



Lake Technical College

2026 - 2027 Master Plan of Instruction Paramedic (ATD)

Brandi Madden & Jennifer Veri, Instructors
Keith Blanchard, EMS Clinical Coordinator
Eric Harper, EMS Programs Director



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

Commission on Accreditation of Allied Health Education Programs: 9355 - 113th St. N, #7709, Seminole, FL 33775, www.caahep.org

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088; PH 214-703-8445; FAX 214-703-8992; www.coaemsp.org

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2001 Kurt Street, Eustis, FL 32726 / 352.589.2250 / www.laketechnical.org



Lake Technical College

Paramedic 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
Paramedic National Education Standards, Florida Department of Education,
Florida Administrative Code 64-J, and Florida Statute 401.

INTRODUCTION

The Paramedic program is designed to establish and maintain appropriate quality education for those wishing to become specialists in pre-hospital emergency medical care. The Paramedic program is approved by the Florida Department of Health/Office of Emergency Medical Services and the Florida Department of Education. The program is based on the 2009 U.S. Department of Transportation National EMS 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.

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Graduates of the program will be eligible to take the National Registry Certification Paramedic. Upon successful completion of this exam, graduates will be awarded the NREMT-P credential and are eligible to apply for licensure with the State of Florida.

Program Goal – To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder level.

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. Applicant information sheet
4. Photocopy of current EMT certification
5. Photocopy (front & back) of current "professional" CPR card
6. Photocopy of driver's license
7. Submit a completed residency form with documentation to the Admissions Office
8. Have a negative drug screening (to be done at the start of the program)

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 exiting for clinical failure will not be considered for readmission.

1. Students will be allowed to repeat only one time.
2. Students will be given credit for successfully completed courses and will begin at the first incomplete course.
3. Students applying for readmission will be admitted on a space available basis.

ESSENTIAL TRAINING TASKS

Program Requirements

- Must be a State of Florida certified EMT and maintain certification throughout the program.
- Must be 18 years of age.
- Provide a physical exam and a negative two-tier TB test and appropriate immunizations.
- No artificial nails are allowed and polish must be clear or neutral.
- Must be a color found naturally: neon, or extremes like blue or green are not permitted.
- Jewelry is limited to a watch and a wedding/engagement ring.
- No body piercings (ear, nose, tongue, etc.).
- Must have a high school diploma or GED.
- Must Pass a Level 2 background check and drug screen.
- Submit an official certified driving history.
- All visible tattoos must be covered in accordance with agency or facility policy (for clinicals or internship rotations).

Top Physical, Mental, Emotional, and Cognitive Requirements

- Visual acuity for the accurate preparation and administration of medications and for observation necessary for patient assessment and care.
- Follow multi-step emergency protocols accurately.
- Gross and fine motor skills to respond promptly and to implement skills, including the manipulation of equipment required in meeting emergency health needs.
- Ability to quickly and safely implement written or verbal medical and emergency plans of care in high-pressure situations.
- Ability to quickly retain, recall, and follow all medical and safety protocols and procedures accurately in a professional manner while in stressful situations.
- Interpersonal abilities to interact therapeutically and professionally
- Physical abilities to lift and carry 100 pounds, maneuver in small places and in spaces containing numerous pieces of patient care equipment, and to administer cardiopulmonary procedures and other life-saving skills.
- Work independently and collaboratively.
- Maintain balance and coordination, tolerate heat, cold, noise, and stress.
- Maintain continuous engagement in assigned training activities for up to 12 hours per day in an industrial learning environment.

- Intellectual skills make safe, and frequently quick clinical decisions, identify cause and effect relationships, and develop safe and effective emergency care.
- Tactile ability to conduct physical assessments, to distinguish significant temperature differences, and to determine the safe use of objects in a person's environment.
- Ability to interact effectively and safely with individuals through speech, reading, writing, and electronic form.
- Stamina to provide patient care and related responsibilities for extended periods of time.
- Adapt to new technologies and treatment methods.
- Ability to effectively handle multiple priorities in a stressful situation.
- Auditory perception to receive verbal communication from patients and members of the emergency/health team and to assess the health needs of people through the use of monitoring devices such as a cardiac monitor or a stethoscope, including occurrences when facemasks are worn.
- Ability to manage tasks and complete assigned activities within expected time constraints.
- Breaks are limited to scheduled times, and personal phone use is restricted except during designated break periods or when required for training purposes.

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.

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.

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. Accident insurance is charged to each Career and Technical Education student at a rate of \$1.50 per month or partial month at the time of enrollment.

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.

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. Tardiness or absences due to employment is considered an absence. 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 professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Students may be eligible to have up to 10% of the hours in a program per pay period as excused absences. LTC employs a Student Retention Specialist who works with students and faculty to track attendance, assists in developing strategies to improve attendance, and coordinates make-up time.

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.

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% 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.

Excessive Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team.

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

Any student whose absences exceed 5% for the payment periods (defined as PP1-22.5 Hours, PP2-22.5 Hours, and PP3-15Hours) 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: Additional **absences WILL** result in further discipline and may 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.

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's Grievance Policy.

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 576 classroom hours, 152 clinical hours, 228 other hours, and 144 Field Capstone hours. Classroom schedule is Day 1 Mondays/Tuesdays, and

Day 2 Thursdays/Fridays. Classroom hours are 9:00 a.m. to 5:00 p.m. Any necessary schedule changes will be posted in advance.

Attendance is taken at every session, and every student is required to sign in on the Lake Technical College's computerized attendance program.

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 check 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 of their departure.
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. Should it be necessary to miss a scheduled clinical time, the student must try and work a swap with another student. All swaps must be approved by EMS Clinical Coordinator or Lead Instructor prior to date of clinical/ride. Unexcused absences may result in probation and/or withdrawal from the program.

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 Clinical Coordinator will not be counted toward clinical/field internship hours. Students are not allowed to enter into any station / unit without the permission of an on-site, on-duty crew member.

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 8:00a.m. with the student riding twelve hour shifts. All schedules will be posted well in advance.

Attendance is taken at 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 Clinical 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 Clinical 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 for 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 has 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 people 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

Using the grading scale set by Lake Technical College, students must pass each program category with a score of 80% or higher. If a student does not meet the 80% minimum in any category, the final course grade recorded in the Student Information System will reflect the category in which the student was not successful.

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 33.33%) is based on written exams and assignments.

Psychomotor (Skills 33.33%) are based on practical examinations, clinical and field competencies and total clinical and field internship hours.

Affective (Professional Skills 33.34%) 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 mid-course and end of course. 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 final course grade recorded in the Student Information System will reflect the category in which the student was not successful.**

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 (the 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 eliminated. The new 100%=47 and the grades will be calculated on 47 (not 50).

If a test is not taken at the regularly scheduled time, regardless of reason for absence, the student 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 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.

Students will be given a mid-term and summative exam for each term. The student must achieve 80% or higher on these exams to continue onto the next term. The student will be able to retake the exam once, if they do not achieve an 80% grade. If 80% is not reached at this point, the student will be withdrawn from the program.

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

Research papers/Presentations must be submitted by the requested deadline date and time. If a research paper/Presentations are 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 one retake attempt.

Florida Statute 401.2701 (5) requires students to pass a comprehensive final written and practical examination. Students who fail the final exam, but who pass the program, will be allowed one retake on the final written exam for a passing grade. Students who fail the practical examination will be allowed one retake attempt to pass.

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

Paramedic 1 (P1)

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

Paramedic 2 (P2)

- Cardiology
- ACLS
- Medical
- Trauma
- Clinical Rotations

Paramedic 3 (P3)

- Special Patients
- Obstetrics
- Neonate
- Pediatric
- Geriatric
- PALS
- Operations
- Field Experience
- Field Internship

Labs

Attendance and participation are mandatory at all scheduled labs. Lab skills required within a term must be completed and signed off before the end of the course. If additional assistance or time is needed for the student

to show mastery of a skill, the student must contact the EMS Clinical 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 Handbook. All skills must be completed and documented in the web-based skills tracker 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.

Other

Each student will be assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic.

Field Internship /Capstone

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 Handbook. 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 clinical preceptor is a Lake Technical College EMS Program part-time faculty or appropriate medical personnel selected by Lake Tech for their knowledge and skill in a discipline to directly supervise the students. The field preceptor is a paramedic selected by the agency and EMS Clinical Coordinator. Preceptors are to be treated with the upmost courtesy and respect. The EMS Clinical 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 provided on the web-based skills tracker. 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 complete shift documentation at shift end. The preceptor must sign to confirm your attendance.

Under no circumstances is the student altering 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 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 State of Florida curriculum framework.
- Successfully complete both the classroom portion and the clinical/field internship portion of the program independently from each other. The minimum satisfactory grade for the classroom portion is 80 percent. The minimum satisfaction 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 accommodation.

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 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 internships. 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 an 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 internships), must be approved by the EMS Clinical Coordinator.**
3. **Dark dress slacks:** Black or navy blue. Slacks must always be clean and ironed. EMS/ BDU style is 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 is 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 are allowed.
11. **Body Art:** All visible tattoos must be covered in accordance with agency or facility policy.
12. **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. Paramedic students may not be subject to call for service as part of the ambulance or fire department required staffing while participating in class, hospital clinical, or field internships. (FAC 64J 1.020(1)(a))
2. Students must maintain a 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 Clinical 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 web-based scheduler. 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 Director	Eric D. Harper, BS, EMT-P, 352-742-6466, ext. 1925
EMS Clinical Coordinator:	Keith Blanchard, 352-589-2250, ext. 1853
EMS Program Medical Director:	Alicia Buck, MD., 352-589-2250, ext. 1880

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

Other – Specific agencies

Field Experience/Field Capstone

TEXTBOOKS

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

PROGRAM OBJECTIVES

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	Clock Hour
Program Number	N/A	H170212
CIP Number	0351090417	0351090418
Grade Level	College Credit	30, 31
Program Length	42 credit hours	1100 clock hours
CTSO	HOSA	HOSA
SOC Codes (all applicable)	Please see the Master Credential List for this program's assigned SOC codes. https://careersourceflorida.com/boardroom/florida-credentials-review-committee-draft/master-credentials-list/	
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml	
Basic Skills Level:	N/A	Computation (Mathematics): 10 Communications (Reading and Language Arts): 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 (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.

When developing the course sequence for the local implementation of this program, select courses that:

- Meet the skill development requirements of the standards and benchmarks of this program.
- Where reasonable and practicable, align with programs offered by your institution or other postsecondary institutions in Florida, including:
 - Related AS and AAS degrees.
 - Baccalaureate degrees within the same career pathway and/or Federal CIP code.

Visit [FloridaShines' Discover Programs website](#) to identify other institutions that offer similar programs to review their course sequencing. Where appropriate, course alignment between institutions offering related programs can facilitate interagency student articulation.

Visit [FloridaShines' Common Prerequisites Manual](#) to identify courses that are prerequisites for admission into an upper division program. When sub-baccalaureate courses are aligned to the course admissions requirements of baccalaureate programs with the same career pathway, students can enter upper division coursework seamlessly.

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
A	EMS0210	Paramedic I	248 hours
	EMS0211	Paramedic II	426 hours
	EMS0212	Paramedic III	426 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 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 (F.S.) 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, F.A.C., for additional requirements of the field internship inside of the paramedic program.

Pursuant 401.2701, F.S. 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). **NREMT requires that all paramedic students graduate from a CAAHEP-accredited Paramedic program (or an education program that has been issued a CoAEMSP "Letter of Review") that meets or exceeds the National Emergency Medical Services Education Standards for Paramedic.**

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.

"It is highly recommended, though not mandatory, that courses in medical terminology, anatomy, and pharmacology be completed before enrolling in EMT and Paramedic training."

"All EMT/Paramedic students are required to complete the 4-hour Traffic Incident Management Safety (TIMS) course at least once. This requirement can be fulfilled either as a prerequisite or as part of the curriculum, at the discretion of the EMS education program."

Florida's Career Readiness Skills for CTE Programs

Employability Skills

01.0	Apply academic skills to workplace scenarios.
01.01	Use reading skills.
01.02	Use writing skills.
01.03	Use mathematical strategies and procedures.
01.04	Use scientific principles and procedures.
02.0	Design a solution to an industry problem.
02.01	Use critical thinking.
02.02	Use creativity.
02.03	Make sound decisions.
02.04	Solve problems.
02.05	Reason.
02.06	Plan and organize.
03.0	Manage resources within an industry project
03.01	Manage time.
03.02	Manage money or resources.
03.03	Manage materials.
03.04	Manage personnel.
04.0	Oversee the subcomponents, operations and output of a technical or organizational system.
04.01	Manage systems.
04.02	Monitor systems.
04.03	Improve systems.
05.0	Use information for decision making.

05.01	Locate information.
05.02	Organize information.
05.03	Use information.
05.04	Analyze information.
05.05	Communicate information.
06.0	Apply relevant technology to workplace scenarios to aid productivity.
06.01	Use technology.
07.0	Interpret and express interpersonal communication.
07.01	Communicate verbally.
07.02	Listen actively.
07.03	Comprehend written material.
07.04	Convey information in writing.
07.05	Communicate nonverbally.
07.06	Interpret nonverbal communication.
08.0	Interact with others to accomplish workplace goals.
08.01	Collaborate with others in a team.
08.02	Respond to customer needs.
08.03	Exercise leadership.
08.04	Negotiate to resolve conflict.
08.05	Respect others.
09.0	Manage personal behavior to maximize productivity and professional growth.
09.01	Demonstrate responsibility and self-discipline.
09.02	Adapt and show flexibility.
09.03	Work independently.
09.04	Demonstrate a willingness to learn.
09.05	Demonstrate integrity.
09.06	Demonstrate professionalism.
09.07	Take initiative.
09.08	Display positive attitude.
09.09	Take responsibility for professional growth.
Job Attainment	
10.0	Find, assess and apply to job opportunities.
10.01	Identify online job posts relevant to his or her career aspirations.
10.02	Compare and contrast the job posts' required qualifications, job duties, compensation, benefits and employers.
10.03	Define what information, documentation and writing prompts are required for the positions.
11.0	Communicate personal competence, character and fit for a job opportunity.
11.01	Develop a resume.

11.02	Write a cover letter.
11.03	Curate a professional portfolio that includes work products.
11.04	Prepare for and experience a mock job interview.
12.0	Cultivate and leverage relationships to professionally advance.
12.01	Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement.
12.02	Develop a plan to cultivate a professional digital footprint.
12.03	Develop a networking plan for a specific industry of interest.

Standards

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

- 01.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the History of EMS and a complex depth, comprehensive breadth of knowledge of EMS Systems.
- 02.0 Demonstrate a fundamental depth, foundational breath of knowledge of research principles to interpret literature and advocate evidence-based practice.
- 03.0 Demonstrate a complex depth, comprehensive breadth of knowledge of workforce safety and wellness.
- 04.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the principles of medical documentation and report writing.
- 05.0 Demonstrate a complex depth, comprehensive breadth of knowledge of EMS communication system.
- 06.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the therapeutic communication principles.
- 07.0 Demonstrate a complex depth, comprehensive breadth of knowledge of medical legal and ethical concepts related to EMS.
- 08.0 Integrate a comprehensive knowledge of anatomy and physiology of all human systems.
- 09.0 Integrate a comprehensive knowledge in the use of medical terminology and abbreviations into written and oral communication with health care professionals.
- 10.0 Demonstrate a complex knowledge of pathophysiology of major systems.
- 11.0 Integrate the knowledge of the physiological, psychological, and sociological changes throughout human development.
- 12.0 Demonstrate a fundamental knowledge of the principles of public health.
- 13.0 Demonstrate a complex depth, comprehensive breadth of knowledge in the principles of pharmacology.
- 14.0 Demonstrate a complex depth, comprehensive breadth of knowledge of medication administration within the scope of practice of the paramedic.
- 15.0 Demonstrate a complex depth, comprehensive breadth of knowledge of emergency medications within the scope of practice for the paramedic.
- 16.0 Demonstrate a complex depth, comprehensive breadth of knowledge of airway management within the scope of practice of the paramedic, patients of all ages.
- 17.0 Demonstrate a complex depth, comprehensive breadth of knowledge of respiration within the scope of practice of the paramedic, patients of all ages.
- 18.0 Demonstrate a complex breadth, comprehensive breadth of knowledge of ventilator assessment and management, patients of all ages.
- 19.0 Demonstrate a complex depth, comprehensive breadth of knowledge of scene management.
- 20.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the primary assessment for all patient situations.
- 21.0 Demonstrate a complex depth, comprehensive breath of knowledge of the components of history taking.
- 22.0 Demonstrate a complex depth, comprehensive breadth of knowledge of techniques used for a secondary assessment, patients of all ages
- 23.0 Demonstrate a fundamental depth, foundational breadth of knowledge of monitoring devices within the scope of practice of the paramedic.
- 24.0 Demonstrate a complex depth, comprehensive breadth of knowledge of how and when to perform a reassessment for all patient situations.
- 25.0 Demonstrate a complex depth, comprehensive breadth of knowledge of pathophysiology, assessment, and management of medical complaints.

- 26.0 Demonstrate a complex depth, comprehensive breadth of knowledge of neurologic disorders/emergencies, patients of all ages.
- 27.0 Demonstrate a complex depth, comprehensive breadth of knowledge of abdominal and gastrointestinal disorders/emergencies, patients of all ages.
- 28.0 Demonstrate a complex depth, comprehensive breadth of knowledge of immunology disorders/emergencies, patients of all ages.
- 29.0 Demonstrate a complex depth, comprehensive breadth of knowledge of assessment and management of a patient who may have an infectious disease, patient of all ages.
- 30.0 Demonstrate a complex depth, comprehensive breadth of knowledge in endocrine disorders/emergencies, patients of all ages.
- 31.0 Demonstrate a complex depth, comprehensive breadth of knowledge regarding the assessment and management of psychiatric disorders, cognitive and behavioral emergencies.
- 32.0 Demonstrate a complex depth, comprehensive breadth of knowledge of cardiovascular disorders/emergencies, patients of all ages.
- 33.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the assessment and management of toxicology emergencies including psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and patients of all ages.
- 34.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the assessment and management of respiratory disorders, include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/ or emergencies associated emergencies, patients of all ages.
- 35.0 Demonstrate a complex depth, foundational breadth of knowledge of the assessment and management of hematology disorders/ emergencies, patients of all ages.
- 36.0 Demonstrate a complex depth, comprehensive breadth of knowledge of genitourinary and renal emergencies to include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies, patients of all ages.
- 37.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the assessment findings and the management of gynecology disorders Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or /emergencies, patients of all ages.
- 38.0 Demonstrate a fundamental depth, foundation breadth of knowledge of the assessment and management of non-traumatic fractures, patients of all ages.
- 39.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of common or major diseases of the eyes, ears, nose, and throat, patients of all ages.
- 40.0 Demonstrate the integration of comprehensive knowledge of cause and pathophysiology into management of shock (include psychosocial aspect of age-related assessment and treatment modifications for pediatric and geriatric patients).
- 41.0 Demonstrate the integration of a comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and respiratory failure (including psychosocial aspects of age-related assessment and treatment modifications for pediatric and geriatric patients).
- 42.0 Demonstrate a complex depth, comprehension breadth of knowledge of pathophysiology, assessment and management of bleeding, patients of all ages.
- 43.0 Demonstrate a complex depth, comprehensive breadth of knowledge of multi-system trauma and blast injuries.
- 44.0 Demonstrate a complex depth, comprehensive breadth of knowledge of pathophysiology, assessment, and management of chest trauma, patients of all ages.
- 45.0 Demonstrate a complex depth, comprehensive breadth of knowledge of pathophysiology, assessment, and management of abdominal and genitourinary trauma, patients of all ages.
- 46.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of orthopedic trauma, patients of all ages.
- 47.0 Demonstrate a complex depth, comprehensive breadth of knowledge of pathophysiology, assessment, and management of soft tissue trauma. patients of all ages. (Include psychosocial aspects of age-related assessment and treatment modifications for pediatric and geriatric patients).
- 48.0 Demonstrate a fundamental depth, foundational breadth of knowledge of head, face, neck, and spine trauma, patients of all ages.
- 49.0 Demonstrate a fundamental depth, foundational breadth of knowledge of nervous system trauma, patients of all ages.
- 50.0 Demonstrate a complex depth, comprehensive breadth of knowledge of special considerations in trauma, patients of all ages.
- 51.0 Demonstrate a complex depth, comprehensive breadth of knowledge of environmental emergencies, patients of all ages.

- 52.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the management of the obstetric patient within the scope of practice of the paramedic.
- 53.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the management of the neonatal patient within the scope of practice of the paramedic.
- 54.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the management of the pediatric patient within the scope of practice of the paramedic.
- 55.0 Demonstrate a complex depth, comprehensive breadth of knowledge of the management of the geriatric patient within the scope of practice of the paramedic.
- 56.0 Demonstrate a complex depth, comprehensive breadth of knowledge of management of the patient with special challenges within the scope of practice of the paramedic, patients of all ages.
- 57.0 Demonstrate a simple depth, foundational breadth of knowledge of risks and responsibilities of transport.
- 58.0 Demonstrate a complex depth, comprehensive breadth of knowledge of establishing and working within the incident management system.
- 59.0 Demonstrate a simple depth, foundational breadth of knowledge of responding to an emergency during a multiple casualty incident.
- 60.0 Demonstrate a complex depth, comprehensive breadth of knowledge of air medical transport risks, needs, and advantages.
- 61.0 Demonstrate a simple depth, simple breadth of knowledge for safe vehicle extrication and use of simple hand tools.
- 62.0 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.
- 63.0 Demonstrate a simple depth, simple breadth of knowledge of risks and responsibilities of operating on the scene of a natural or man-made disaster.