



INDIAN RIVER STATE COLLEGE

EMT Intern Handbook

Revised: Fall 2011

Student Name: _____

Instructor Name: _____

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The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 8/17/11.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Academic Integrity and Professional Conduct
7. Health Science Confidentiality Statement
8. Health Science Grading
9. Health Science Retention Regulation
10. Academic Retention Algorithm/Clinical/Lab Retention Algorithm
11. Health Science Probation Regulation
12. Health Science Complaint Guidelines
13. Health Science Readmission and Dismissal Regulation
14. Health Science Liability, Accident and Insurance Regulation
15. Health Requirements
16. Health Science Post Exposure Protocol
17. Health Science Substance Abuse Regulation
18. Indian River State College Accident/Incident Report Form
19. Florida College System Risk Management Form

Message to Students

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for you and convert every challenge into opportunity.

The National Commission on Excellence in Education

Accreditation

The EMT Program is approved by the Florida Department of Health, Emergency Medical Services Division.

Intern Responsibility Regarding This Handbook

Each intern is responsible for knowing and adhering to the policies of Indian River State College which are found in the *IRSC College Catalog*, the *IRSC Student Handbook/Planner*, and the standards of the IRSC EMS Department which are found in this handbook, course syllabi and any other information given during the program. In addition, the Intern is responsible for knowing and adhering to the policies of all clinical sites and ambulance services.

Grading

If an intern fails two written tests (below a 76), he/she will receive a written counseling with suggestions for remediation. The intern will be considered on academic probation at that time, and if a **third** test is failed, he/she will be withdrawn from both EMS 1119C and EMS 1431. If the **third** failure occurs on the Final Exam, a "D" grade will be issued for EMS 1119C, and the student must repeat this course. In this instance, the student will receive a passing grade on EMS 1431 if he/she earned it.

There will be **NO** retesting of any exams except for failure of the written or practical final exam. If a student fails the final written exam, remediation will be assigned and a retest must be passed in one attempt or a "D" grade will be issued for EMS 1119C. **The student must complete the assigned remediation by the end of the next semester or he/she must repeat the EMS 1119C portion of the EMT Program.** At the end of the semester if a student should fail the classroom portion and pass the lab portion, he/she has the option of retaking only the classroom portion the next semester. Failure to do so will require the student to retake both Classroom and Lab portions.

Final grade average must be a 76% or better in EMS 1119C and the EMS 1431 course to obtain a Certificate of Completion. **ALL** interns must pass the Comprehensive Final Exam and Final Practical Exam.

Program Grading Scale

The grading scale for the EMT program is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 76 - 84
- D = 75 - 70
- F = Below 70

Requirements to complete the program successfully include a grade of "C" or better in both EMS 1119C and EMS 1431. **Certificates of Completion are issued within 14 business days of course completion as per Florida Statute Title XXIX Chapter 401.2701**

Computer Access

Some assignments will be given via the internet; therefore, all students are required to have computer access during this course. IRSC has computer labs available at each campus that the students can access if they do not have a computer of their own.

Dress Code

As a professional and a representative of IRSC, the intern should be acutely aware of the image he/she projects to the public and other health care professionals. Remember, the first impression anyone has of you is based on your appearance. A poor appearance not only reflects on you, but also, on the entire profession and the EMT program.

EMT Uniform:

Uniform and other required items are to be purchased from IRSC EMS Department approved uniform vendors ONLY. This information will be given to students prior to registration.

1. Tan Polo shirt with embroidered name on right front, embroidered IRSC EMS logo on left front, and IRSC EMS Intern silk-screened on back.
2. Black or navy blue uniform pants (dress pants are not acceptable) and a plain black uniform belt with no buckle, writing or design on it. **No cargo or pocket pants.**
3. Shoes are to be plain black work boots or shoes. Do not tuck pants into boots. Boots/shoes are to be kept clean and polished at all times.

Other Personal Appearance Rules and Regulations

1. EMT interns are not permitted to wear hospital-issued scrubs.
2. Jewelry should be limited to a wedding band and a watch.
3. No visible body-piercing rings are permitted. This includes, but is not limited to earrings, tongue rings, nose rings, eyebrow rings, etc.
4. Excessive makeup or perfume or cologne is not permitted.
5. Fingernails should be clean and neatly trimmed. If nail polish is used, it must be maintained in a fresh manner (clear polish only). Body and hair must be clean. Please use toothpaste and deodorant.
6. Males—Hair must be neatly trimmed, off the collar, off the ears. Mustache must be neatly trimmed. No “soul patches” or beards of any kind will be allowed.

Females—Hair must be neat and pulled off the collar while in uniform.
7. Clothing must cover all body art and/or tattoos.
8. The intern must also have a stethoscope, penlight, black pen, eye protection, scissors and watch with a second hand.
9. The intern will be required to provide safety goggles. These are to be worn at any time there is a potential of blood or body fluids splash. The student may wear the goggles around his/her neck on a chain or may use a plain, black fanny pack to keep goggles and other supplies in.
10. In winter months, a long sleeve, plain, white shirt may be worn under uniform shirt. (No long underwear shirts). No turtleneck shirts.
11. A plain blue or black jacket may be worn in the winter. (No department issued jackets) Students may purchase EMT jackets from Papermoon Creations via their website at www.fireguysupply.com.
12. Any intern may be sent home by the instructor or any official representative, including preceptors from the clinical setting if the intern does not conform to the dress code. Disciplinary action will be taken by Lead Instructor, EMT Coordinator and/or Department Chair.
13. No hats at any time this includes lab, hospital and ride time.
14. Do not enter any commercial establishments (Restaurant/Bar, etc) while in uniform.

Remember, your appearance and demeanor will always be critiqued by others. There is ALWAYS someone watching you and how you behave while in uniform.

Always put your best foot forward by projecting a positive image.

Conduct

General

1. Any intern caught cheating on an exam, quiz, homework, skills station or any other graded activity will receive a Zero for that grade. Further action including dismissal from the program will be determined by the instructor, Department Chair and Medical Director. Cheating includes giving and/or receiving answers, revealing testing scenarios, and the methods of cheating as described in the *IRSC College Catalog*/and *IRSC student Handbook/Planner*. This includes plagiarism. This also applies to online tests, quizzes and homework assignments.
2. Any intern willfully creating a hazardous situation for themselves and/or others in the laboratory will be dismissed from that class with an unexcused absence. Continual behavior of this nature will result in dismissal from the EMT program.
3. The intern must exhibit courtesy and respect for the EMT instructors and fellow students while in class. Disrespect or harassment will not be tolerated. Profane, obscene or suggestive language or gestures are unacceptable behavior.
4. Any intern who has alcohol on his/her breathe or presents with altered mental status or abnormal behavior while in class, lab, hospital or ride time rotation will be referred to the Instructor, EMT Program Coordinator and/or Department Chair. A written report will be issued with appropriate follow-up according to the standard found in this handbook "Substance Use/Abuse."
5. Eating, drinking and smoking is prohibited in the classrooms and laboratory. This includes smokeless tobacco. Interns are to take assigned refreshment breaks in the student lounge, outside the building or in the cafeteria. Smoking must be 50 feet from any classroom building. Exceptions to the drinking rule may occur with permission of instructor.

Attendance

1. Class attendance for the EMT program is mandatory. **Only 2 absences are allowed for class and 1 absence for lab.** Any more than that and the student will be withdrawn from the course by the Lead Instructor, unless specific arrangements have been made with the Lead Instructor PRIOR to the absence with all extenuating circumstances taken into account by the Instructor.
2. Intern's **WILL** be required to notify the instructor if he/she is going to be absent or late for class. This notification should be within **one (1)** hour of the start of class. Failure to do so within this hour will result in an unexcused absence for that class meeting.
3. All work missed because of an absence must be made up, and it is the student's responsibility to make arrangements with the instructor.

4. **Attendance at all scheduled examinations is required.** No make up exams will be given unless specific arrangements have been made with the instructor prior to the exam.

Tests, Quizzes, Homework

1. Grades will be determined by tests, quizzes, lab assignments, class participation, attendance, initiative and other such criteria which the instructor may deem appropriate and which are specified by the course syllabus.
2. Examinations and quizzes will be based on the course objectives and will be drawn from Power Point presentations, textbook readings, textbook DVD, workbook, assigned internet websites and laboratory skills.
3. Interns are responsible for any missed material. Quizzes must be made up the next class day, or a zero will be given. It is the student's responsibility to request the make up.
4. Homework must be turned in by the assigned class day for a full grade, if late more than one day, a zero will be given for that homework assignment. Homework that is late will have an automatic drop of one letter grade. The student may be asked to complete the assignment even though a zero will be given.
5. Any test score below a 76% will be considered a failing grade. Failure of **3** exams will result in automatic withdrawal of the student by the instructor from EMS 1119C and EMS 1431. Failure of **2** exams and the Final Written exam will result in a Final grade of "D" being issued in EMS 1119C. An appropriate grade will be issued in EMS 1431.

ALL interns must pass the Comprehensive final exam and final practical exam. There will be **NO** retesting of any exams except for failure of the final exam. If an intern fails the final exam, remediation will be assigned and a retest must be passed in one attempt, or a D grade will be issued for EMS1119C (if failure of written exam) or EMS1431 (if failure of practical exam).

6. Quizzes will be held frequently and the instructor will notify the student prior to the class what the quiz will be on.

Student Records

All written/practical test results become a part of the intern's permanent file. The intern may view his/her file, but the file and its contents are not to leave the Indian River State College EMS Department. **The IRSC EMS Department does not provide copies or replacement copies of any documents, certificates or grades to any student or previous student.**

Class and Lab Standards

1. There will be no eating or drinking or chewing tobacco in the classrooms or labs. (Interns may bring water into classroom and lab). Any other exceptions are with the permission of the instructor.
2. Indian River State College prohibits smoking and the use of smokeless tobacco products in all building or portions of buildings including entryways, stairwells, or covered corridors that are owned or leased by the College. Smoking is defined as the possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product. This policy exists to protect the public health, comfort, and environment by creating areas that are reasonably free from tobacco smoke and other tobacco products.
3. Because of the costs of equipment and furniture, do not put feet on tables, chairs, stretchers or other pieces of furniture. Do not sit on the tables.
4. At the end of each class day and lab day, make sure that the classroom/lab is straightened up and all equipment is put away in the storeroom in its correct position. It is the interns' responsibility to clean up after themselves.
5. Mannequins are very expensive. Do not take them apart or throw them around.
6. Prompt and regular attendance is expected at all lab sessions. Accurate records of attendance are kept for laboratory sessions. Students are expected to stay the entire lab unless instructor notified.
7. Only interns enrolled in the class are permitted in the classroom. No children are allowed in class.
8. Interns making poor progress in a course will be given written notice of unsatisfactory progress and will meet with the instructor(s). A plan of action will be agreed upon by the instructor(s) and the student. If an intern is having difficulty with any portion of the class/lab, **notify the instructor so additional assistance can be arranged.**
9. Interns may withdraw from any course and have a "W" recorded for that course provided certain conditions are met: The withdrawal must occur before the deadline noted in the IRSC Academic Calendar and the withdrawal must be officially completed through the Educational Services Division. Interns who simply do not attend class and who do not officially withdraw from the course will receive a failing grade. Intern withdrawals must occur for both classes—EMS 1119C and EMS 1431.
10. Access on Indian River State College computer equipment of materials of a sexual or ethnically derogatory nature is in violation of the College policy on harassment, which assures a positive learning environment. Violation may result in disciplinary action. The computers in the EMS classroom are for instructor use only. Students will need instructor permission prior to using these computers.

Professional Expectations for Hospital and Ambulance Rotations

1. The course instructor **must** be notified if the intern is going to be late, absent or leaving early from ANY hospital or Ride time rotation.
2. Note the dress code as per the EMT uniform requirements.
3. Interns will be required to bring the following equipment to all rotations:
(1) stethoscope; (2) a black pen; (3) a pen light; (4) eye protection; and (5) watch with a second hand.
4. EMT interns may not drive any emergency vehicle while on clinical time. Interns are not covered by insurance for driving. Interns may not participate in the hot loading of a patient for helicopter transport and may not fly on the helicopter as an intern.
5. Interns must report any unusual incidents or injuries immediately to the course instructor, EMT Program Coordinator and Department Chairperson. This includes injury to students or patients or other situations which could be a potential risk management problem.

Note: This is for your protection, as well as the EMS Department.

6. The intern will adhere to the **Post-Exposure Protocol** (provided separately) at all times when caring for patients. This means that gloves will be worn during **all patient** contacts: Additional protective gear (eye protection, mask and gown) should be worn as the situation or regulation dictates.

Note: Any student exposed to blood or body fluids (e.g.: needle stick, fluids in eyes, or skin exposure) must be reported immediately to the appropriate instructor who will notify the EMT Program Coordinator and the Department Chairperson.

7. Any forged signatures or inaccurate information on any forms are grounds for dismissal from the program. Accuracy in record keeping is a professional behavior that is very highly regarded by this department. Any violation of this will be referred to the Dean of Health Science and the Vice President of Student Affairs for further action.
8. Interns will not carry cell phones or cell phone-like devices to any clinical area or ride time. No personal phone calls will be made or received while on hospital or ride time rotation unless it is an emergency and after receiving permission from the Instructor, Preceptor or IRSC faculty member. Students may make calls or send text messages during breaks **ONLY**.
9. No smoking, gum chewing or tobacco chewing during any clinical rotations.
10. All hospital and ride time is scheduled through the Lead Lecture Instructor and Clinical Coordinator. All appropriate paperwork needs to be completed as instructed. The intern may never call the hospital or Fire Station to schedule time.

11. Always remember, you are a professional health care provider and an important member of the health care team. Patients' lives and well-being depend on your professional behavior.
12. Students will not be called from the unit to the telephone unless there is an emergency.
13. Realize that you are working under the licenses of the IRSC Medical Director (Dr. Yvette Wirta), your clinical instructors, the preceptors, the medical directors of the four counties, nurses in the hospital and other professionals. Their willingness to allow you to train under their supervision is invaluable for the continuance of this program. They deserve your respect at all times!

Per 64J-1.020 (1) (a) "EMT students will not be subject to call while participating in class, clinical, or field experience". In addition, the IRSC EMS Department does not allow ANY EMT student to ride on any ALS vehicle other than a Rescue or Ambulance.
14. Per Florida State Statutes, EMT Interns function under the direct supervision of an EMS Preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements.
15. Interns are expected to exhibit conduct and professionalism at all times. An intern may be given a failing grade in a clinical component if the student does not meet the course competencies. If an intern demonstrates a consistent lack of performance in the clinical setting and is performing below average (grade "C"), the intern may be placed on clinical probation. An intern may also be placed on clinical probation for a severe infraction of program standards. If an intern is placed on clinical probation, the student will have a time frame designated to demonstrate that the areas of concern in clinical performance have improved. If the intern does not show improvement within the given time frame, the intern will be dismissed from the program.
16. Interns are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and health care institution.
17. In order to participate in clinical, students must hold and maintain current CPR certification—Health Care Provider or equivalent, and must have current health records on file in the EMS department at all times. **ALL students are required by Florida Law to have their CPR Card with them while attending ALL Clinical rotations, and are subject to a State EMS Inspector asking to see such documentation at any time.**
18. Orientation to each clinical facility is provided and attendance is mandatory.
19. Interns are expected to arrive 15 minutes prior to the assigned start time. Interns are required to check in to the Charge Nurse and when leaving the floor for any reason. When riding, the intern must introduce himself/herself to the Station Officer and paramedic in charge upon arrival. If the intern is not able to attend, he/she must

notify instructor. No intern will leave the hospital or ride time for food. No intern will leave the hospital or ride time for any reason unless instructor notified.

20. All assigned patient care and documentation related to assigned patient care must be finished by the student prior to leaving the unit. Interns will report off unit or ambulance to nurse or officer in charge.
21. The instructor may contact the health care agency staff for report on the progress of each intern as necessary. Written objectives for the clinical courses are shared with agency staff.
22. Interns are requested to take as little money, keys, notebooks, etc. possible into the agency, and to store things at the agency in the designated place.
23. The following are additional rules regarding EMT practice during hospital rotation and are to be followed:
 - a. No verbal or telephone medical orders are to be taken by interns.
 - b. Interns will not answer the telemetry radio or the telephone.
 - c. Interns will not discharge patients or give medical information to patients or families.
 - d. Interns will not apply splint or cast or measure crutches in the ED.
 - e. Report to the clinical facility in the appropriate uniform.
 - f. Do not possess drugs or alcoholic beverages, nor use either while on duty in the clinical facility.
 - g. Do not take any articles from the hospital or ride time facility.
 - h. Do not engage in immoral conduct, as defined by the Affiliate's Rules and Regulations, and the *IRSC College Student Handbook/Planner*.
 - i. Do not smoke or eat in areas where it is prohibited.
 - j. Do not loiter in areas of the clinical facility at times not specified for clinical assignment.
 - k. Interns **will not** be given smoking breaks.
 - l. Do not leave an assignment to go to a code or other unit unless so assigned by the charge nurse.
 - m. **Do not sit in nursing lounge unless instructor requests it.**
24. EMT interns are not allowed to sleep at the fire/ambulance stations. When there is free time, the intern is expected to study or complete skills sheets. Interns are **NOT** to engage in video games while at ride time rotations or be seated in the Fire Rescue Staff lounge area.
25. Remember that interns are guests in the hospital and the Fire Rescue stations. If you are invited to eat with the staff or crew, you are expected to pay for the food and help to clean up.

Patient Confidentiality (HIPAA)

HIPAA (Health Insurance Portability and Accountability Act of 1996) is a federal law enacted to protect the privacy of patients personal and health information (Protected Health Information-PHI). This information includes but is **NOT** limited to just spoken, written or any form of electronic media (photos, voice recordings, etc). Items that are protected are name, address, phone numbers, email addresses, Social Security Numbers, account numbers,

license numbers, medical record numbers, health plan beneficiary, full face photos and other comparable images or any other form of material that can identify a patient.

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to a clinical instructor or designate. Interns are required to maintain the confidentiality in a professional manner. **Failure to maintain confidentiality may result in immediate dismissal from program.**

Do not discuss patients in areas where families or friend can hear, such as, elevators or cafeteria. Even if you do not use names, families can recognize conditions discussed.

You may only discuss patient conditions and treatment in an educational setting with instructor.

Do not give any patient information to anyone other than medical personnel - this includes family, police, etc.

You must always respect patient confidentiality.

Do not make copies of any of patient charts, records or identifying information.

Do not take photos of any kind at anytime during hospital or ride time rotations

Grounds for Written Counseling

1. Not notifying appropriate Clinical Coordinator/Instructor of being late, absent, leaving early for any clinical or ride time rotation or attending a clinical rotation without permission of the Course Instructor.
2. Disregard of professional behavior, appearance or performance endangering the safety of patients, professional staff, crewmembers or others.
3. Missing a clinical rotation without proper notification.

Any intern who has obtained three written counseling's during the semester will be withdrawn from the course.

Violation of Hospital, EMS, Fire-Rescue or College Regulations

1. Any intern whose clinical performance is deemed unsafe or inappropriate will be removed from the clinical setting and required to remediate their skills in the lab prior to being permitted to resume their clinical rotations.
2. In the event the clinic site refuses admission to any EMT intern or requests that an intern be removed from that facility, the EMT Program Coordinator will attempt to reassign that intern. If the intern cannot be reassigned to another facility or service, he/she will not be able to complete the program and will be withdrawn.

3. If it is agreed by EMS Department Chair and the Medical Director that the incident is of a serious nature, the intern may be suspended from the EMT program for the semester. The intern will be required to wait until the next time the course is offered in order to complete the course. If the incident is so serious that patient safety is a concern, the student may not be allowed back into the program.

Dismissal

Upon acceptance of a position in the IRSC EMT program, the student is made aware that they may be dismissed from the program if academic and/or clinical standards are not met. In addition, they may be dismissed for any of the following (Note this is not meant to be an exhaustive list):

1. Severe violations of rules, regulations, and/or standards of the EMS department, the College, the hospital sites or the Fire Rescue/ambulance service sites.
2. Possession and/or distribution of alcohol, illegal narcotics/ drugs or controlled substances during any college function including classes, labs, clinical sites or ambulance rotation. See Zero Tolerance Policy in the *IRSC College Catalog* and *IRSC Student Handbook/Planner*.
3. Reporting to or attending class or clinical under the influence of alcohol, illegal narcotics/ drugs or controlled substances. Not notifying Department Chair of prescription drugs which could affect judgment.
4. Malicious destruction or theft of property of Indian River State College, a clinical education site, their visitors, guests or employees.
5. Refusal to comply with the program's standards and/or requirements.
6. Academic dishonesty (see *IRSC College Catalog*).
7. Unprofessional/unethical conduct, violations of HIPAA.
8. Bringing discredit or other negative situation to the College and/or EMS Department.

Grievance/Complaint Guidelines

A formal process for resolving Complaints/Grievances has been established. Review procedures and rights under the Academic Review/Admission Committee Section of the *IRSC Student Handbook Planner*.

Student Activities

EMT interns are encouraged to participate in on-going college activities. Each student will have access to an *IRSC College Catalog* and *IRSC Student Handbook/Planner*, which serve to guide the students in college activities.

Health Status, Drug Testing, Prescribed Medication

A completed medical health form must be submitted and approved by the instructor prior to clinical rotations. A deadline for completion of this form will be given early in the semester. If the intern does not have a completed physical and immunizations form by the deadline, he/she will be withdrawn from the program and must reapply at a later date. This health record will contain results from a physical examination, and immunization records. The physical must be on an IRSC Health Science physical form. The required immunizations are:

- Verification of two MMRs or titers for measles, mumps, and rubella
- PPD test with results
- Verification of varicella (chicken pox) or a titer or an immunization
- Three hepatitis B shots or a signed declination that the student understands the dangers of not being immunized

Consequences of Academic Dishonesty

Any student that is caught for academic dishonesty may be dismissed from the program. The instructor has the ability to immediately remove the student from classroom setting. The EMT Program Coordinator and/or EMS Department Chairperson will be notified and an investigation will begin.

Dual Enrollment Students

High school seniors who are 17 years old and have approval from the dual enrollment office of their school may be accepted in to the Spring semester EMT program. These students must meet all of the requirements including applying to the College and the program, obtaining TABE scores of 12.9 (or the Florida College Entry-Level Placement Test as required for program admission) and the appropriate CPR card. They can only register in the spring semester of their senior year, and they must be 18 years old by June 1st of that year.

The student may only register for EMS 1119C and will only attend the classroom and lab portions of the program. After graduation from high school, arrangements will be made on an individual basis with the EMT Program Coordinator to complete the clinical/ride portion (EMS 1431) of the program.

Before being allowed to register for EMS1431, the following must be completed: physical exam on IRSC health form, all required immunizations, drug and background check.

Online Blended EMT Program

The program is comprised of an online/internet component, laboratory and clinical/rescue rotations that prepare students to deal with pre-hospital emergencies in an efficient and competent manner.

Attendance is required for **ALL** lab sessions. Only 1 absence is allowed.

Exams will be given prior to the lab session. Attendance for all in-class exams is required. If the instructor is not notified prior to a test that the student will be absent, the student will receive a zero on the test and no make up given.

Quizzes will be given in class prior to the lab session. If a student misses an in-class quiz, it must be made up before the next class day or a zero will be given.

Homework will be submitted online or in person and must be submitted within the required timeframe or will not be accepted and a zero will be given for that assignment.

Students are responsible for reading assignments online as per syllabus and/or instructor.

Examination and quiz questions will be obtained from objectives, required textbook, online postings, audio-visual materials, handouts and the workbook

The workbook is required for the online blended course.

All other requirements for the EMT program are the same for the online blended course.

Emergency Medical Services—A.S. Degree

73 Credits (Selective Admission)

Emergency Medical Technology - Applied Technology Diploma

11 Credits (Selective Admission)

Paramedic Certificate - 42 Credits (Selective Admission)

The Paramedic Certificate program uses the 1998 National Standard Curriculum from the Department of Transportation, National Highway Safety Administration to fulfill requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill and professional attributes associated with an entry-level Paramedic. Paramedic graduates will be trained to prevent and reduce mortality and morbidity due to illness and injury.

The Emergency Medical Technician Applied Technology Diploma and Paramedic Certificate programs lead to an A.S. Degree in Emergency Medical Services Technology. The A.S. Degree in Emergency Medical Services provides the graduate with a strong General Education and science background to enhance and expand the technical knowledge in the EMT and Paramedic Certificate programs.

GENERAL EDUCATION – *may be taken prior to acceptance into the program or must be completed while in the program.

*Humanities/Fine Arts

ENC 1101 and ENC 1102 or ENC 2210 6 credits

*Natural Science/Mathematics

BSC 1084 or BSC 2094 and BSC 2094L

and select any 8 credits from Natural Science/Mathematics 12 credits

AST 1002, BOT 2010, BOT 2010L, BSC 1005, BSC 1005L, BSC 1009, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1011C, BSC 1084, BSC 1254, BSC 1254L, BSC 1421, BSC 2093, BSC 2093L, BSC 2094, BSC 2094L, CHM 1020, CHM 1045, CHM 1045L, CHM 1046, CHM 1046L, CHM 1083, CHM 2210, CHM 2210L, CHM 2211, CHM 2211L, ESC 1000, GLY 1010, MCB 2010, MCB 2010L, MET 1001, OCB 1000, OCB 1000L, OCB 1630, OCB 1951C, OCE 2001, OCE 2001L, PCB 1030, PHY 1020, PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, PHY 2053, PHY 2053L, PHY 2054, PHY 2054L, PSC 1341, PSC 1341L

*Mathematics: MAC 1105, MAC 1140, MGF 2106, MGF 2107, MAC 1114, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAD 2104, MAP 2302, MAS 2103, MTG 2204, STA 2023, PHI 2100,

*Social/Behavioral Science

PSY 2012 or SYG 2000 3 credits

MAJOR FIELD REQUIRED COURSES - 49 credits

EMS 1119C Emergency Medical Technology 8 credits

EMS 1431 EMT Clinical/Field Experience..... 3 credits

EMS 2601C Paramedic I 11 credits

EMS 2602C Paramedic II 11 credits

EMS 2664 Paramedic Clinical/Field Experience I 6 credits

EMS 2665 Paramedic Clinical/Field Experience II 6 credits

EMS 2659 Paramedic Field Internship 4 credits

MAJOR FIELD ELECTIVES - Select 3 credits

any EMS course(s) 3 credits

Professional Expectations of An EMT

Verbal Communication

To promote positive, comfortable interactions, the EMT student will always:

1. Speak with an appropriate tone and volume of voice, e.g., not curt, rude, nor abrupt.
2. Use non-offensive language that is neither slang nor profane.
3. Use choice of words and content of speech appropriate for the emotional climate of the moment, e.g., supportive, empathetic, joyful.
4. Make appropriate overtures to engage in conversation/communication with others.
5. Maintain the content and flow of conversations/communications, e.g. displays social and therapeutic finesse.
6. Bring conversation/communications to closure politely and hospitably.
7. Exhibit courteous telephone manners, e.g., greetings, identification, handling inquiries, taking messages, transferring and placing calls, providing closure.
8. Refrain from discussing personal issues and concerns with clients, families and others in the workplace.
9. Discuss client and work-related issues and concerns only with appropriate individuals and in private locations.
10. Exhibit discretion and restraint in displays of humor.

Non-Verbal Communication

To promote positive, comfortable interactions, the EMT student will always:

1. Exhibit facial expressions that are respectful and appropriate to given situational contexts.
2. Use eye contact that is appropriate, expected and comfortable for others.
3. Use body and head movements that support comfortable communications with others.
4. Respect the personal space of others regarding position of self during interactions.
5. Place self in a non-confrontational position in relation to others during interactions.
6. Maintain an erect posture and gait.
7. Use appropriate gestures.

8. Demonstrate appropriate and modest body positions while standing, walking and sitting.

Social Skills

To reflect a positive & courteous professional image, the EMT student will always:

1. Acknowledge and greet others upon arrival, e.g., “good morning”, “good afternoon”, “hello”.
2. Make proper introductions of self to patient (clients and other personnel).
3. Express appropriate social courtesies, e.g., “please”, “thank you”, “you're welcome”, “excuse me”, “and pardon me”.
4. Present a pleasant demeanor and attitude by being polite, non-threatening and putting others at ease.
5. Address patients, family members and other health care providers with respect. Uses greetings such as Mrs., Ms., Mr. or Dr.

Refrain from use terms such as “Hon”, “Sweetie”, and “Champ”. Mature patients should always be addressed as Mr. or Ms. unless specifically told to call them by first name.
6. Acknowledge, greet, and offer assistance to those (visitors, other personnel) making inquiries or conducting business. Do not divulge patient information.
7. Facilitate positive interactions by introducing people to each other, e.g., patients to other personnel and personnel to each other.

Professional Values

The EMT always:

1. Practices within the parameters of the EMT profession.
2. Recognizes behaviors that warrant professional disciplinary action, e.g., sexual misconduct, assault, abuse of controlled substances, theft, other abuse, deceptive advertising.
3. Reports persons in violation of the standards.
4. Reports persons in violation of *the Medical Practice ACT-Chapter 401*.
5. Recognizes limits of own competence by seeking assistance as necessary.
6. Reports own errors and omissions to appropriate persons.
7. Delegates assignments consistent with caregivers' capabilities.

8. Practices within the parameters of the field, e.g., evaluates the quality and effectiveness of the treatment rendered, evaluates own practice in relation to professional practice standards, collaborates with others in providing care.
9. Accepts constructive feedback as a means for improving personal growth.
10. Supports peers and other personnel.
11. Willingly accepts assignments.
12. Exhibits adaptability and flexibility.
13. Handles stressful situations calmly, constructively, and tactfully.
14. Delegates difficult assignments fairly.
15. Serves as a role model for others in the human, social manner.
16. Exhibits honesty in all areas of responsibility.
17. Promotes an environment that fosters team efforts and relationships.
18. Follows institutional/agency personnel policies, e.g., regarding absences, tardiness, scheduling.
18. Uses appropriate channels of communication within the institution/agency.
19. Exhibits initiative.
20. Exhibits timeliness and consideration in scheduling and takings breaks and mealtimes.

EMT Program Technical Standards

EMT students should meet the following requirements in order to effectively perform in the clinical/ambulance environment.

The applicant will be able to:

1. Have a concept of time and be able to record seconds, minutes and hours from a watch or clock.
2. Read, write, converse and comprehend in fluent English.
3. Listen to an individual speaking through a radio and be able to respond in an audible and intelligible manner. Students will listen through a stethoscope for breath sounds and blood pressure readings.
4. Lift and carry 100 lbs.
5. Handle stressful situations in a professional manner.
6. Interact with individuals and groups from a variety of social, cultural, and economic backgrounds in a professional manner.

7. Walk and work in small spaces, various weather conditions and various physical environments.
8. Have the tactile and visual ability sufficient for physical assessment.
9. Work a 24-hour shift without sleep.
10. Perform math calculations using the metric and apothecary systems.
11. Follow written and/or verbal directions.
12. Manipulate and handle equipment such as a stretcher from floor to a height of 36 inches.

EMS Department Academic Probation

This is a supplement to the Indian River State College EMT Intern Handbook and the EMT course syllabi addressing student discipline. The goal of this is to reflect the professional and academic standards of Indian River State College and the EMS Department.

Accordingly, discipline will uphold and reflect current campus-wide and departmental disciplinary regulations. This Academic Probation Regulations can be tailored meet the disciplinary issue. This will represent an agreement between the student and the EMS program. Violation of this agreement will result in immediate dismissal from the EMT program.

The following is a general outline of the expectation of student performance while on academic probation.

The student:

- Will meet all criteria outlined in the written counseling for the original infraction.
- Will maintain a minimum of a 76 average in the classroom and clinical setting.
- Must not fail an exam (below a 76).
- Must not receive further discipline from a Lead Lecture or Lead Lab Instructor (including written counseling).
- Will not have an unexcused absence for any portion of the program.
- Will not arrive late to classroom or clinical site, without the Lead Instructor's permission.
- Will abide by all standards and guidelines outlined in the EMT Intern Handbook and EMT course syllabi.