



Lake Technical College

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# Master Plan of Instruction Paramedic

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The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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**TABLE OF CONTENTS**  
**Paramedic (ATD) Master Plan of Instruction**

|                                                                |    |
|----------------------------------------------------------------|----|
| Introduction .....                                             | 2  |
| Paramedic Philosophy .....                                     | 2  |
| Admission Requirements .....                                   | 2  |
| Background Screening – Drug Testing.....                       | 3  |
| Test of Adult Basic Education (TABE) .....                     | 3  |
| Accommodations .....                                           | 4  |
| Financial Aid .....                                            | 4  |
| Follow Up .....                                                | 5  |
| Food and Drink .....                                           | 5  |
| Insurance .....                                                | 5  |
| Tuition .....                                                  | 5  |
| Student Employment .....                                       | 5  |
| Attendance Policy .....                                        | 5  |
| Campus Safety .....                                            | 8  |
| Plan of Instructional Practices .....                          | 8  |
| Grading Policy.....                                            | 9  |
| Requirement for Program Completion - Certification.....        | 12 |
| Reasons for Dismissal from Program .....                       | 12 |
| Core Performance Standards .....                               | 12 |
| Classroom, Lab, Clinical & Field Internship Uniform Code ..... | 13 |
| Uniform Code .....                                             | 13 |
| EMS Department Policies and Procedures .....                   | 14 |
| Description of the Profession.....                             | 16 |
| Job Description .....                                          | 17 |
| Paramedic Course Information .....                             | 18 |
| Textbooks .....                                                | 18 |
| Program Objections .....                                       | 19 |

## INTRODUCTION

The Paramedic (ATD) 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 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.

The Lake Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Educators Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) ([www.coaemsp.org](http://www.coaemsp.org)).

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

Program Goal – To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## 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 professional skills, 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 the first 248 hours of the program.

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. Photocopy of current EMT certification
6. Photocopy (front & back) of current "professional" CPR card

7. Photocopy of driver's license
8. Work experience letter from current employer
9. Submit a completed residency form with documentation to the Admissions Office
10. 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 3.*

Program admission is based on:

- Related EMS experience
- Educational experience
- Level two background

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 College'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 College, 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 (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, take a state mandated basic skills examination prior to enrollment. Scores are good for two years and must be valid at the time of enrollment.

Assessment instruments meeting this requirement include (must be within 2 years of enrollment to be considered valid):

- A **common placement test** where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.;
- Tests of Adult Basic Education (**TABE**) 11 & 12; and,
- 2014 GED® Tests: **Reasoning through Language Arts** and/or **Mathematics Reasoning** where a minimum score (145) as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been achieved.

Applicants transferring appropriately leveled TABE, GED test sections, or common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. **Standardized tests scores are valid for two years.**

Several exemptions to TABE are accepted. In order to be exempt, a student must submit official documentation to a career advisor for verification of an exemption:

- Applicants who possess a **documented degree** in applied science (AAS) level or higher;
- Applicants who earned a **Florida standard high school diploma, 2007 or later** (see withdrawal codes for standard);
- Applicants who are serving as an **active duty member** of any branch of the United States Armed Services;
- Documented passing scores on **state-designated industry certification** tests may be used;
- Any student enrolled in an **apprenticeship program** that is registered with FDOE in accordance with Chapter 446.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Required TABE exit scores may be waived for documented special needs students as per Florida guidelines. The student must enroll in AAEE and begin remediation in order to meet the exit requirements of the CTE program in which the student is enrolled. A student, with a documented disability, who is approaching completion (**mastered 90% of the competencies**) of the CTE program and has not met TABE scores, may be considered for a TABE exemption.

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 faculty. 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 appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. Standardized tests scores are valid for two years.

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.

## **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. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

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

## **FINANCIAL AID**

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

Financial Aid personnel are available daily to assist students with financial aid needs and requests.

### **FOLLOW UP**

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

### **FOOD AND DRINK**

To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory areas.

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

### **SMOKING**

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

### **STUDENT EMPLOYMENT**

Classroom, lab and clinical rotations scheduling will be not arranged around a student's employment schedule. It is expected that the student's education comes first. Employment should no way interfere with the student's academic or clinical responsibility. Students have some flexibility in scheduling field internship experiences, but all minimum skill requirements must be met.

Employment cannot be substituted for clinical education.

### **ATTENDANCE POLICY**

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty on or before the date of absence.

The 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. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

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

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 professional skills grade as outlined in the department's grading policy.

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

### **Excessive Absences**

It is the responsibility of each student to keep a record of his/her absences (minute by minute).

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 professional skills 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**

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

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

For safety reasons, students will notify their faculty when leaving campus early. 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 597 classroom hours, 204 clinical hours and 299 internship hours. Classroom dates are based on a 24/48 hour work schedule. Classroom hours are 9:00 a.m. to 5:30 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 College'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 a faculty 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 faculty to get missed assignments and handouts.
4. Breaks, lunch period, and release at the end of the day will be designated by the lead faculty.
5. Attendance at the 2-hour instruction on Florida trauma scorecard methodologies for assessment of adult trauma patients and pediatric trauma patients is required. **(Per F.S. 401.2701 5.b.)**
6. Attendance at the SUID Training is mandatory **(Per F.S. Section 383.3361 (1) & (3)).**
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 faculty, 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 by month end for the next month. Once a rotation has been scheduled, it is considered part of the class schedule and attendance is MANDATORY. 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 or 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 faculty or preceptor.

1. If a student is tardy to the clinical or field internship, the faculty 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 professional skills 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 with the EMS Program Coordinator or designee within 5 days of the missed rotation. The missed rotation must be made-up within 14 days. A rescheduling fee of \$25.00 must be paid prior to rescheduling.

5. A student who finds it necessary to be absent MUST notify the EMS Coordinator at least 24 hours before the scheduled clinical and internship except in emergency situations. Acceptable emergency situations:
  - a. Illness/injury of self – must provide a note from a physician
  - b. Mandatory work requirement – must provide documentation from employer
6. 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
7. 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, etc., are used throughout the program.

### **Online Access**

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

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

### **Social Media**

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

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

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

### **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 professional skills are included in a student's evaluation.

## **Clinical and Field Internship**

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

## **GRADING POLICY**

The grading policy for the Lake Technical College Paramedic program is as follows:

|          |           |
|----------|-----------|
| 90 – 100 | Excellent |
| 80 – 89  | Average   |
| <80      | Failing   |

Program grades are based on knowledge, skills, and professional skills.

**Cognitive (Knowledge)** is based on written exams and assignments.

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

**Affective (Professional Skills)** are evaluated in the classroom and clinical and field internship portions. Professional skills in the classroom are based on professional appearance, professional behavior, attendance, and classroom participation. Professional skills 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 faculty.

**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 faculty to report concerns; notifies faculty 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/faculty 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 faculty 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 the classroom portion is 80%. The minimum satisfactory for the clinical /field portion is 90% **(The 90% for clinical/field internship is the student's ability to do each skill, not 90% of each skill minimums.)** (The student must successful complete all required competencies for graduation and complete all clinical and field internship hourly requirements.

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 College. 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. At the end of each module, 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. Missed exams may not be taken during scheduled class time. The student may be required to take a revised exam at the EMS Coordinator's discretion.

At the end of each module the student will be given a module summative exam. The summative exam will be 20% of the module ending grade. The student must make an 80% or higher ending grade in order to progress to the next module.

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

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 Skills Grade: Each practical skill is Pass / Fail. The student is expected to perform practical lab skills consistent with an entry-level paramedic as outlined in the practical check-off sheets. 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. The National Registry testing sheets will be used for the psychomotor portion of the exam. The sheets are available at: [https://www.nremt.org/nremt/about/psychomotor\\_exam\\_advanced.asp](https://www.nremt.org/nremt/about/psychomotor_exam_advanced.asp).

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%, regardless of actual score achieved on the written or practical re-examination. This is equivalent to receiving a grade of “Pass.”

P1

### **MODULE 1**

- Preparatory
- Patient Assessment
- Airway
- Pharmacology
- IV Access / Medication Administration Clinical Rotations

P2

### **MODULE 2**

- Anatomy & Physiology

### **MODULE 3**

- Cardiology
- ACLS

## MODULE 4

Medical

## MODULE 5

Trauma

Clinical Rotations

P3

## MODULE 6

SPECIAL PATIENTS

Obstetrics

Neonate

Pediatric

Geriatric

PALS

## MODULE 7

Operations

Field Experience

Field Internship

### **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. All skills must be completed and documented in Fisdap before the student will be permitted to begin their Field Internship Capstone.

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 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 Program part-time faculty 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 Shift Evaluation and Field Internship Capstone Worksheets). 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 Skills Tracker program within 72 hours of rotation. Completed Clinical and Field Internship Skills Documentation must be received in the EMS Program Office within 5 days of the clinical practice rotation. Forms incorrectly completed will be returned to the student for correct completion and must be returned within 2 days. **Forms turned in after the 5 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, a College career advisor, 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 basic skills recommendations prior to graduation unless exempt, see TABE information.
- 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 the classroom portion is 80 percent. The minimum satisfactory for the clinical/field portion is 90% **(The 90% for clinical/field internship is the student's ability to do each skill, not 90% of each skill minimums.)**
- 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; or
  - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior 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**

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

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

**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. Black athletic-type footwear is permitted in class and clinical only. 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 College Student ID badge** must be worn at all times when in uniform. (This includes student badge issued by a clinical facility or agency)
- 6. Jewelry:** Must be confined to a watch and wedding or engagement rings (if applicable). Body piercing, which includes, but not limited to, ears, brows, nose, lips, and tongue, is not permitted.
- 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 in accordance with agency or facility policy.
11. **Equipment:** A watch with a second hand/digital watch, a blue ink pen, stethoscope, scissors, safety glasses, and small spiral bound notebook are required.

**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 required that the student purchase (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 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. **(Legible photo copies are acceptable to be carried on person.)**
4. THERE IS TO BE NO FOOD IN THE CLASSROOM, CAPPED WATER BOTTLES or SPILLPROOF CUPS 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 faculty for repairs.
7. The kitchen facilities are for use in instructional programs. When used for this purpose, the faculty and students are responsible for cleanup.
8. **CELL PHONES MUST BE KEPT OFF THE DESK AND ON SILENT OR VIBRATE. CELL PHONES ARE ALLOWED IN THE CLINICAL OR FIELD INTERNSHIP SETTING ONLY IN ACCORDANCE WITH FACILITY POLICY.** ACADEMIC INTEGRITY IS A CONCERN TO THE EMS PROGRAMS; THEREFORE, UTILIZING CELL PHONES AND OTHER PROGRAMMABLE DEVICES / WATCHES ARE NOT PERMITTED DURING TESTING.
9. Incoming messages will not be delivered to the student during class time except in emergencies.
10. No student is allowed in the faculty' office without permission.
11. Students will provide the proper respect due the faculty 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 faculty or coordinator immediately and allow one of these individuals to disarm the situation.
14. All injuries and / or illnesses must be reported immediately to the faculty.
15. Students who become ill during class must notify the faculty 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 and chewing tobacco alternatives, 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 a faculty 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 faculty.
    - Exhibit a congenial and cooperative attitude with others.
    - Show respect for faculty 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 faculty 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 faculty to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead faculty will notify the EMS Program Coordinator of the event.
2. 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))**

3. Students must carry on his/her person current State of Florida EMT-B certification and current and valid "professional" CPR certification. **(Legible photo copies are acceptable to be carried on person.)**
4. Students will observe patient care activities and assist only as directed by the faculty or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
5. Students are not allowed to be alone with patients at any time **(FAC 64J 1.020(1)(b))**. They must be accompanied by a Lake Tech Faculty, 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 faculty. **IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS COORDINATOR MUST BE CONTACTED IMMEDIATELY.**
10. Unauthorized clinical and field internships are not allowed. Hours for students attending any clinical or field internship (including scheduled dates but not scheduled stations) without prior approval from the EMS Coordinator will not be counted toward clinical / field internship hours.
11. Students are to occupy only those areas specified for training during clinical and field internships. They are not to be in areas such as the sleep quarters.
12. Students are expected to utilize their time productively (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:  
Medical Director:

Layne C. Hendrickson, BS, EMT-P, 352-589-2250, ext. 1881  
Desmond Fitzpatrick, M.D. 352-589-2250, ext. 1881

### **Lectures**

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

### **Laboratory** – Paramedic Practicum

### **Clinical** – Hospital/Health Care Clinical

### **Field Experience/Field Internship**

## **TEXTBOOKS**

- **Paramedic Care: Principles and Practices\*** (*5 Volume Series + 3 add. Books*), ISBN 9780134770963 (bundle), 5<sup>th</sup> ed, Prentice Hall
- **Recommended: Davis's Drug Guide for Nurses 15<sup>th</sup> ed.** ISBN 9780803657052

### **Intended Outcomes**

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

**Florida Department of Education  
Curriculum Framework**

**Program Title:** Paramedic  
**Program Type:** ATD (Applied Technology Diploma)  
**Career Cluster:** Health Science

|                            | College Credit                                                                                                                                                                              | Career Certificate Program                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Program Number             | N/A                                                                                                                                                                                         | H170212                                              |
| CIP Number                 | 0351090417                                                                                                                                                                                  | 0351090418                                           |
| Grade Level                | College Credit                                                                                                                                                                              | 30, 31                                               |
| Standard Length            | 42 credit hours                                                                                                                                                                             | 1100 clock hours                                     |
| CTSO                       | HOSA: Future Health Professionals                                                                                                                                                           | HOSA: Future Health Professionals                    |
| SOC Codes (all applicable) | 29-2041 Emergency Medical Technicians and Paramedics                                                                                                                                        | 29-2041 Emergency Medical Technicians and Paramedics |
| CTE Program Resources      | <a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a> |                                                      |
| Basic Skills Level:        | N/A                                                                                                                                                                                         | Reading: 10<br>Mathematics 10<br>Language: 10        |

### 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 the 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 an Applied Technology Diploma (ATD) program that is part of a technical degree program, is less than 60 credit hours, and leads to employment in a specific occupation. An ATD program may consist of either technical credit or college credit. A public school district may offer an ATD program only as clock hour, with college credit awarded to a student upon articulation to a state college.

### Career Certificate Program

When offered at the district level, this program is a planned sequence of instruction consisting of 1 occupational completion point and the courses as shown below.

| OCP | Course Number | Course Title  | Length    | SOC Code |
|-----|---------------|---------------|-----------|----------|
| A   | EMS0210       | Paramedic I   | 248 hours | 29-2041  |
|     | EMS0211       | Paramedic II  | 426 hours |          |
|     | EMS0212       | Paramedic III | 426 hours |          |

### College Credit

When offered at the college credit level, this ATD program is part of the Emergency Medical Services (AS – 1351090402) and has a program length of 42 credits.

### Regulated Programs

**The Paramedic standards and benchmarks in this framework include all of the content, knowledge and skills at the EMT level in addition to the Paramedic objectives. For those standards that state “Review EMT standards and benchmarks”, please refer to the EMT curriculum framework for specific objectives.**

This program meets the Department of Health trauma score card methodologies and Sudden Unexpected Infant Death Syndrome (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. This program also meets the Department of Health’s education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors. Although not a requirement for initial licensure, it is a requirement for renewal, therefore the instructor may provide a certificate for renewal purposes to the student verifying these requirements have been met.

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

Florida Statute 401.2701 requires that the instructor-student ratio should not exceed 1:6.

Field internship shall include a competency-based program to assure appropriate pre-hospital assessment and management of medical and trauma patients, as well as associated manual skills. The field internship activity shall include supervised experience in the field setting with a certified ALS transport EMS agency or ALS fire department. Refer to 64J-1.20 for additional requirements of the field internship inside of the paramedic program.

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.

It is strongly recommended this program be accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP). Beginning January 1, 2013, National Registry for Emergency Medical Technicians (NREMT) will require students applying for Paramedic National certification to be from a CAAHEP/CoAEMSP accredited program.

The Student Performance Standards for Paramedic were adapted and condensed from the most current US Department of Transportation, National EMS Educational Standards for the Paramedic. Administrators and instructors should refer to these materials for additional detail.

### Standards

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

- 01.0 Demonstrate a fundamental depth and foundational breadth of the History of EMS and a complex depth and comprehensive breadth of EMS Systems.
- 02.0 Demonstrate a fundamental depth, foundational breath of research principles to interpret literature and advocate evidence-based practice.
- 03.0 Demonstrate a complex depth, comprehensive breadth of workforce safety and wellness.

- 04.0 Demonstrate a complex depth, comprehensive breadth of the principles of medical documentation and report writing.
- 05.0 Demonstrate a complex depth, comprehensive breadth of EMS communication system.
- 06.0 Demonstrate a complex depth and comprehensive breadth of the therapeutic communication principles.
- 07.0 Demonstrate a complex depth, comprehensive breadth of medical legal and ethical concepts related to EMS.
- 08.0 Demonstrate a complex depth and comprehensive breadth of anatomy and physiology of all human systems.
- 09.0 Demonstrate the integration of comprehensive anatomical and medical terminology and abbreviations into written and oral communication with health care professionals.
- 10.0 Demonstrate a comprehensive knowledge of pathophysiology of major systems.
- 11.0 Apply the integration of knowledge of the physiological, psychological, and sociological changes throughout human development.
- 12.0 Demonstrate the application of fundamental knowledge of principles of public health.
- 13.0 Demonstrate a complex depth, comprehensive breadth in the principles of pharmacology.
- 14.0 Demonstrate a complex depth, comprehensive breadth of medication administration within the scope of practice of the paramedic.
- 15.0 Demonstrate a complex depth, comprehensive breadth of emergency medications within the scope of practice for the paramedic.
- 16.0 Demonstrate a complex depth, comprehensive breadth of airway management and respiration within the scope of practice of the paramedic.
- 17.0 Demonstrate a complex breadth, comprehensive breadth of assessment and management utilizing artificial ventilation.
- 18.0 Demonstrate a complex depth, comprehensive breadth of scene management.
- 19.0 Demonstrate a complex depth, comprehensive breadth of the primary assessment for all patient situations.
- 20.0 Demonstrate a complex depth, comprehensive breadth of the components of history taking.
- 21.0 Demonstrate a complex depth, comprehensive breadth of techniques used for a secondary assessment.
- 22.0 Demonstrate a fundamental depth, foundational breadth of monitoring devices within the scope of practice of the paramedic.
- 23.0 Demonstrate a complex depth, comprehensive breadth of how and when to perform a reassessment for all patient situations.
- 24.0 Demonstrate a complex depth and comprehensive breadth of pathophysiology, assessment, and management of medical complaints.
- 25.0 Demonstrate a complex depth and comprehensive breadth of neurologic disorders/emergencies for all age groups.
- 26.0 Demonstrate a complex depth and comprehensive breadth of abdominal and gastrointestinal disorders/emergencies for all age groups.
- 27.0 Demonstrate a complex depth, comprehensive breadth of immunology disorders/emergencies for all age groups.
- 28.0 Demonstrate a complex depth, comprehensive breadth of assessment and management of a patient who may have an infectious diseases for all age groups.
- 29.0 Demonstrate a complex depth, comprehensive breadth in endocrine disorders/emergencies for all age groups.
- 30.0 Demonstrate a complex depth, comprehensive breadth regarding the assessment and management of psychiatric disorders/emergencies for all age groups.
- 31.0 Demonstrate a complex depth, comprehensive breadth of cardiovascular disorders/ emergencies for all age groups.
- 32.0 Demonstrate a complex depth, comprehensive breadth of the assessment and management of toxicology emergencies for all age groups.
- 33.0 Demonstrate a complex depth, comprehensive breadth of the assessment and management of respiratory disorders/emergencies for all age groups.
- 34.0 Demonstrate a complex depth, foundational breadth of the assessment, and management of hematology disorders/ emergencies for all age groups.
- 35.0 Demonstrate a complex depth, comprehensive breadth of genitourinary and renal emergencies all age groups.
- 36.0 Demonstrate a complex depth, comprehensive breadth of the assessment findings and the management of gynecology disorders/emergencies for all age groups.
- 37.0 Demonstrate a fundamental depth, foundation breadth of the assessment and management of non-traumatic fractures for all age groups.

- 38.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of common or major diseases of the eyes, ears, nose and throat for all age groups.
- 39.0 Demonstrate the integration of a comprehensive knowledge of causes and pathophysiology into the management of shock and respiratory failure.
- 40.0 Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment and management of the trauma patient for all age groups.
- 41.0 Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment and management of bleeding for all age groups.
- 42.0 Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of chest trauma for all age groups.
- 43.0 Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of abdominal and genitourinary trauma for all age groups.
- 44.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of orthopedic trauma for all age groups.
- 45.0 Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of soft tissue trauma for all age groups.
- 46.0 Demonstrate a fundamental depth, foundational breadth of head, face, neck, and spine trauma for all age groups.
- 47.0 Demonstrate a fundamental depth, foundational breadth of nervous system trauma for all age groups.
- 48.0 Demonstrate a complex depth, comprehensive breadth of special considerations in trauma for all age groups.
- 49.0 Demonstrate a complex depth, comprehensive breadth of environmental emergencies for all age groups.
- 50.0 Demonstrate a complex depth, comprehensive breadth of multi-system trauma and blast injuries.
- 51.0 Demonstrate a complex depth, comprehensive breadth of the management of the obstetric patient within the scope of practice of the paramedic.
- 52.0 Demonstrate a complex depth, comprehensive breadth of the management of the neonatal patient within the scope of practice of the paramedic.
- 53.0 Demonstrate a complex depth, comprehensive breadth of the management of the pediatric patient within the scope of practice of the paramedic.
- 54.0 Demonstrate a complex depth, comprehensive breadth of the management of the geriatric patient within the scope of practice of the paramedic.
- 55.0 Demonstrate a complex depth, comprehensive breadth of management of the patient with special challenges within the scope of practice of the paramedic.
- 56.0 Demonstrate a simple depth, foundational breadth of risks and responsibilities of transport.
- 57.0 Demonstrate a complex depth, comprehensive breadth of establishing and working within the incident management system.
- 58.0 Demonstrate a simple depth, foundational breadth of responding to an emergency during a multiple casualty incident.
- 59.0 Demonstrate a complex depth, comprehensive breadth of air Medical transport risks, needs and advantages.
- 60.0 Demonstrate a simple depth, simple breadth for safe vehicle extrication and use of simple hand tools.
- 61.0 Demonstrate a simple depth, simple breadth of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.
- 62.0 Demonstrate a simple depth, simple breadth of risks and responsibilities of operating on the scene of a natural or man-made disaster.