



Lake Technical College

2014 - 2015

## Master Plan of Instruction Paramedic

Layne Hendrickson, Program Director



*This program maintains national accreditation from the  
Commission on Accreditation of Allied Health Education Programs (CAAHEP).*

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

Lake Technical College prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The district provides equal access to district facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

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2001 Kurt Street, Eustis, FL 32726 - (352) 589-2250

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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 Paramedic Program is approved by the Florida Department of Health/Office of Emergency Medical Services and the Florida Department of Education. The program is based on the U.S. Department of Transportation 1998 National Standard Curriculum and the 2009 National Education Standards. 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.

## 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 10 or greater \* (*unless exempt, see TABE information*)
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 10 please review TABE information beginning on page 2.*

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 Program 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.

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

All applicants for Career and Technical Education programs 450 hours or more, with the exception of Florida Law Enforcement Academy, take a state mandated TABE prior to enrollment. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented A.A., A.S., A.A.S., B.A., or B.S. degree are exempt from this requirement. Documented successful completion of college-level remedial coursework may be used to meet TABE requirements\*\*.

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 minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAEE lab prior to or at the time of enrollment in a Career and Technical Education class for at least one block a day and make acceptable progress as determined by the AAEE instructor. It is highly recommended that students meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring TABE or PERT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment. Scores brought in by hand will not be accepted.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester per school year. Continuous enrollment applies to attendance in a single program.

**\*\*You MAY NOT have to take the TABE test if any one of the following is true:**

- 1) You graduated from a Florida public high school in 2007 or later with a standard high school diploma
- 2) You have a degree from a regionally accredited public or private college or university. The degree may be of any level (AA, AAS, BA, MA, etc.)
- 3) You have earned qualifying scores on any of the following tests: ACT, SAT, PERT, or CPT within the last two years (call the Admissions Office at 352-589-2250 to find out if your scores qualify)
- 4) You have taken and passed developmental course work at a state college or you have taken courses at a state college or university which are beyond developmental level

If you are in any the situations above, please contact Lake Tech's Admissions Office and speak with a career advisor. **YOU WILL NEED AN OFFICIAL TRANSCRIPT OR SCORE REPORT** in order to have your TABE requirement waived based on the situations above.

### **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Post secondary students with disabilities must self-identify, present documentation, requires accommodations if needed, and develop a plan with their postsecondary service 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 instructor 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, and assessments, time demands, and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations request and provided should be maintained in a confidential file.

### **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.

### **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, instructors 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 instructor any employment, military, or further education you enter.

### **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 based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

## **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 College 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 College.

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.

### **Leaving Campus during School Hours**

All students must notify their instructor when leaving campus early. This is for the safety of students. Students may leave campus for lunch provided this is done within the allotted time.

### **Lecture/Classroom Attendance**

The Paramedic program is a twelve-month, 1100-hour program consisting of 90 Health Science CORE hours, 522 classroom hours, 198 clinical hours and 290 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 2-hour instruction on Florida trauma scorecard methodologies for assessment of adult trauma patients and pediatric trauma patients. (Per F.S. 401.2701 5.b.)
6. Attendance at the SUID Training is mandatory.
7. 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 thirteen-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 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.

### **CAMPUS SAFETY**

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will 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 enrollment. See the current school catalog for additional campus safety information.

### **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.

#### **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.

## **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 is ensuring 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. We understand that not everyone may have access to a computer, but we want to make our campus computer labs available to those without this access. Please let your instructor know if you have a need to use our campus computer labs and scheduling information will be provided to you.

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 instructor(s) have a current, working email address for you. See your instructor 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 you. One published report stated that 45% of companies are now relying on social media as one significant factor in their hiring process (*Huffington Post*, May, 2014). You should also be cautioned on how private your social media content really is – despite the settings on your 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 the most professions rely on great moral character. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the internet.

## **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:

**Attendance:** Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

**Character:** Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

**Teamwork:** Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and instructors.

**Appearance:** Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

**Attitude:** Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

**Productivity:** Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

**Organization:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

**Communication:** Contacts instructor to report concerns; notifies instructor of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

**Leadership:** Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/instructors and peers; follows the chain of command.

**Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses instructors and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

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.

### **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. – 3:30 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.

According to testing design best practices, the following rules apply for tests given on content/subject material:

1. Extra credit questions are not permissible.
2. Grades cannot exceed 100%.
3. “Throwing out” questions:
  - a. If 35% of the students answer a question incorrectly, the question needs to be reviewed.
  - b. If, after review, it is determined that a question needs to be eliminated, then all student grades will be calculated on the new total number of questions.
  - c. For example: The test is 50 questions. Three questions are determined to be invalid and are eliminated. The new 100%=47 and the grades will be calculated on 47 (not 50).
  - d. Points will not be given to those students who answered the eliminated questions correctly.

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.

Research papers must be submitted by the requested deadline date and time. If a research paper is not submitted by the deadline date and time, five points for every day late will be deducted from the grade. Extra credit projects are not permissible.

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. *A passing grade will be recorded as 80% (eighty percent) regardless of actual score achieved on the practical retake. This is equivalent to receiving a grade of “Pass”.*

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.

A passing grade will be recorded as 80% (eighty percent) regardless of actual score achieved on the written or practical re-examination. This is equivalent to receiving a grade of "Pass".

### **P1**

Module I	Paramedic Preparatory
Module II	Airway
Module III	Patient Assessment
Module IV	Anatomy & Physiology
Module V	Trauma (up to thoracic trauma)

### **P2**

Module V	Trauma
Module VI	Cardiology
Module VII	Medical

### **P3**

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. Lab skills required within a module must be completed and signed off before module ending. If additional assistance or time is needed for the student to show mastery of a skill, the student must contact the EMS Program Coordinator to arrange additional resources.

### **Clinical**

Each student must successfully achieve 100% of the skills required of the program and noted in the Clinical Requirement section of the Clinical/Internship Notebook.

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 and noted in the Field Internship Section of the Clinical/Internship Notebook. 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 College EMS Programs part-time instructor or hospital personnel selected by Lake Tech 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. Students must enter clinical and field internship rotation information into the FSDAP system within 72 hours of rotation. Completed Clinical Field Internship 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).***

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program within the number of hours stated in the Curriculum Framework (<http://www.fldoe.org/workforce/dwdframe/>).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program coordinator, Health Science Education chairperson, a Center counselor and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

The program medical director has the overriding authority as to the competency of program completers. Individual exit interviews are held by the medical director and a student must be approved to graduate from the program.

### **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 Program 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 Board of Directors, 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 black.) No patches are to be worn on the shirt. Shirts are to be completely tucked (all the way around) into slacks.
- 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. If slacks have belt loops a black belt must be worn in the loops.
- 4. Dark shoes:** Must be smooth, black leather, polished, and in good condition. Black leather with black gore-tex boots will be acceptable. No soft leather, suede or athletic-type footwear is permitted. Patent leather shoes may be worn. Footwear must be non-descript, void of colored logos or commercial emblems. 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  $\frac{1}{4}$ " 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 in accordance with agency or facility policy.
11. **Equipment:** A watch with a second hand, a blue 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. 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. (FAC 64J 1.020(1)(a))
2. Students must maintain current State of Florida EMT-B certification and current and valid "professional" CPR certification.
3. Students must carry on his/her person current State of Florida EMT-B certification and current and valid "professional" CPR certification.
4. **THERE IS TO BE NO FOOD IN THE CLASSROOM, CAPPED WATER BOTTLES ONLY.**
5. Students are to be in proper uniform for any class, lab, clinical, internship, or other related school activity unless assigned otherwise.
6. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
7. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
8. **CELL PHONES MUST BE KEPT OFF THE DESK AND ON SILENT OR VIBRATE. NO CELL PHONES WILL BE ALLOWED IN THE BUILDING WHEN TESTINT IS IN PROGRESS. CELL PHONES ARE ALLOWED IN THE CLINICAL OR FIELD INTERNSHIP SETTING ONLY IN ACCORDANCE WITH FACILITY POLICY.**
9. Incoming messages will not be delivered to the student during class time except in emergencies.
10. No student is allowed in the instructors' office without permission.
11. Students will provide the proper respect due the instructor in asking questions or making statements.
12. 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.
13. 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.
14. All injuries and / or illnesses must be reported immediately to the instructor.
15. Students who become ill during class must notify the instructor before leaving the classroom.
16. Profanity and vulgarity will not be tolerated.
17. Lake Tech is a tobacco free institution. The use of tobacco products (including e-cigarettes) of any kind is not permitted at any Lake Tech location.
18. 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.
19. 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 and Campus Etiquette\*\***

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
    - Acknowledge every individual you pass with a positive and kind greeting (e.g. good morning, hello, how are you, etc.). It is not necessary to repeat greetings if passing the same individual more than once during the day.
  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
    - No sitting or lying down on the desk, leaning against the wall, or putting shoes on walls
    - 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 College, 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 Program 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 (64J 1.020(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, agency(s), and facility(s) 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 post available dates to Fisdap. Students will schedule themselves based on this availability. If there is a scheduling change, you must contact the EMS Coordinator or assignee. 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.

## **PARAMEDIC COURSE INFORMATION**

### **Time Allotted**

1100 hours

### **Program Faculty**

EMS Program Coordinator: Layne C. Hendrickson, BS, EMT-P, 352-589-2250, ext. 1881  
 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**

## **MATERIALS**

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
  - PARAMEDIC CARE: PRINCIPLES AND PRACTICES 4<sup>th</sup> edition by Bryan E. Bledsoe, Robert S. Porter, Richard A. Cherry (Package includes Volumes 1-7)
- 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.
- AMERICAN HEART ASSOCIATION (AHA) ADVANCED CARDIOVASCULAR LIFE SUPPORT (ACLS) PROVIDER MANUAL , based on 2010 AHA guidelines for CPR and ECC
- DRUG DOSAGE CALCULATIONS FOR THE EMERGENCY CARE PROVIDER, 2<sup>nd</sup> edition, by Alan A. Mikolaj

## **PROGRAM OBJECTIVES**

See the attached Florida State Department of Education curriculum framework for program objectives and desired competencies.

Program Title: Paramedic  
Program Type: Career Preparatory  
Career Cluster: Health Science

PSAV	
Program Number	W170206 <u>(For use by district grandfathered in programs only)</u>
CIP Number	0351090406
Grade Level	30,31
Standard Length	1100 clock hours
Teacher Certification	PARAMEDIC @7 7G # REG NURSE 7 G # PRAC NURSE @7 %7%G *(Must be a Registered Nurse)
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 29-2041 Emergency Medical Technicians and Paramedics
Facility Code	[252] <a href="http://www.fldoe.org/edfacil/sref.asp">http://www.fldoe.org/edfacil/sref.asp</a> (State Requirements for Educational Facilities)
Targeted Occupation List	<a href="http://www.labormarketinfo.com/wec/TargetOccupationList.htm">http://www.labormarketinfo.com/wec/TargetOccupationList.htm</a>
Perkins Technical Skill Attainment Inventory	<a href="http://www.fldoe.org/workforce/perkins/perkins_resources.asp">http://www.fldoe.org/workforce/perkins/perkins_resources.asp</a>
Industry Certifications	<a href="http://www.fldoe.org/workforce/fcpea/default.asp">http://www.fldoe.org/workforce/fcpea/default.asp</a>
Statewide Articulation	<a href="http://www.fldoe.org/workforce/dwdframe/artic_frame.asp">http://www.fldoe.org/workforce/dwdframe/artic_frame.asp</a>
Basic Skills Level	Mathematics:10 Language:10 Reading: 10

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

## 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 paramedics SOC 29-2041 (Emergency Medical Technicians & Paramedics) to function at the basic pre-hospital emergency medical technician - paramedic level and treat various medical/trauma conditions, using appropriate equipment and materials. The program prepares students for certification as paramedics in accordance with Chapter 64E-2 of the Florida Administrative Code.

The content includes but is not limited to: patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, patients with abnormal behavior, substance abuse, the unconscious state, emergency childbirth, pediatric and geriatric emergencies, burns, environmental hazards, communications, documentation, extrication, mass casualty incident, incident command system, and transportation of patient.

**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 2 occupational completion points.

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.

The following table illustrates the post-secondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	EMS0219	Paramedic 1	336 hours	29-2041
	EMS0220	Paramedic 2	336 hours	
	EMS0221	Paramedic 3	338 hours	

## Regulated Programs

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 Educational Standards for Paramedic. This is the second level for a career in emergency medical services. Completion of this program should prepare the student for the certification examination approved for the state of Florida.

This program meets the Department of Health trauma score card methodologies and SUIDS training education requirements. Upon completion of this program, the instructor 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.

A Paramedic program must be taught by faculty meeting the qualifications as set forth in 64J-1.020 F. A. C.

Pursuant F.S.401.2701 to Paramedic programs must be available only to Florida-certified emergency medical technicians or an emergency medical technician applicant who will obtain Florida certification prior to completion of phase one of the paramedic program and EMT certification must be maintained through the program.

## 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 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Demonstrate knowledge of the Paramedic's roles and responsibilities.
- 13.0 Describe wellness in EMS.
- 14.0 Describe primary injury prevention.
- 15.0 Describe medical/legal considerations.
- 16.0 Describe emergency medical services ethics.
- 17.0 Apply the general concepts of pathophysiology.
- 18.0 Demonstrate the knowledge of pharmacology and administer medications.
- 19.0 Demonstrate the knowledge of the venous circulation and safely administer medications.
- 20.0 Demonstrate effective therapeutic communications.
- 21.0 Demonstrate the knowledge of human development and assessment communication strategies.
- 22.0 Establish and/or maintain a patent airway and ventilation.
- 23.0 Demonstrate general patient assessment and initial management.
- 24.0 Demonstrate the technique of a physical exam to perform a patient assessment.
- 25.0 Demonstrate the ability to apply a process of clinical decision making.
- 26.0 Describe and demonstrate EMS communication systems.
- 27.0 Demonstrate proper patient documentation.
- 28.0 Integrate the principles of kinematics to enhance the patient assessment.
- 29.0 Implement the proper treatment plan for a patient with shock or hemorrhage.
- 30.0 Implement the proper treatment plan for a patient with soft tissue trauma.
- 31.0 Implement the proper treatment plan for a patient with burn injuries.
- 32.0 Implement the proper treatment plan for a trauma patient with a head injury.
- 33.0 Implement the proper treatment plan for a patient with suspected spinal injury.
- 34.0 Implement the proper treatment plan for a patient with suspected thoracic injury.
- 35.0 Implement the proper treatment plan for a patient with suspected abdominal trauma.
- 36.0 Implement the proper treatment plan for a patient with suspected musculoskeletal injury.
- 37.0 Implement the proper treatment plan for a patient with suspected respiratory problems.
- 38.0 Implement the proper treatment plan for a patient with suspected cardiovascular disease.
- 39.0 Implement the proper treatment plan for a patient with a suspected neurologic problem.
- 40.0 Implement the proper treatment plan for a patient with suspected endocrine problem.
- 41.0 Implement the proper treatment plan for a patient with a suspected allergic or anaphylactic reaction.
- 42.0 Implement the proper treatment plan for a patient with a suspected gastroenterologic problem.
- 43.0 Implement the proper treatment plan for a patient with a suspected renal or urologic problem.
- 44.0 Implement the proper treatment plan for a patient with suspected toxic exposure.
- 45.0 Implement the proper treatment plan for a hematopoietic patient.
- 46.0 Implement the proper treatment plan for a patient with suspected environmental problems.
- 47.0 Implement the proper treatment plan for a patient with suspected infectious or communicable disease.
- 48.0 Implement the proper treatment plan for a patient with a suspected behavioral emergency.
- 49.0 Implement the proper treatment plan for a patient with a suspected gynecological emergency.
- 50.0 Implement the proper treatment plan for a patient with a suspected obstetrical emergency.
- 51.0 Implement the proper treatment plan for a neonatal emergency.
- 52.0 Implement the proper treatment plan for a pediatric patient.
- 53.0 Implement the proper treatment plan for a geriatric patient.
- 54.0 Implement the proper treatment plan for a patient who has sustained abuse or assault.
- 55.0 Implement the proper treatment plan for a variety of diverse patients with a suspected emergency.
- 56.0 Implement the proper treatment plan for the chronic care patient.
- 57.0 Implement the proper treatment plan for patients with common complaints.
- 58.0 Demonstrate the proper procedures to ensure safe and effective ground and air transportation.
- 59.0 Integrate the principles of general incident management and multiple casualty incident management.
- 60.0 Integrate the principles of rescue awareness management.
- 61.0 Integrate the principles of human hazard awareness.
- 62.0 Integrate the principles of general incident management of hazardous materials emergencies.