

# **LAKE TECHNICAL COLLEGE**

## **2023-2024 MASTER PLAN OF INSTRUCTION**

### **EMERGENCY MEDICAL TECHNICIAN (ATD)**

**DeAnna Thomas, Lake Technical College Executive Director**

**Don Adams, EMS Program Director**

**Eric Harper, EMS Program Coordinator**



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

#### **MISSION STATEMENT**

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

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



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Lake Technical College

**Emergency Medical Technician  
Program**

Approved by

A handwritten signature in black ink, appearing to read "Alicia Buck", written over a horizontal line.

Dr. Alicia Buck, EMS Program Medical Director

In accordance with the National Highway Traffic Safety Administration  
Emergency Medical Technician National Standards, Florida Department of Education  
Florida Administrative Code 64-J and Florida Statute 401.

## EMERGENCY MEDICAL TECHNICIAN PROGRAM

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

OCP	Course Number	Course Title	Length	SOC Code
A	EMS0110	Emergency Medical Technician	300 hours	29-2041

### **ADMISSION CRITERIA**

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

- Be at least 18 years of age, unless a dual-enrolled high school senior and 17 years old. A qualified high school student may be eligible if he/she has met all academic requirements for graduation. Dual-enrolled applicant must be 18 years old prior to beginning of the Emergency Medical Technician course.
- Have earned a high school diploma or its equivalent.
- **Current Professional CPR card.**
- Be of good moral character.
- Possess a valid Florida driver's license. Note: Applicant must be a resident of Florida for at least one year to pay in-state tuition rate.
- **Meet the minimum levels of the EMT entrance exam. The TEAS will be administered in April and May prior to the August EMT program and in October and November prior to the February EMT program. Applicants will be notified of the results. Only applicants who meet the required scores will receive a program application.** Three retests are allowed within six months. The test is given at Lake Technical College's (LTC) main campus in Eustis. Call LTC (352.589.2250) for information about the testing fee and schedule. As of July 1, 2023 LTC will not assign any point value to the Science section of the TEAS for individuals testing for the purpose of applying to the EMT (ATD) or Firefighter/Emergency Medical Technician - Combined programs.
- Submit to a fingerprint background check.
- Submit to a drug screening. Additional drug screenings may be required during the program if suspicion warrants. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program. **NOTE: Students are responsible for payment of all fees related to drug screening.**
- Have passed a physical examination by a licensed Florida physician, physician assistant, or nurse practitioner within six months of the starting date of the program.
- Submit a **driver's license history** with the application packet. **This must be an official certified record from a Courthouse. An applicant with excessive points or license suspended within the last three years will be disqualified.**
- Complete LTC's online school application.

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

**Final admission to the EMT Program** is contingent upon the applicant passing receiving a clear background check.

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

## GENERAL INFORMATION

### **ACCOMMODATIONS**

Federal and state legislation 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 Special Populations Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Special Populations 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.

Students in need of academic accommodations for a disability may consult with the Special Populations Coordinator to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

### **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.

### **INSURANCE**

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

### **FINANCIAL AID**

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

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships). For information on financial services, contact the Financial Aid Office at Lake Technical College's main campus 352.589.2250.

### **TUITION**

Tuition is charged to 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, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins will result in not being able to attend class and/or clinical.

### **REFUND POLICY**

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

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

**The Lake Technical College refund policy is listed in its entirety in the College's catalog on its website ([www.laketech.org](http://www.laketech.org)).**

### **ONLINE ACCESS**

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

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

### **SOCIAL MEDIA**

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

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

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

### **SMOKING**

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

### **FOLLOW UP**

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

## **EMT PROGRAM PROCEDURES AND POLICIES**

### **PROGRAM OBJECTIVES AND PURPOSE**

- To provide the means of developing the basic EMT knowledge and skills required by the Florida Department of Health, and Lake Technical College.

- To impart to the student the proper attitude and discipline required for gainful employment within pre-hospital emergency medicine.
- To provide EMT training as outlined in Florida Administrative Code 64-J and Florida Statute 401.

## **ATTENDANCE**

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

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

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

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

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

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

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

## **DRESS CODES**

Students who attend Lake 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. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times.

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

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

## 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. **Coats, jackets, sweaters, and hats (worn only during field internship), must be approved by EMS Program Coordinator.**
3. **Dark dress slacks:** Black or navy blue. Slacks must always be clean and ironed. EMS/ BDU style are acceptable. Jeans are not permitted.
4. **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.
5. **Dark shoes:** Duty boots must be smooth, black leather, polished, and in good condition. Black leather with black Gore-Tex boots will be acceptable. Patent leather shoes may be worn. If ankles are exposed, solid black socks must be worn. High heels and platforms are unacceptable. **Athletic footwear and leisure style footwear i.e.: Crocs, slippers, sandals are not to be worn in class or at clinicals/internships**
6. **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)
7. **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.
8. **Make-up:** Will be moderately applied. Make-up should be consistent with the professional nature of EMS.
9. **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.
10. **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.
11. **Body Art:** All visible tattoos must be covered in accordance with agency or facility policy

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

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

## DISCIPLINE/REPRIMANDS

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

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

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

**All reprimands will be documented in the class log. FACULTY OFFICES**

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

### **GROUND FOR PROGRAM DISMISSAL**

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

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

### **INJURY/ILLNESS**

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

### **PARKING**

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

### **TESTING and GRADING**

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

#### *Lecture/Classroom*

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

#### *Written*

Grading Policy: Students participating in the Emergency Medical Technician program will take multiple tests and examinations throughout the program. Successful completion of each test and examination is critical to the overall success of the student. The student's academic progress will be monitored closely and students who fail to achieve a proficiency of at least 75% on quizzes and tests during each 32 hour block of hours may be placed on probation or considered for removal from the course. During each eighty-hour block of hours, each student's grade will be calculated to insure that a 75% average is maintained. If the average is below 75%, the student may use their retake option to improve their average. Exam Retake Policy: During the program students are eligible to request a retake of up to a maximum of two failed tests. Students will have their choice to retake any two failed tests in order to achieve at least a 75% average. Retake examinations should be scheduled at a reasonable time. The student will be given one hour to review the failed test and the test answers in the classroom or instructor's office, the exam cannot be copied or an image taken by any device. Failure to comply with this will result in dismissal from the program.



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

### *Practical*

Practical exams are scored Pass or Fail.

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

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

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

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

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

### **STATE TESTING**

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

### **VISITORS**

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

## **COURSE REQUIREMENTS**

The State of Florida Department of Health, Division of Medical, the Florida Department of Education (FLDOE), and the US Department of Transportation (DOT), National EMS Education Standards for EMT set the curriculum of instruction required to sit for the state certification and licensure examinations. It should be noted that to be certified as a graduate of the EMT Program, the student must demonstrate mastery of all competencies in the program. The instructional staff reserves the right to assign additional practice to any student who, in their professional opinion, requires additional work to master specific program requirements.

## **EMERGENCY MEDICAL TECHNICIAN (EMS 0110)**

### **Attendance Policy**

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

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

### **Tardiness**

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

### Lecture/Classroom Attendance Policy

- Students are required to log in and out every session.
- Students who miss more than eight (8) class hours of the Emergency Medical Technician **300** course hours are subject to dismissal from the program. Absences and tardiness are significant areas of interest by potential employers such that any violation of the above will lower the student's professional skills grades.
- All assignments missed during the student's absence must be made up. It is student's responsibility to meet with the faculty to get missed assignments and handouts.
- Per F.S. 401.2701 5.b.5.c., attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory.
- Per F.S. Section 383.3361 (1) & (3), attendance at the SUID training is mandatory.
- No member of the class will be permitted to leave the classroom, clinical site, or field internship without first discussing with and receiving the expressed permission of the lead faculty or preceptor.

### Clinical/Field Internship Student Policies\*\*

1. Each student is to abide by the policies and procedures of Lake Technical College, the EMS program and the facilities utilized by the EMS Program for clinical and internships. Any student not in compliance with the set guidelines may be asked by the lead faculty to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead faculty will notify the EMS Department Coordinator of the event.
2. Pursuant to 64J 1.020(1)(a) Florida Administrative Code, the student may not be subject to call or serving as part of the ambulance or fire department required staffing while participating in class, hospital clinical, or field internship.
3. Each student must carry on his/her person a current and valid "professional" CPR certification.
4. The student will observe patient care activities and assist only as directed by the faculty or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
5. No student is allowed to be alone with patients at any time per 64J1.020(1)(b). The student must be accompanied by a Lake Technical College faculty, a clinical site employee, or an approved preceptor at all times.
6. All school, hospital and ambulance and/or fire department regulations are to be followed by every student during clinical and field internship training.
7. Remember to protect patient privacy and confidential information. What you hear and see is not for general discussion. Any violation of this policy will be considered a serious breach of professional ethics. A Confidentiality Statement with each student's signature is kept on file.
8. Each student will attend clinical and field internship according to the clinical and field internship schedule. The student will schedule clinical and field internship through Platinum. Any schedule change must be completed 24 hours prior to the clinical and field internship time, or it will be considered an unexcused absence.
9. Students are authorized to be at the stations only for scheduled times. Please do not arrive early or stay late unless permitted to do so in order to complete a run. Students are not to be in any field internship station unless accompanied by a crewmember or faculty. **IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS COORDINATOR MUST BE CONTACTED IMMEDIATELY.**
10. Unauthorized clinical and field internships are not allowed. Hours for students attending any clinical or field internship (including scheduled dates but not scheduled stations) without prior approval from the EMS Coordinator will not be counted toward clinical/field internship hours.
11. Students are to occupy only those areas specified for training during clinical and field internships. They are not to be in areas such as the sleep quarters.
12. Students are expected to utilize their time productively by studying, practicing with equipment, etc., in order to maximize clinical and field internship experiences, not watching television, sleeping, or other non-program related activities.
13. Any student not in a proper, professional, maintained uniform will be sent home, and he/she will have to reschedule.
14. During all skills activities, whether inside or outside, proper and appropriate personal protective equipment shall be worn, and the student is responsible for providing the protective eyewear. No student will be permitted to assist in patient extrication or hazardous incident as determined by the incident commander unless the student is dressed in the proper rescue/turnout gear.
15. During a potentially harmful or dangerous patient care situation, the student may be required to remain in the vehicle. Please follow this directive without question.
16. Certain records must be maintained in order to document clinical and field internship experiences and skill performance. It is the responsibility of the student to adequately and accurately maintain these

records.

17. The paramedic/preceptor on duty must approve use of the station telephone by the student. Personal cell phones are not to be used during patient care and transport.
18. No student will drive emergency vehicles.
19. Additional policies and regulations may be established by the school or by the EMS Coordinator during the course of the program. After due and proper notification, students will be expected to comply fully with all regulations.

**\*\* Violation of any of the above may result in disciplinary action up to and including suspension/dismissal from the program.**

## **EMT PROGRAM MASTER PLAN OF INSTRUCTION SUMMARY OF RULES**

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

- Students will conduct themselves in a manner that is a credit to themselves, the program and Lake Technical College.
- Students shall obey all federal, state, and local laws as well as school and program rules and regulations.
- Each student agrees to have his/her picture taken for identification and security purposes for the school.
- Students may not register to attend other classes during the duration of the EMT program. They will not be excused to attend other classes.
- Students shall park only in designated parking areas.
- Students will show respect for faculty.
- All faculty are to be addressed as "Mr.," "Sir," "Ms.," or "Mrs." together with their last name.
- Profane, obscene, or vulgar language and/or conduct are not characteristics of professional demeanor and **will not** be tolerated.
- Harassment of fellow students **will not** be tolerated. Racial, gender, or ethnic comments will be grounds for dismissal.
- Students will perform tasks as instructed. Failure to do so will be considered insubordination, and the student will be recommended for termination from the program.
- Attendance is very important. There are no excuses for absences or tardiness. Be on time!
- Students will contact the school 30 minutes prior to class if they will be arriving late or if they will be absent.
- In the event of inclement weather (tornadoes, hurricanes, etc.), it is the student's responsibility to check local news stations to see if Lake Tech classes (part of Lake County School System) have been canceled. Information will also be posted on the College's website, [www.laketech.org](http://www.laketech.org).
- All students will report to class clean and neatly groomed as noted in the Dress Code Policy.
- Students will report to class in appropriate uniform unless otherwise indicated by the faculty. Refer to scheduled activities.

- Shoes and socks are to be worn at all times.
- Each student shall bring paper, pen, books, with them to each class unless otherwise indicated by the faculty.
- Students are required to take notes in class and maintain a notebook that may be checked periodically.
- Laptops and tablets are allowed for access to digital versions of the text. Any other uses of these devices are prohibited. Digital recorders are allowed for lectures. Twitter, Facebook and any other social media may not be used during class. Violation of this rule may include dismissal from the program.
- No radios, cell phones, pagers, or devices that may be disruptive to the class will be allowed in the classroom.
- The Lead Faculty may make an exception to this rule upon a request from the student. An exception will be granted for illness or pending emergencies only. The exception will be recorded in the daily log and must be re- approved each day.
- Any student needing to leave for any reason must first secure permission from the faculty. This is a serious safety violation and could be cause for disciplinary action.
- Students will not be allowed to leave class early. All leaves must be documented before the scheduled date. Even with approved leaves, time will be docked, and homework will be assigned.
- Water bottles (water only) are allowed in the classroom. Food and drink are not permitted in the classrooms or training areas. Food and drink are only allowed in the pavilion areas, break rooms, and cafeteria.
- Breaks shall be given at the discretion of the faculty. Students must return to class and be seated prior to the end of each break (lecture class). Lateness will be documented, and a reprimand given.
- Attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory (per F.S. 401.2701 5.b.5.c.)
- Attendance at the SUID training is mandatory (per F.S. Section 383.3361 (1) & (3))
- Attendance is mandatory at all scheduled skill labs.
- Horseplay is a safety violation and **will not** be tolerated.
- The use of drugs or alcohol is prohibited on school property. Students reporting to class with intoxicants on their breath or in a state of intoxication will be suspended from the program immediately!
- Vehicles and lockers are subject to random drug searches by law enforcement canines.
- Lake Technical College is a tobacco free institution. The use of tobacco products, including e-cigarettes, of any kind is not permitted at any Lake Technical College location. Again, the use of tobacco products of any kind is **strictly prohibited**! Any student found using tobacco—on or off campus—will be dismissed from the program.
- Gambling will not be permitted on school property.
- No firearms are permitted on campus.
- Damage to school property because of negligence or carelessness will result in the responsible party being liable.

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

Due to the hazardous nature of the training, students involved in a gross safety violation that may result in injury to other students or instructional staff may be exited from the program IMMEDIATELY upon documentation of such acts. The staff at Lake Technical College takes great pride in the EMT Program and its students. The staff has the responsibility to train students to be professional EMTs and to certify that students will be a credit to the program and the profession. During the class, students who are not meeting the professional standards, whether academic, practical, or attitude, will be counseled. If improvement is not made, the student may be dismissed from the program.

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

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

## EMT PROGRAM INFORMATION

**Time Allotted** 300 hours

**Program Oversight**

EMS Program Director

Donald R. Adams, Sr., EdD, 352-742-6466, ext. 1925

EMS Program Coordinator:

Eric D. Harper, AS, EMT-P, 352-589-2250, ext. 1880

EMS Program Medical Director:

Alicia Buck, MD. 352-589-2250, ext. 1880

**Methods of Instruction** Lectures/Discussions Demonstration/Role Playing Simulation

Collaborative Learning

Cooperative Learning

Case Studies

Problem-Based and Inquiry Learning

**Clinical** - Hospital-based Patient Care

**Field Internship** – ALS Prehospital Care and Transport

**Textbooks**

For the most recent book list for the Emergency Medical Technician program, visit Lake Technical College's bookstore located in the Business Office.

**Florida Department of Education  
Curriculum Framework**

**Program Title:** Emergency Medical Technician  
**Program Type:** ATD (Applied Technology Diploma)  
**Career Cluster:** Health Science

College Credit		Clock Hour
Program Number	N/A	W170212
CIP Number	0351090408	0351090413
Grade Level	Applied Technology Diploma (ATD)	30, 31
Standard Length	12 credit hours	300 clock hours
CTSO	HOSA	HOSA
SOC Codes (all applicable)	Assignment pending.	Assignment pending.
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	N/A

### **Purpose**

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

This is an instructional program that prepares students for employment as emergency medical technicians (Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code. The program must be approved by the Department of Health, Office of Emergency Medical Services, and the curriculum must adhere to the US Department of Transportation (DOT) National EMS Education Standards for EMT. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

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

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

### **Program Structure**

This program is 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 credit, with college credit awarded to a student upon articulation to a state college.

### **Clock Hour 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	EMS0110	Emergency Medical Technician	300 hours	

### **College Credit Program**

When offered at the college credit level, this ATD program is part of the Emergency Medical Services AS program (1351090402) and has a length of 12 credits.

### **Regulated Programs**

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.

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

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

Students must complete this program, or demonstrate the mastery of skills standards contained in this program, before advancing in either of the other programs in this cluster. Completion of this program should prepare the student for the certification examination approved for the state of Florida.

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

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

Once students have successfully completed the EMT Program, they may be given a certificate stating they have met all Emergency Medical Responder competency requirements.

Florida Statute 401.2701 requires that the instructor-student ratio should not exceed 1:6. Hospital activity shall include a minimum of 20 hours of supervised clinical supervision, including 10 hours in a hospital emergency department. Clinical activity shall include appropriate patient assessment skills, intervention and documentation relevant to each clinical rotation.

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 a minimum of 5 emergency runs resulting in patient care and transport appropriate for the EMT. In addition, the patient care component should include minimum competencies in patient assessment, airway management and ventilation, trauma and medical emergencies.

It is strongly recommended this program be accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### **Standards**

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

01.0 Demonstrate a simple depth, foundational breadth of knowledge of EMS systems.



- 02.0 Demonstrate a simple depth, simple breadth of knowledge of research and evidence-based decision making.
- 03.0 Demonstrate a fundamental depth, foundational breadth of knowledge of workforce safety and wellness.
- 04.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the principles of medical documentation and report writing.
- 05.0 Demonstrate a simple depth, simple breadth of knowledge of the EMS communication system, communication with other health care professionals, and team communication.
- 06.0 Demonstrate a simple depth, simple breadth of knowledge of the principles of therapeutic communication.
- 07.0 Demonstrate a fundamental depth, foundational breadth of knowledge of medical legality and ethics.
- 08.0 Demonstrate a fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.
- 09.0 Demonstrate a fundamental knowledge in the use of medical terminology.
- 10.0 Demonstrate a fundamental knowledge of the causes and pathophysiology of shock and the components of resuscitation.
- 11.0 Demonstrate a fundamental knowledge of life span development to patient assessment and management.
- 12.0 Demonstrate a simple knowledge of the principles of illness and injury prevention in emergency care.
- 13.0 Demonstrate a simple depth, simple breadth of knowledge of pharmacology, medication safety, and medication types used during an emergency.
- 14.0 Demonstrate a fundamental depth, simple breadth of knowledge of emergency medications within the scope of practice of the EMT.
- 15.0 Demonstrate a foundational depth, fundamental breadth of knowledge of airway management across the life span within the scope of practice of the EMT.
- 16.0 Demonstrate a fundamental depth, foundational breadth of knowledge of respiration.
- 17.0 Demonstrate a fundamental depth, foundational breadth of knowledge of assessment and management utilizing ventilation across the life span.
- 18.0 Demonstrate a fundamental depth, foundational breadth of knowledge of scene management and multiple patient situations.
- 19.0 Demonstrate a fundamental depth, simple breadth of knowledge of the primary assessment for all patient situations.
- 20.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the components of history taking.
- 21.0 Demonstrate a fundamental depth, foundational breadth of knowledge of techniques used for a secondary assessment.
- 22.0 Demonstrate a simple depth, simple breath of knowledge of monitoring devices within the scope of practice of the EMT.
- 23.0 Demonstrate a fundamental depth, foundational breadth of knowledge of how and when to perform a reassessment for all patient situations.
- 24.0 Demonstrate a simple depth, foundation breadth of knowledge of pathophysiology, assessment and management of medical complaints.
- 25.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of neurologic disorders/emergencies across the life span.
- 26.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of abdominal and gastrointestinal disorders/emergencies across the life span.
- 27.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of immunology disorders/emergencies across the life span.
- 28.0 Demonstrate a simple depth, simple breadth of knowledge of the assessment and management of a patient who may have an infectious disease across the life span.
- 29.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of endocrine disorders/emergencies across the life span.
- 30.0 Demonstrate a fundamental depth, foundational breadth of knowledge regarding the assessment and management of psychiatric emergencies across the life span.
- 31.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of cardiovascular emergencies across the life span.
- 32.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of toxicological (poisoning and overdose) emergencies across the life span.
- 33.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of respiratory disorders/emergencies across the life span.

- 34.0 Demonstrate a simple depth, simple breadth of knowledge of the assessment, and management of hematology disorders across the life span.
- 35.0 Demonstrate a simple depth, simple breath of knowledge of the assessment and management of genitourinary/ renal emergencies across the life span.
- 36.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of gynecologic emergencies across the life span.
- 37.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of non-traumatic fractures across the life span.
- 38.0 Demonstrate a simple depth, simple breadth of knowledge of assessment and management of diseases of the Eyes, Ears, Nose, and Throat across the life span.
- 39.0 Demonstrate a fundamental knowledge of the causes, pathophysiology, and management of shock and respiratory failure across the life span.
- 40.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of the trauma patient across the life span.
- 41.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of bleeding across the life span.
- 42.0 Demonstrate a fundamental depth, simple breadth of knowledge of pathophysiology, assessment, and management of chest trauma across the life span.
- 43.0 Demonstrate a fundamental depth, simple breadth of knowledge of pathophysiology, assessment, and management of abdominal and genitourinary trauma across the life span.
- 44.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of orthopedic trauma across the life span.
- 45.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of soft tissue trauma across the life span.
- 46.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of head, facial, neck, and spine trauma across the life span.
- 47.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of nervous system trauma across the life span.
- 48.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of trauma patients with special considerations across the life span.
- 49.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of environmental emergencies across the life span.
- 50.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the pathophysiology, assessment, and management of multi-system trauma and blast injuries across the life span.
- 51.0 Demonstrate a fundamental depth, foundational breadth of knowledge of management of the obstetric patient within the scope of practice of the EMT.
- 52.0 Demonstrate a fundamental depth, foundational breadth of knowledge of management of the newborn and neonatal patient within the scope of practice of the EMT.
- 53.0 Demonstrate a fundamental depth, fundamental breath of knowledge of the management of the pediatric patient within the scope of practice of the EMT.
- 54.0 Demonstrate a fundamental depth, foundational breadth of knowledge of management of the geriatric patient within the scope of practice of the EMT.
- 55.0 Demonstrate a simple depth, simple breadth of knowledge of management of the patient with special challenges across the life span.
- 56.0 Demonstrate a simple depth, foundational breadth of knowledge of risks and responsibilities of transport.
- 57.0 Demonstrate a fundamental depth, fundamental breadth of knowledge of establishing and working within the incident management system.
- 58.0 Demonstrate a simple depth, foundational breadth of knowledge of responding to an emergency during a multiple casualty incident.
- 59.0 Demonstrate a simple depth, simple breadth of knowledge of safe air medical operations and criteria for utilizing air medical response.
- 60.0 Demonstrate a simple depth, simple breadth of knowledge for safe vehicle extrication and use of simple hand tools.
- 61.0 Demonstrate a simple depth, simple breadth of knowledge 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 knowledge of risks and responsibilities of operating on the scene of a natural or man-made disaster.

# **LAKE TECHNICAL COLLEGE**

## **EMERGENCY MEDICAL TECHNICIAN PROGRAM**

### **STATEMENT OF UNDERSTANDING**

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

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STUDENT'S NAME - PRINTED

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DATE

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STUDENT'S SIGNATURE

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LAKE TECHNICAL COLLEGE STAFF

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DATE