdrawal from the program. Any specific requirements attached to the probationary status will be discussed at that time and will become part of the written contract. Students have the right to appeal by following the school Grievance Policy.

**Any student whose absences exceed a maximum of 55 hours total, counted minute by minute, WILL be withdrawn from the program.**

### **Tardiness**

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the EMS Coordinator of any expected tardiness and of an expected arrival time. Any student who is tardy and/or leaves early for 20% or more of the number of days scheduled for any given half-semester will be placed on academic probation. Probationary status will terminate when the number of tardies/early departures no longer exceeds 20% of the completed scheduled attendance days.

### **Testing Policy**

If the 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 a.m. – 5 p.m.) to make arrangements. The exam must be taken prior to the next scheduled class date or at the discretion of the EMS Coordinator. The student will not be allowed to make up more than four (4) missed exams. A zero will be issued if the student fails to contact the EMS Coordinator by this time.

If a test is not taken at the regularly scheduled time, students will lose ten 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 ten-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 EMS Coordinator's discretion.

Module practical exams will be given at the end of Module III (patient assessment), Module V (trauma), and Module VI (cardiology). Practical exams must be passed with a minimum grade of 80%. Students who fail a practical exam will be allowed up to two retake attempts.

Florida Statute 401.2701 (5) 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 up to two retake attempts to pass.

### **Lecture/Classroom Attendance**

The Paramedic program is a thirteen-month, 1100-hour program consisting of 622 classroom hours, 150 clinical hours and 328 internship hours. Classroom dates are based on a 24/48 hour work schedule. Classroom hours are 9:30 a.m. to 4:00 p.m. Any necessary schedule changes will be posted well in advance.

Attendance is taken every session and every student is required to sign in on the Lake Technical Center's computerized attendance program. Students will use the first letter of their first name and the first letter of their last name followed by the last 4 digits of their social security number.

1. Tardiness/Early Dismissal: Students arriving late or who will not be in attendance for class shall call before the start of class to report their name and reason. When students are tardy, they are required to sign in on the computerized attendance program and the attendance roster and indicate the time they signed in. Students leaving class prior to dismissal must sign out at the time they leave.

2. Attendance is mandatory at all scheduled labs and practical skills. Absences during practical skills require make-up work to be done at a time not designated for other studies. It is the responsibility of any student absent during a lab or practical skill to secure a time with an instructor or coordinator to demonstrate the skills acquired by other students during the absence.
3. Make-up: All materials and assignments missed during the student's absence must be made up. It is the student's responsibility to meet with the instructor to get missed assignments and handouts.
4. Breaks, lunch period, and release at the end of the day will be designated by the lead instructor.
5. **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.)**
6. 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.

### **Clinical and Field Internship Attendance**

Didactic and lab material presented in class directly relates to performance in clinical and field rotations. In addition, announcements regarding clinical practice, field internship, and other program news and information are made in class. It is the student's responsibility to attend class and/or obtain the information that was presented in a particular class session.

Students will schedule clinical and field internship rotations at month ending for the next month. Once a rotation has been scheduled, the schedule will not be changed unless a written explanation of extenuating circumstances is submitted to the EMS Program Coordinator. Students are permitted to swap clinical and field internship time, however, the swap time must be approved.

***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 Program Coordinator, will not be counted toward clinical/field internship hours.***

Failure to comply may result in disciplinary action up to, and including, probation or dismissal from the paramedic program.

Hours of clinical instruction will vary with some clinical rotations beginning as early as 6:30 a.m. Most internship rotations will begin at 7:00 a.m. with the student riding fifteen-hour shifts. All schedules will be posted well in advance.

Attendance is taken every session and each student is required to have all required paperwork signed by the instructor or preceptor.

1. If a student is tardy to the clinical or field internship, the instructor will mark unsatisfactory on the appropriate spot of the Clinical/Field Internship Evaluation Form. If a student must leave a clinical/field internship prior to dismissal, the student must have the preceptor sign out on the clinical evaluation form.
2. Any violation of the attendance policy will significantly lower the student's work habits grade as outlined in the department's grading policy.
3. The student will be required to meet the quarterly clinical and internship hour completion phases as assigned at class beginning. Failure to act in accordance with this requirement will result in:
  - a. Meeting with the EMS Program Coordinator for the first failure to comply
  - b. A School Intervention Team meeting (SIT) and academic probation for the second failure to comply.

4. All clinical and field internship hours missed because of the student's absence/tardiness must be re-scheduled as soon as possible. The student is responsible for making arrangement with the EMS Coordinator as to any missed clinical/field internship time.
5. A student who finds it necessary to be absent **MUST** notify the EMS Coordinator 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:
  - a. first no-call no-show – a verbal reprimand
  - b. a second no-call, no-show – a written reprimand and meeting with the EMS Coordinator
  - c. a third no-call, no-show – a School Intervention Team (SIT) meeting and academic probation
6. Students may not leave assigned clinical areas to attend class, lectures, or for any other reason, except dietary breaks; unless excused by the preceptor. This does not apply to duties assigned by clinical personnel such as the transportation of patients to other clinical areas or other related errands.

### **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 POLICY**

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

90 – 100	Excellent
80 – 89	Average
<80	Failing

Program grades are based on knowledge, skills, and work habits.

**Knowledge** is based on written exams and assignments.

**Skills** are based on practical examinations, clinical and field competencies and total clinical and field internship hours.

**Work habits** are evaluated in the classroom and clinical and field internship portions. Work habits in the classroom are based on professional appearance, professional behavior, attendance, and classroom participation. Work habits in the clinical and field internship are based on: integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, communication, time management, teamwork and diplomacy, respect, patient advocacy, and care delivery of service.

For a student to continue in the program, the student must successfully complete each area, independent of each other, with an 80% at module ending.

For a student to complete the paramedic program, the student must successfully complete the classroom and the clinical/field internship portion of the program independent from each other. The minimum satisfactory grade for each portion is 80%.

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.

## **Modules**

Module I	Paramedic Preparatory
Module II	Airway
Module III	Patient Assessment
Module IV	Anatomy & Physiology
Module V	Trauma
Module VI	Cardiology
Module VII	Medical
Module VIII	Special Consideration
Module IX	Assessment Based Management
Module X	Ambulance and Rescue Operations

## **Labs**

Attendance and participation is mandatory at all scheduled labs. Skills must be passed on or before the third attempt and must be accomplished prior to the end of the module in which the skill is presented. If a third attempt is necessary, the student will be evaluated by two instructors.

## **Clinical**

Each student must successfully achieve 100% of the skills required of the program and noted in the Clinical and Field Internship booklet.

It is the student's responsibility to complete all clinical practice rotations and skills competencies. Students will be held accountable to complete clinical hours within the assigned timeframe. Required clinical skills must be successfully achieved in order to complete the program.

Students shall not perform any skill outside the paramedic scope of practice. Failure to comply with this rule may result in disciplinary action, up to, and including, probation or dismissal from the paramedic program.

## **Field Internship**

Each student must successfully achieve 100% of the skills and calls as team leads required for the program. Students must complete all required internship hours.

Students shall not perform any skill outside the paramedic scope of practice. Failure to comply with this rule may result in disciplinary action, up to, and including, probation or dismissal from the paramedic program.

## **Clinical and Field Internship Evaluation and Grading**

The preceptor is a Lake Technical Center EMS Programs part-time instructor or hospital personnel selected by LTC for their knowledge and skill in a discipline to directly supervise the students. Paramedic preceptors are to be treated with the upmost courtesy and respect. The EMS Program Coordinator will communicate regularly with preceptors to determine student progressions in the program.

Students shall be objectively evaluated by the preceptors using a standardized form (see clinical Skills Documentation). The student is responsible for listing time in and time out, rotation information, and skills **unsuccessfully and successfully** attempted. The preceptor is responsible for verifying time in and out, evaluating skills performance and writing comments about student performance and progression.

Directions on the forms are to be followed. If an area of evaluation is not applicable to the student or the situation, the area should be marked N/A. An evaluation addendum should be attached to the evaluation form if space does not permit listing of information. Completed Clinical Skills Documentation must be received in the EMS Programs Office within five days of the clinical practice rotation. Forms incorrectly completed will be returned to the student for correct completion and must be returned within two days. **Forms turned in after the five-day timeframe will be returned to the student without credit for hours or skills. The student will be required to repeat the clinical time. (The only exception - the student is expected to turn in the paperwork on the first day back after a program schedule holiday.)**

Under no circumstances is the student to alter any preceptor information. *Falsification of documentation will lead to disciplinary action, which may include probation and/or immediate dismissal from the paramedic program (F.S. 401).*

## **REQUIREMENTS FOR PROGRAM COMPLETION – CERTIFICATION**

Students must meet the following program requirements for certification:

- Meet minimum TABE recommendations prior to graduation.
- Successfully complete all competencies specified in the program State of Florida curriculum framework.
- Successfully complete both the classroom portion and the clinical/field internship portion of the program independent from each other. The minimum satisfactory grade for each portion is 80 percent.
- Program certificates of completion will be issued to program graduates within 14 days of completion. Certificates of completion will be presented at graduation. Students who do not attend graduation are responsible for obtaining their Certificate of Complete through the EMS Office.

## **REASONS FOR DISMISSAL FROM PROGRAM**

1. Unsatisfactory academic, lab or clinical/internship 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

## **CORE PERFORMANCE STANDARDS**

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. Paramedic is a

practiced discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of Core Performance Standards has been developed.

Critical Thinking	Critical thinking ability sufficient for clinical judgment
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication	Communication abilities sufficient for interaction with others in verbal and written form
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, and navigate stairwells
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective emergency care
Hearing	Auditory ability sufficient to monitor and assess health needs
Visual	Visual ability sufficient for observation and assessment necessary in emergency care
Tactile	Tactile ability sufficient for physical assessment

Students unable to demonstrate the Core Performance Standards must notify the EMS Coordinator by the end of the first class day to investigate the feasibility of reasonable accommodations.

### **CLASSROOM, LAB, CLINICAL AND FIELD INTERNSHIP UNIFORM CODE**

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.

**PURPOSE:** A uniform identifies you to the public and hospital staff as an EMS student and presents a professional appearance. In addition, it prevents the possibility of cross contamination by separating street clothes from work clothes.

**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.**

### **UNIFORM CODE**

1. **Program approved polo shirt:** Shirt must always be cleaned and ironed. It should be open at the neck one button from the collar. (If undershirt is worn it must be consistent with the professional nature of EMS. No patches are to be worn on the shirt.
2. **Dark dress slacks:** Black or navy blue. Slacks 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 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 Student ID badge** must be worn at all times when in uniform.

6. **Jewelry:** Must be confined to a watch and wedding or engagement rings (if applicable). Body piercing is not permitted. Body piercing includes, but not limited to: ears, brows, nose, lips, and tongue.
7. **Make-up:** Will 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 parameter 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 field internships. Students must be clean shaven. Mustaches are permitted if neatly kept. No other growth of facial hair may be grown during clinical and field 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. No artificial nails allowed.
10. **Body Art:** All visible tattoos must be covered.
11. **Equipment:** A watch with a second hand, a black ink 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, 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.**

*It is recommended that the student consider purchasing (2) shirts and (2) pants. Due to the uncertainty of the pre-hospital field environment, stained or torn clothing may prevent you from completing your assigned shift.*

## **EMS DEPARTMENT POLICIES AND PROCEDURES**

### **General Rules for Students\*\***

1. Students must maintain current State of Florida EMT-B certification and current and valid “professional” CPR certification.
2. Students must carry on his/her person current State of Florida EMT-B certification and current and valid “professional” CPR certification.
3. **THERE IS TO BE NO FOOD IN THE CLASSROOM, CAPPED WATER BOTTLES ONLY.**
4. Students are to be in proper uniform for any class, lab, clinical, internship, or other related school activity unless assigned otherwise.
5. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
6. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
7. 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.
8. Incoming messages will not be delivered to the student during class time except in emergencies.
9. No student is allowed in the instructors’ office without permission.
10. Students will provide the proper respect due the instructor in asking questions or making statements.
11. 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.
12. 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.

13. All injuries and / or illnesses must be reported immediately to the instructor.
14. Students who become ill during class must notify the instructor before leaving the classroom.
15. Profanity and vulgarity will not be tolerated.
16. Use of tobacco products of any kind is prohibited.
17. Students will be asked to leave the classroom, clinical or field internship if there is any subjective or objective assessment that they are under the influence of drugs or alcohol. Students will be immediately sent for drug screening in this situation.
18. 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 paramedic abilities. Irresponsible, unprofessional, or unethical behavior may result in termination from the program.

### **Classroom Rules\*\***

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 property.
  - 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/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 Coordinator of the event.
2. The paramedic 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. Students must carry on his/her person current State of Florida EMT-B certification and 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.
5. 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.
6. All school, fire and physician office regulations are to be followed by students 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. Students will attend clinical and field internship according to the clinical and field internship schedule. The EMS Coordinator will do all scheduling. If there is a scheduling conflict, you must contact the EMS.

Schedule changes must be done 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 instructor. **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 (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.
13. Any student not in a proper, professional, maintained uniform will be sent home and he/she will have to reschedule.
14. 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.
15. During a potentially harmful or dangerous patient care situation, students 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 students. Personal cell phones are not to be used during patient care and transport.
18. Students will not 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.**

## DESCRIPTION OF THE PROFESSION

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

## JOB DESCRIPTION

### **Main Function**

In accordance with the EMS department manual of rules and regulations, the main function of the paramedic is: to provide quality emergency care to patients requiring ambulance services; to provide safe and effective transportation of patients to and from predetermined locations; to ensure that emergency vehicles and equipment are in a proper state of readiness at all times; and to instruct and assist EMTs on the scene.

### **Duties and Responsibilities**

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

1. Perform basic and advanced life support and emergency medical techniques as appropriate, following departmental procedures and protocol.
2. Accurately document patient conditions on ambulance records.
3. Demonstrate proficiency in all radio procedures.
4. Demonstrate proficiency in covering area familiarization and response.
5. Demonstrate safe, effective-driving skills.
6. Maintain adequate ambulance records by prompt and accurate recording.
7. Report all vehicle, equipment, or maintenance needs to the shift supervisor.
8. Inform the supervisor of new equipment needs.
9. Maintain the appearance and sanitary condition of vehicles following established procedures.
10. Restock the ambulance after each use.
11. Inventory and inspect rescue equipment and ambulance field supplies, replacing or exchanging used, damaged, outdated, or malfunctioning supplies and equipment, inclusive of the drug box.
12. Attend department meetings, all required in-service training, and advanced life support audits.
13. Assist with the basic life support audits.
14. Assist with the orientation of new ambulance employees to the service activities, policies, and procedures.
15. Assist the paramedic supervisor in assessing the skill level and job performance of ambulance personnel assigned with them.

16. Provide an opportunity for employees to upgrade skills by demonstrating proper methods.
17. Maintain a professional appearance by following the established dress code.
18. Assist with a continuing education program as outlined by the Coordinator.
19. Plan and participate in public relations programs as outlined by the Coordinator.
20. Assist in public education of first responder programs as outlined by the Coordinator.
21. Demonstrate a good working relationship with all department personnel and interrelationships with all hospital personnel, physicians, patients, and families.
22. Refer to supervisory personnel those decisions that are controversial or unnecessarily deplete the service of its normal functioning capacity within its designated coverage area.
23. Maintain a valid Florida driver's license.
24. Maintain a valid BCLS certification.
25. Maintain a valid ACLS certification.
26. Maintain a valid EVOC certification.
27. Maintain a valid extrication certification.
28. Report for duty on time.
29. Adhere to a time schedule.
30. Assume responsibility for professional growth through continuing education and attending seminars and workshops.
31. Perform other duties as assigned by supervisory personnel within the department.

### **Background Requirements**

1. Successful completion of an accredited paramedic-training program, which requires a minimum of 1100 hours
2. Current certification as a paramedic in the State of Florida
3. Certification in BCLS, ACLS and EVOC or CEVO

### **Interrelationships**

The paramedic 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 paramedic must be able to withstand extensive physical exertion such as lifting and carrying heavy patients and equipment for long distances. The paramedic 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 paramedic works within the hospital or ambulance operation premise in well lighted, heated, and ventilated areas. Outside the hospital or ambulance operation premises, the paramedic 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. The paramedic is also 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

Pre- and post-testing, lecture, demonstration, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, self-directed learning activity packages, clinical and field internship experiences.

### Teaching and Instructional Aids

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, video-taped instructions, films, guest speakers, board examples.

### Methods of Teaching Safety

A basic outline of safety standards and practices is covered along with continuous implementation of safety principles. Skills are demonstrated by the student in the lab environment and must meet competency standards prior to performance in the clinical setting.

### Evaluation

Class performance, skills performance, pre- and post-testing, practical test evaluation (labs), required written and workbook assignments, clinical observation of performance objectives during clinical experiences, decision-making, attendance, and work habits are included in a student's evaluation.

### Clinical and Field Internship

Students will receive clinical and field experiences under the direct supervision of their instructor and/or preceptor.

## PARAMEDIC COURSE INFORMATION

### Time Allotted

1100 hours

### Program Faculty

EMS Coordinator:

Layne C. Hendrickson, BS, EMT-P, 589-2250

Medical Director:

Paul Banerjee, DO

### Lectures

Paramedic Preparatory  
Airway Management  
Patient Assessment  
Anatomy & Physiology  
Trauma Management  
Medical Emergencies  
Special Considerations  
Assessment Based Management  
Operations

Laboratory – Paramedic Practicum

Clinical – Hospital/Health Care Clinical

Field Experience/Field Internship

## **Required Fees, Books and Supplies**

Tuition \*\*  
Registration Fee\*\*  
Supply Fee\*\*  
Tool Deposit (refunded upon return of safety vest)  
Malpractice Insurance  
Accident Insurance (See insurance)  
Criminal Background Check  
Complete Drug Screening (scheduled after the start of the program)  
Physical  
Approved Polo Shirt  
Protective Eyewear  
Watch with Second Hand  
Bandage Scissors  
Stethoscope  
Safety Glasses  
Course Textbooks and Workbook

\*\*Current tuition and fee information is available from the Admissions Office.

## **Textbooks**

- BASIC ARRHYTHMIAS, 7<sup>th</sup> edition, by Walraven, R. J. Brady Company.
- MOSBY'S PARAMEDIC TEXTBOOK, revised 3<sup>rd</sup> edition, by Mick J. Sanders.
- MOSBY'S PARAMEDIC WORKBOOK, revised 3<sup>rd</sup> edition, by Mick J. Sanders.
- BRADY ANATOMY AND PHYSIOLOGY FOR EMERGENCY CARE, 2<sup>nd</sup> edition by Frederic H. Martini, Ph.D.; Edwin F. Bartholomew, M. S.; and Bryan E. Bledsoe, D.O.
- PRE HOSPITAL EMERGENCY PHARMACOLOGY, 6<sup>th</sup> edition, by Bryan E. Bledsoe, Gideon Bosker, and Frank J. Papa, 2002.
- MOSBY'S ACLS QUICK REVIEW STUDY GUIDE, 3ed edition, by Barbara Aehlert, RN