



FLORIDA
SOUTHWESTERN
STATE COLLEGE

2019-2020

Paramedic

Student Handbook

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Dear Paramedic Student,

Welcome to the Paramedic Program at Florida SouthWestern State College! We are pleased you have taken the next step in a journey towards a career of becoming a Paramedic. Program faculty, instructors and staff assistants are honored to assist you in your endeavors.

To be successful in the program, it is imperative you assume the responsibility for your education. This will require organization and time management skills on your behalf. We encourage you to take advantage of the multiple resources the college has to offer such as, the learning center, computer labs, and library. Florida SouthWestern faculty encourages students to visit faculty during posted office hours for additional assistance.

We anticipate the potential for you to experience highly stressful situations during your clinical and internship experiences. Please know, we are here to share in those experiences with you. Our staff is always available in the event you would like to discuss a stressful or difficult experience.

In an effort for you to become familiar with the program, we have prepared this Paramedic student handbook. Please read and become familiar with these resources so you may remain in good standing with the program and college at all times.

The Paramedic student handbook coincides with the college catalog. The Emergency Services Program Director, Clinical Coordinator, Medical Director, Associate Dean and Faculty cannot anticipate every circumstance; therefore, the program reserve the right to exercise discretionary measures in situations that are not specifically addressed in this handbook, the college catalogue, or when significant extenuating circumstances arise.

If at any time you need clarification concerning items discussed on the following pages, I would be happy to meet with you to discuss further.

Sincerely,

Joseph Washburn
Program Director

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ROLE OF THE MEDICAL DIRECTOR

The State of Florida requires each EMS Training Program to have a Medical Director. At Florida SouthWestern State College, this role is taken very seriously. The signature of the Medical Director on the student's letter of completion is his personal attestation to another physician that the student has successfully completed the academic, clinical, and behavioral requirements of not only the Florida SouthWestern State College program, but of a caring and capable EMS provider. The signature of the Medical Director on the student's letter of completion does not grant the student the authority to practice pre-hospital care. This authority is granted only by the Medical Director (as applicable) of the graduate's employer, and even then, only after successful passage of the State certification examination.

The Medical Director participates directly and indirectly in classroom experiences, skills labs, and evaluations. The Medical Director may assess Paramedic students after completion of the final clinical rotations for depth of knowledge, breadth of experience, and moral and ethical fitness to graduate as a health care professional. These interviews may be supplemented by further assignments as specified by the Medical Director.

The Medical Director is active in setting program standards, test development, and disciplinary policies. Decisions taken by the Medical Director regarding a student will always be oriented towards preserving professional and ethical behavior, and to promote excellence in patient care. Decisions of the Medical Director in these areas are final.

Clinical Associate

This is a professional who's responsible for providing instruction and Reinforces clinical skills in patient care, laboratory, and/or simulation education settings. Ensures similar quality experiences in all lab settings and works closely with the appropriate Program Coordinator.

Program Directors

The Program Director is to serve as the program administrator of the designated associate degree program within the School of Health Professions. Directors establish and interpret program policies and procedures consistent with College instructional policies. They develop program goals and objectives in cooperation with the appropriate Associate Dean, Dean, program advisory committees, if applicable, and/or other program faculty/administrators.

Program Coordinator

The Program Coordinator is responsible for coordinating and implementing instruction and instructional support for the EMS program within the School of Health Professions. Program Coordinator teaches didactic and hands-on/lab components of an assigned course(s) or program according to the National Emergency Medical Services Educational Standards curriculum and the course and program objectives as assigned by the Program Director. Program Coordinator also teaches the course in accordance with the campus class schedule, including the beginning and end of class, and all class breaks.

Vision

Florida SouthWestern State College will be the catalyst for creating an innovative education system which provides accessible educational pathways that prepare students to be enlightened and productive citizens.

Values

We value student success, integrity, intellectual inquiry, and academic rigor.

Mission

The mission of Florida SouthWestern State College is to inspire learning; prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community.

STRATEGIC PRIORITIES

As an open-door regional State College, Florida SouthWestern has established the following priorities:

1. Develop and maintain a learning-centered culture
2. Provide educational pathways for under-prepared students
3. Provide vibrant, relevant programs
4. Provide an array of effective student support services
5. Identify and develop short and long-term financial, facility, and technology resources of the College
6. Promote, develop and retain a culture that supports professional growth of faculty and staff
7. Develop, maintain, and enhance collaborative partnerships
8. Enhance the regional image of Florida SouthWestern State College, economic, and cultural awareness in the community

As an organization we are proud to be accredited by Committee on Accreditation for the Emergency Medical Service Professionals (CoAEMSP). We hold firmly to the following values, concepts, and ideals:

- A credible, peer reviewed, educational program whose accreditation process improves the quality of EMS care through education
- Strive to meet the needs of our students in a dynamic educational environment
- Recognizing the importance of academic freedom, institutional autonomy, and innovation
- Partnering with our community to advance and enhance the EMS profession
- Maintain a highly experienced staff of educators

PARAMEDIC OATH

Be it pledged as a Paramedic I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

Written by: Charles B. Gillespie, M.D. Adopted by the National Association of Emergency Medical Technicians, 1978

ETHICS AND STANDARDS OF CONDUCT

Due to the high standards of the Program and the paramedic profession, student conduct must reflect professionalism, integrity and responsibility at all times. The following section sets forth ethical standards, standards of conduct, and examples of misconduct subject to disciplinary action (probation up to and including termination from the Program).

Students will be withdrawn from the program if there is a suspicion of substance abuse during class or clinical training. Anyone suspected of cheating, plagiarism, or falsifying clinical or classroom documents will be placed (dropped) out of the program. (See section below titled ACADEMIC HONESTY). These strict guidelines are necessary to protect patients and the clinical experience at the local hospitals.

Otherwise, if on any occasion the professor feels that a student's conduct is not conducive to the learning atmosphere of the classroom or clinic, that student will be asked to leave. If an incident of misconduct does occur, the incident will be immediately evaluated by the necessary faculty and/or administrative personnel. The student has the right to due process at all times.

Academic Honesty

Cheating is the giving or taking of information or material (written, audio or electronic) with the intention of wrongfully using it to aid oneself or another student in academic endeavors. The Emergency Medical Services faculty expects honest behavior from students in relation to performing patient care, written examinations, papers, or any other assignment. The faculty considers sharing testing instruments, past or present, as a violation of academic honesty.

Every student and faculty member have the responsibility to promote the highest standards of honesty, which should include whatever kind of personal intervention necessary to eliminate dishonest conduct. Evidence of cheating in any Emergency Medical Services course may result in a grade of "F" and referral to the Health Professions Disciplinary Committee for recommendations of appropriate sanctions from the program and the college. (See the Florida SouthWestern State College catalogue, Student Code of Conduct and Responsibility)

Confidentiality

The right to privacy of students, faculty, staff, patient, families and other health professionals should be judiciously protected by those associated with the paramedic program. When knowledge gained in confidence is relevant or essential to others, professional judgment should be used by all when sharing information.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery.

All information learned by the student about a patient in the course of research and study is considered confidential. The confidentiality with which the information is to be treated should be established with the patient. Patient information should not be discussed in public places with those people not involved with the student's study or patient's care. Failure to take this into account can be considered as an invasion of the right to privacy. This action may result in dismissal from clinical activities and the program.

Ethical Standards

Students are expected to meet the following ethical standards while in the Program:

Paramedics are health care professionals regardless of whether or not they receive monetary compensation for their work. Thus, a paramedic is bound by the highest standards of professional conduct and ethics. The program will not tolerate a breach of these standards by its students.

Certain acts may be so serious that they subject the student to immediate dismissal without progressive discipline.

Students must conduct themselves in an ethical manner throughout the classroom, clinical, and field internship phases of the program. Failure to adhere to these standards may result in immediate termination from the program. Violation of these standards includes, but is not limited to, physical violence, stealing, cheating, or breach of patient confidentiality.

Professional Behavior

The conduct of the paramedic student reflects upon the individual, his or her agency, the program, and the EMS profession. Therefore, the student must conduct him/herself in a professional and responsible manner at all times as described below. **Failure to demonstrate professional behavior may result in termination from the program.**

Professional Behavior/Attributes include:

- **Leadership.** Self-confidence, established credibility, ability to remain in control, ability to communicate, willingness to make a decision, willingness to accept responsibility for the consequences of the team's action.
- **Integrity.** Consistent honesty; being able to be trusted with the property of others or with confidential information; complete and accurate documentation of patient care and learning activities.
- **Empathy.** Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.
- **Self-motivation.** Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities; participating in tutoring sessions; and completing prescribed remediation.
- **Appearance & Personal Hygiene.** Appropriate, neat, clean and well-maintained clothing and uniform; good personal hygiene and grooming.
- **Self-confidence.** Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercising good personal judgment.
- **Communication Skills.** Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations
- **Time Management Skills.** Consistent punctuality; completing tasks and assignments on time.
- **Diplomacy in Teamwork.** Placing the success of the team above self-interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.
- **Respect.** Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.
- **Patient Advocacy.** Not allowing personal bias to or feelings to interfere with patient care; placing the needs of patients above self-interest; protecting and respecting patient confidentiality and dignity.
- **Careful Delivery of Service.** Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.

Your performance in the program will be regularly evaluated using the *FSW Classroom Affective Domain Evaluation Form*. Your scores on these forms will factor into your final grade.

CLASSROOM DECORUM

Students are expected to conduct themselves in a professional manner at all times during on campus activities and in the clinical setting. Students will be asked to leave class or the clinical site if they display inappropriate conduct. Refusal to leave when directed to do so by an instructor or clinical supervisor will result in physical removal of a student by campus security and/or the Sheriff's Department. Students removed for these reasons will be given an absence for the day, a counseling form will be placed in their student file, and they will be subject to disciplinary action up to and including dismissal from the EMS Program. No distractive behavior will be permitted in the classroom or clinical setting.

The use of alcohol, vaping, or tobacco products is not allowed at Florida SouthWestern State College and is also prohibited at many of the clinical sites. *Students will not use alcohol, vaping, or tobacco products while wearing the Florida SouthWestern State College EMS uniform (this includes public eating establishments while on break from class).* Students violating these rules on campus or in the clinical setting will be subject to disciplinary action up to and including dismissal from the EMS Program.

- Cellular phones must be silenced when in the class, internship, and clinical setting. In an emergency, the student must step away from the classroom to respond to a call. It should be done with a minimal disturbance. If a cell phone is used during the instructional period, the instructor has the authority to dismiss the student from the class. All cell phones will be placed on a designated area during testing.
- There will be absolutely no photos of any kind taken by students while in the internship or clinical setting.
- Audio, but not video, recording devices are permitted during lectures with permission from faculty. No recording devices (cell phones, PDA, personal recording devices, etc.) are allowed out or on your person during quizzes or testing.
- Students must be prepared for class each day. Students should have appropriate learning tools and implements such as: texts, workbook, pen, pencil, paper, notebooks, policy manuals, lab manuals, etc. Students are required to always wear a watch with second hand, have a stethoscope, and have their lab manuals with them.
- Regularly scheduled breaks will be given throughout the class period. These breaks should be used for returning non-emergency pages or phone calls, using the restrooms, obtaining snacks or beverages. Disrupting the class for any reason other than an emergency will not be tolerated. Special circumstances must be prearranged with the instructor.
- Reasonable food and **covered drinks** are allowed in the classroom so long as their consumption does not interfere with the instructor's lesson or other students' ability to concentrate. Students are required to clean their area before leaving class setting.
- Students are not permitted to use facility equipment, including phones, fax machines, staff or faculty computers, or copiers without prior faculty or staff approval. Students must not enter any faculty office or area without faculty permission.

- The designated computer lab must only be used for academic work. No social networking allowed!
- While on breaks, students must respect other students, faculty, and staff with their activities. The facility is used for many other classes and activities. Please be respectful.
- Students must respect the physical property of the facility and its cleanliness. All student areas should be neat and clean prior to leaving the facility at the end of class. Students must wipe down their work surface and push their chair in at the end of class each day.
- Faculty or staff should be notified of any facility issues so that timely maintenance or repair can occur. Housecleaning responsibilities will be shared by the students and explained further by faculty.
- After all breaks, students must return to the classroom or skills group on time or are subject to the tardiness policy.
- Students are not to sleep in class. Students may stand in the back of the classroom if needed to remain attentive.
- Personal computers will be allowed in the classroom to take notes and utilize the online learning management system as a resource. No social networking or other Internet sites are allowed unless they pertain to the academic purpose on a given day. Violation of this policy will result in a counseling form being placed in the student's file and is subject to disciplinary action up to and including dismissal from the EMS Program. The student may be banned from having the personal computer in class for the remainder of the program if these rules have been broken.
- If a student violates the rules of the program or the student or instructor wants to discuss academics at any time, an instructor can schedule a counselling session. The session will be documented and kept in the student's file.

Misconduct

Students are subject to disciplinary action up to and including termination from the Program for any violations of the Student Code of Conduct outlined in the Florida SouthWestern State College college catalog. For more information please click on the following link-
<http://www.fsw.edu/academics/catalog1213>

DISCIPLINARY ACTION

Charges of misconduct or breach of the program's ethical or professional behavior standards against a student at any stage of the program will be investigated. The student may be suspended for up to forty-five (45) days during the investigation and review.

The investigation will include an interview with the student. He/she may submit a written summary of the events surrounding the charge of misconduct or breach of ethics or professional behavior within seven days of the interview. The investigation will be completed within 45 days of its start. Within 30

days of the completion of the investigation, the student will be provided with a written summary of the investigation and a decision. The decision may impose disciplinary action, up to and including, termination from the program.

Florida SouthWestern State College reserves the right to deny admission to any applicant, to suspend or dismiss any student whose behavior is not in keeping with the best interests of Florida SouthWestern State College, and to add, delete, or change any of the regulations, rules, policies, procedures, fees, courses, or teaching assignments without notice.

Disciplinary Progression:

The discipline matrix within lab, lecture and clinical rotation times throughout the entire program is as follows:

First Offense: warning from the instructor (Clinical Associate, Program Coordinator, Program Director), which will be documented on a student counseling form and signed by the student, the lead instructor and the Program Director. This warning documentation will be placed in the student’s permanent file.

Second Offense: warning, documented on a student counseling form and signed by the student, the lead instructor and the Program Director. This written warning documentation will be placed in the student’s permanent file.

Third Offense: sent home for the day from the class, lab class or clinical rotation. This will be counted as an absence. In the event that it is a clinical rotation, the student will be required to make up the clinical missed hours at the end of the assigned clinical rotation. The third incident will be documented on a student counseling form and signed by the student, the lead instructor, and the Program Director. Students will be placed on probation plan. This documentation will be placed in the student’s permanent file.

Fourth Offense: termination from the program. The final incident will be documented on a student counseling form and signed by the student, the lead instructor, the Program Director, and the Medical Director.

Disciple Matrix

1st offense	2nd offense	3rd offense	Written Plan with lead and Director
1st offense (different)	1st offense (different)	1st offense (different)	Written Plan with lead and Director
1st and 2nd of same offense	1st and 2nd of same offense	Written plan with Lead and Program Director	

The Medical Director may also be advised and/or participate in the meeting. Continued poor performance may lead to dismissal/withdrawal from the Program.

Probation

Students placed on probation will be notified in writing. A student who fails to comply with the terms of probation will be terminated from the program.

Students may be placed on probation on academic grounds at the discretion of the program. Students and staff will meet to organize an academic success plan.

Termination from the Program

A student may be terminated from program for not satisfying the academic or disciplinary policies and rules outlined in the Student Handbook, with/without placement on probation as followed:

- Failure to meet academic standards as outlined in the grading policy and student handbook.
- Continued sub-standard academic performance after being placed on academic probation.
- Failure to meet the conditions of a plan for improvement.
- Failure to meet course requirements during any phase of the program
- Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this handbook
- Repeated absences, tardiness, or early departure as outlined in the attendance policy
- Repeated failure to comply with applicable uniform and dress codes
- Failure to complete submission of documents required for matriculation (i.e., medical screening information, application information, licenses, certifications) after notice by Program administration
- Repeated or substantial failure to comply with the rules of the classroom, clinical site, or field station decorum
- Repeated or substantial failure to comply with the exposure control policy
- Repeated or substantial failure to comply with the reporting procedures for Incidents and Unusual Occurrences
- Failure or refusal to participate in necessary investigatory proceedings for an incident or unusual occurrence

A student who is withdrawn from a class or classes for disciplinary reasons is not entitled to a refund of matriculation, tuition and special fees. Students who are dismissed from the Program for disciplinary reasons can reapply to the Program; however, the documentation related to the dismissal will be considered as part of the evaluation of student eligibility.

Grievance

In the event a student has a grievance, the student will use the following procedure to reconcile problems:

1. Confer with the Program Coordinator. If the issue is not resolved then,
2. Confer with the Program Director. If the issue is not resolved then,
3. Confer with the District Associate Dean of Health Professions. If the issue is not resolved then,
4. Confer with the District Dean for the School of Health Professions. If the issue is not resolved then,
5. Confer with either the Vice President for Academic Affairs Lee Campus (for an academic problem) or the District Dean for Student Services (for a non-academic problem).

Appeal of Disciplinary Termination

If a student is terminated on disciplinary grounds, he/she may file a written appeal with the Associate Dean of the School of Health Professions. The appeal must be filed within ten business days of the effective date of the termination. It must include an explanation of the circumstances of the termination, and specific and detailed reasons why the student believes the termination was unjustified. An appeal lacking this information will be summarily denied without further action.

The student may also submit any relevant witness statements.

The Associate Dean of the School of Health Professions (or his or her designee) will review the appeal and take any action reasonably necessary to reach a decision, including interviewing the student and any relevant witnesses. The Associate Dean of the School of Health Professions will issue a decision on the appeal within 45 days of the date it is filed. The decision will be final and binding.

Drug Screening and Assessment of Student Impairment by Qualified Personnel

In addition to Drug Screening conducted at Program admission, students will assume responsibility and accountability for both individual and professional actions. They have the responsibility for maintaining a level of competence which will ensure safety in delivery of health care. A student who is unable to perform clinical and classroom activities, as assigned, with reasonable skill and safety to patients and coworkers, by reason of illness, injury, or use of alcohol, drugs, narcotics, chemical or any other type of material, or as a result of any mental or physical condition, shall be required to submit to a drug screen, mental or physical examination. The drug screen may be requested by a College official for a student who appears to be impaired. The cost of this drug screen will be borne by the College. Other physical impairments or prolonged illnesses must be assessed by a physician or health care practitioner who possesses the expertise to diagnose and treat the impairment. A note or prescription for continuation in Program activities may be required before the student may resume their clinical duties. Cost of the examination will be borne by the student. Failure to submit to such examinations may result in suspension or dismissal from the program.

CRIMINAL HISTORY

Students with criminal records are forewarned that the Florida Department of Health-Division of Medical Quality Assurance requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The same is true for other states with licensure statutes as well as national certification boards. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are usually required for employment.

Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the Emergency Medical Services Program.

Those offenses are:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother

- Assault, if the victim of the offense was a minor
- Aggravated assault
- Battery, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Lewd and lascivious behavior
- Arson
- Theft, robbery, and related crimes, if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense was a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Alcohol or Drug offenses which were a felony, or if the offense involved a minor indicating unfitness to serve as a health care professional
- Negligent treatment of children

CERTIFICATION ELIGIBILITY

Upon successful completion of FSW Paramedic Program, the Paramedic student will be issued a certificate of completion. The student is then eligible to take the National Registry Paramedic Examination within one year of completion. Skill certification must be re-verified in the event that more than one year has elapsed since successful completion.

I understand that successful completion of the program does not guarantee the right to sit for the certification exam, nor guarantee of hire in the EMS field. I agree to abide by any and all policies contained herein.

MAINTANENCE OF CLASSROOM FACILITIES

Florida SouthWestern State College Facility should be cared for with respect and dignity. If you see a mess or safety hazard, report it to an instructor or clean it up immediately. Expectations include but are not limited to:

- Keeping the classroom free of trash and debris.
- Recycling glass, cans, and plastic bottles (if possible).
- Wiping work surfaces at the end of each day.
- Pushing chairs in and returning all classrooms to an equal or better condition than it was found.
- Keeping sink and break areas clean and in order.
- Keeping storage areas clean and organized.
- The class will be assigned a regimen of house chores in which all students are required to participate. Clean up and set-up of skills equipment is the students' responsibility under the direction of the faculty. These housecleaning responsibilities will be explained in detail the first week of class.

CLINICAL SITES AND FIELD INTERNSHIP STATIONS

- During the clinical and field internship, students are expected to arrive and report early for their shift. This habit will lead to a positive and professional perception of the student's work ethic and effort.
- The students should be helpful with staff and patient assistant functions. While it is not the primary focus of the clinical internship, students should offer, where appropriate, to assist with patient transportation, patient hygiene activities, and equipment restocking. This will help the staff and intern develop a better rapport and foster teamwork.
- In the field setting and while not responding to calls, conducting assigned drills, or restocking, inventorying, cleaning and maintaining all EMS equipment and apparatus including the ambulance, students should engage in station and preparation activities to include:
 - assisting with station duties as directed to develop teamwork and esprit de corps (morale of a group)
 - participating in simulated calls or training with preceptors
 - participating in drill and review of pharmacology
 - Studying textbook for upcoming exams etc.
- Students should also familiarize themselves with clinical site and station specific rules and expectations and adhere to these at all times.
- Students are not permitted to attend a clinical or field rotation on a scheduled lecture or lab day unless determined by the student's instructor. Otherwise, under no circumstances should a student miss any portion of lecture or lab to attend a clinical or field rotation.
- Under no circumstances should a student be watching television while on duty or sleeping during daylight hours in either the clinical or field setting. **Students who do so are subject to being sent home or termination from the Program.**

PARAMEDIC PROGRAM GOALS AND OBJECTIVES

- The goal of the paramedic program at Florida SouthWestern State College is to prepare competent entry-level Paramedics in 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 levels. These objectives are further outlined as follows:
- **Cognitive Domain** – Upon completion of the program, the student will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry-level Paramedic.
- **Psychomotor Domain** – Upon completion of the program, the student will demonstrate technical proficiency in all the skills necessary to fulfill the role of an entry-level Paramedic.
- **Affective Domain** – Upon completion of the program, the student will demonstrate personal behavior consistent with professional employer expectations for the entry-level Paramedic.

Domain measures the student’s attitudes, behaviors, and professional attributes, as well as classroom conduct. Passing is appropriate classroom behavior, professional ethics, and adherence to policy. Breaches will result in student conference. Significant behavioral issues may result in failure of the affective domain. In most cases a written warning and time period for improvement will be given before assigning a failing grade. However, in cases where the behavior is significantly unacceptable, egregious, or poses a threat to the well-being of others, the posting of a failing grade may be immediate and without warning.

The goal and objectives meet with standards from the Florida Department of Education, United States Department of Transportation National Standard Curriculum for the EMT and Paramedic, Florida Statute 401, Florida Administrative Code 64-J, and the Essentials and Guidelines of our accrediting agency, the Committee on Accreditation of Emergency Medical Services Programs (CoAEMSP, 4101 W. Green Oaks Blvd. Suite 305-599. Arlington, TX 76016 (817) 330-0080)

PARAMEDIC STUDENT COMPETENCIES

Upon completion of the Paramedic program

Using EMT knowledge and skills as a foundation, the student will be able to do:

1. Be a competent entry-level paramedic.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic.
3. Demonstrate personal behaviors consistent with professional and employer expectations for the entry-level paramedic.
4. Demonstrate ability to follow paramedic protocols.
5. Demonstrate the ability to analyze, synthesize, and appraise the clinical information relative to his/her role as an entry-level paramedic, qualified to take the State of Florida approved, National Registry certification examination.

TERMINAL CRITERIA FOR THE PARAMEDIC PROGRAM

Clinical settings: The following are the minimal clinical hours that must be completed and documented in FISDAP before the student can be permitted to graduate:

Site	Hours
Clinical Rotation	136 hours
Field Experience	72 hours
Field Internship	360 hours
Minimum Total	556 hours

(CoAEMSP (Appendix G/H) Student Patient Contact Matrix).

The following skills must be completed and documented in Fisdap before the student can be permitted to graduate:

PROCEDURE	Number Required by Program for Clinical and Field	Number Required by Program for Lab
Trauma	30	8
Trauma- Pediatric	6	3
Trauma- Geriatric	6	3
Pediatrics	18	9
Newborn	2	1
Infant	2	1
Toddler	2	1
Preschool	2	1
School-Aged	2	1
Adolescent	2	1
Medical	60	24
Medical Pediatric	12	6
Medical-Geriatric	12	2
Stroke and/or TIA	2	4
Acute Coronary Syndrome	2	4
Cardia Dysrhythmia	2	2
Respiratory Distress and./or Failure	2	6
Hypoglycemia or DKA or HHS	2	2
Sepsis	2	2
Shock	2	2
Toxicological Event and /or OD	2	2
Psychiatric	6	2
Altered Mental Status	2	2
Abdominal Pain	2	2
Chest Pain	2	3
Skills		
IV Medication Administration	20	20
IM or SQ injection	2	4
Inhaled Medication (MDI, Nebulizer)	2	8
Team Leads in Capstone Field Internship (EMS 2661)	20	18

The student must achieve a grade of C or better in the following courses in order to advance:

Course Name	Course Title	Credits
BSC 1085C or BSC 1093C	Anatomy and Physiology I	4
EMS 2600	Introduction to Paramedics	3
EMS 2600L	Introduction to Paramedic Lab	2
EMS 2522	General Pharmacology for the EMS Provider	2
*EMS 1086C or 1094C	Anatomy and Physiology II	4
*EMS 2601	Paramedic Theory I	6
*EMS 2601L	Paramedic Laboratory I	3
**EMS 2602	Paramedic Theory II	6
**EMS 2602L	Paramedic Laboratory II	3
**EMS 2646	Paramedic Clinical Experience	2
**EMS 2648	Paramedic Field Experience	2
EMS 2661	Paramedic Field Internship	5
	Total	42

* “C” or better in 1093C Anatomy & Physiology I with lab 4 credits and ** BSC 1094C Anatomy & Physiology II with lab 4 credits

<ul style="list-style-type: none"> • Student must pass ALL aspect of the Paramedic curriculum with a “C” (77%) or above
<ul style="list-style-type: none"> • Student must pass a comprehensive final exam in FISDAP above the set cut score
<ul style="list-style-type: none"> • Student must pass a final laboratory practical exam as determined by the Medical Director
<ul style="list-style-type: none"> • Student must meet all terminal competencies as evidenced in FISDAP training report
<ul style="list-style-type: none"> • Student must hold a valid American Red Cross, American Heart Association or other state approved healthcare provider level CPR card and be a Florida State Certified EMT.
<ul style="list-style-type: none"> • Student must meet FSW graduation requirements.
<ul style="list-style-type: none"> • Student must have met the ethical and behavioral standards of the EMS program, per the FSW Affective Evaluation Form, and the college as a whole.

When all of these criteria have been met the student will be given a letter of completion indicating that he or she has met the educational requirements for paramedic training set forth by the State of Florida, Bureau of EMS, The State of Florida, Board of Education and the Council on Accreditation of EMS Programs.

Academic Standards and Requirements

1. The core curriculum of the Emergency Medical Services (EMS) Program is comprehensive in nature, i.e., each course building upon the material learned in previous courses. Therefore, each course must be taken in sequence and passed with at least a grade of "C" in order to progress through the program curriculum.
2. Individual course grading policies are the responsibility of the course director and will be stated in the course syllabus at the beginning of the course.
 - a. It is understandable that a student may have difficulty with some subject matter. The program policy regarding courses where a student receives a grade of D, F or W is as follows:
 - b. If a student receives a grade of D, F, or W for any EMS course, they must repeat the course. This will generally require that the student return a year later when the course in question, is offered again. Upon reapplication to the program the student must either:
 - i. Successfully audit the prerequisite courses with the course(s) to be repeated or
 - ii. Successfully pass a proficiency examination in prerequisite course(s).
 - iii. This practice demonstrates that the knowledge previously acquired has been retained and the student is up-to-date on core knowledge and patient care practices.
 - c. A student in the Emergency Medical Service Program can repeat only two core courses (EMS courses).
 - d. If a student does not pass any EMS course on a second attempt, they will be dropped from the program and advised into alternative career counseling.
3. Students who must repeat a clinical course due to a D, F, or W must successfully AUDIT the clinical course that preceded that course and meet all competency standards. The student will also be required to pay the medical liability insurance fee. The student will be advised to audit didactic and possibly, the psychomotor courses as well.
4. A student must complete their core program of study within three years (36 calendar months) from the time they registered and attended their first core (EMS) course.
5. An individual's WRITTEN request to recycle into the program will be reviewed by the Program Director. Requests for readmission are not automatically granted. The readmission depends upon the nature of the program withdrawal and the availability of space in the clinical facilities. Any student who re-applies to the program after absence of one calendar year may be subject to the policies and procedures of the subsequent class they cycle into and complete a skills reverification competency evaluation.

STANDARD	ISSUES	EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking ability sufficient for clinical judgment.	Critical thinking	Assess patients' physical and emotional abilities as therapeutic procedures are performed.
Problem Solving to make adjustments in therapy based on normal; and abnormal physical and emotional responses to therapy.	Problem solving	After assessment, adjust therapy appropriately to conditions.
Interpersonal abilities sufficient to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Interpersonal	Establish and maintain support relationships with patients, visitors, and other healthcare providers.
Communications abilities sufficient for appropriate interactions with other in verbal and written form.	Communication	Explain procedures, give directions, answer questions while performing procedures; communicate effectively with physicians, patients, visitors, and other healthcare professionals.
Physical abilities sufficient to maneuver in small areas and to maneuver equipment.	Mobility	Move around patients and work areas with equipment. Administer CPR.
Gross and fine motor abilities sufficient to perform patient care procedures safely and efficiently.	Motor skills	Manipulate equipment to control and adjust machines/equipment, position patient and equipment; assist patients. Must have good hand/eye coordination for suctioning procedures.
Auditory ability sufficient to monitor and assess health needs.	Hearing	Hear monitor alarms; equipment audible signals, voices under protective garb; calls for help.
Visual ability sufficient for observation, assessment and implementation of patient care and monitoring procedures.	Visual	Observe patient response; read computer screens; read control panel buttons/patient monitors.
Tactile ability sufficient for assessment of physical health conditions.	Tactile	Perform palpation, chest assessment; check patient pulses.
Olfactory senses sufficient for maintaining environmental and patient safety.	Smell	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g. smell fire.
Ability to present professional appearance and implement measures to maintain own health.	Self-care	Implement universal precautions; follow established procedures for body hygiene.
Deal effectively with stress produced by work and interpersonal interaction situations.	Temperament	Perform procedures on patients in pain from trauma, disease, or under the influence of drugs or alcohol. Maintain professional composure under stress.

STUDENT DECLARATION OF MEETING STANDARDS FOR ADMISSION TO THE PARAMEDIC PROGRAM

I have reviewed and understand the Technical Standards minimum qualifications necessary to perform the essential functions of an EMS practitioner. I will return this form to the faculty.

Critical Thinking:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Problem Solving:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Interpersonal:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Communication:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Mobility:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Motor Skills:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Hearing:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Visual:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Tactile:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Smell:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Self-Care:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

Temperament:

_____ I am capable of meeting these requirements. _____ I am not capable of meeting these requirements.*

_____ I am capable of meeting these requirements with the following accommodations.*

I, the undersigned, do hereby testify that I have read and understand the Technical Standards for the EMS Program and the above statements, as indicated, are true.

Name _____ Name _____ Date _____
(Printed) (Signature)

Daytime telephone number _____

- Indicates awareness of applicant to make an appointment with the coordinator for students with disabilities by calling 489-9427 between 8:30 and 4:30 and delivering this form to the counselor for determination of reasonable accommodations.

ATTENDANCE POLICY

More than TWO (2) absences per term from the lecture or lab class will result in withdrawal or failure from the course. Two late arrivals to class can be subject to one absence. Leaving class early twice can also equal one absence. Attendance of Clinical or Internship (Ride) experiences **during** lecture or laboratory times are **not allowed** unless approved. Any such event will result in an unexcused absence from the lecture or laboratory and the clinical / internship time and patient contacts disallowed.

If a student is absent from class they must contact the instructor within 24 hours for make-up assignments and make the absence up by attending another section of lecture or laboratory. The EMS student is responsible for making arrangements with the instructor to complete missed assignments, quizzes and exams within **one week** of the day originally specified. This is subject to the approval of the instructor or Program Director.

In cases of unavoidable absence, or tardiness, to a clinical site the student must notify the EMS Program Clinical Coordinator within 24 hours. Because of limited time in the clinical area, students must understand that failure to attend and perform at the acceptable level in the clinical area will deny them the opportunities they need to acquire the skills necessary to meet minimum safety standards.

Therefore, clinical assignments require **100% attendance**. Students must be prompt and in his or her complete uniform per the dress code policy. Students must complete all online components as directed. If the student does not complete the required online components it may be reflected in their clinical attendance grade. **Exchange of assigned clinical time is prohibited without prior approval from the EMS Program Clinical Coordinator.**

A student will receive a failing grade clinical area if they do not make up clinical absences, do not comply with the dress code policy, and do not come prepared to meet the clinical objectives for the day, do not consistently apply appropriate safety measures, or consistently fail to make appropriate judgments.

Students are responsible for their own transportation to and from clinical and internship sites. Being late to a clinical site, or out of uniform at a clinical site, may result in the cancellation of the student's clinical or reassignment to another clinical location at the discretion of the preceptor's agency or clinical staff supervisor.

COURSE WITHDRAWAL POLICY

A student can withdraw without academic penalty from any course in a term by the mid-point of that term. Withdrawals after that date may be granted only through established institutional procedures. The [College Calendar](#) provides information on important dates for each semester, such as the last day to withdraw from courses without a penalty.

In order to withdraw from a course or courses, the student must complete a request to withdraw from a course. This request can be secured in the Advising Center or Registrar's Office and is turned in at the Registrar's Office. Students who officially withdraw from a class or classes any time prior to the date listed in the College Calendar will receive a grade of "W." A student will be limited to two

withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course.

UNIFORM POLICY (DRESS CODE)

Students will, in addition, note the following guidelines for their profession appearance while in uniform. Even though the safety concerns listed below apply more to the clinical environment and not the academic, we feel a consistent policy will avoid confusion. If you are wearing the uniform, you will meet these standards whether in the classroom, clinical or field setting.

You may not wear the student uniform if you are not in an official clinical or field internship status, or attending lecture/lab at FSW.

Note: Because some of the clinical sites may have more restrictive grooming standards and appearance guidelines for their employees, EMS students must adhere to the standards of the host organization if they are more stringent. Failure to adhere to these standards may result in the student not being allowed to attend clinical/field rotations at our contracted agencies, and therefore will prevent completion of the program. Students not complying with these standards may also find it difficult to become employed even if they successfully complete the program, as EMS is a profession that requires the highest standards of grooming and decorum and adherence to rules.

1. Pants must be purchased through the FSW EMS preferred vendor.
2. Belts must be worn. Belts must be purchased through the FSW EMS preferred vendor.
3. Footwear must be pre-approved by the EMS personnel or purchased through the FSW EMS preferred vendor. No black tennis shoes, sandals, clogs or Crocs will be allowed.
4. Socks must be black. If necessary, a student may wear white socks; however; they must be covered with a high-top shoe/boot so that they are not visible.
5. While in uniform an optional FSW EMS “ball-cap” may be purchased. It is to be worn outside only. **No hats of any kind are allowed to be worn while indoors for any reason. No agency hats are permitted.** The FSW ball cap can only be purchased through the FSW EMS preferred vendor.
6. FSW EMS polo shirts can be purchased by the student at the Florida SouthWestern State College Bookstore or the approved vendor. These shirts will **only** be worn during clinical and internship hours and **NOT TO CLASSROOM OR LABORATORY ACTIVITIES**. Shirts must always be worn tucked into the pants.
7. FSW EMS T-shirt must be worn to all class/lab sessions. Two t-shirts will be provided at no cost to the student. **Exception:** Students who have visible arm tattoos are required to wear a long sleeve T-Shirt. A surcharge for long-sleeves is

\$2.15 each shirt. If the t-shirt is damaged or destroyed during the program, it must be replaced at the student's expense unless approved by the Program Director. Uniforms that are stained or too soiled to be presentable are to be replaced at the student's cost. Shirts must always be worn tucked into the pants

8. The EMS lab and classroom tend to be on the cool side. The only approved covering for warmth will be the FSW sweatshirt which can be purchased at the uniform fitting session. There will be no wearing of any personal jackets, sweatshirts, or work/agency issued items. There will be no exceptions.
9. Hair:
 - a. Facial hair, other than a mustache that does not extend beyond the corners of the mouth or below the top of the upper lip, is not permitted. No beards or hair below the upper lip is allowed. Mustaches are permitted; if worn, students will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off, or bushy appearance and no portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth. Handlebar mustaches, goatees, beards, soul patches or any other facial hair below the upper lip is not authorized.
 - b. Also, all male students must be freshly shaved, as facial hair can interfere with the fitting of the N-95 mask, and put you at risk for infection. Students will keep their face clean-shaven when in uniform. Hair that is longer than shoulder length **will be** pulled back into a ponytail or similar style at all times. If it falls in your face when you lean forward, it must be pulled back to avoid contamination. Many agencies prohibit hairstyles, both male and female, that touch the collar. Students will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the earlobe.
 - c. Hair color must be of natural shade, one tone, and style in a professional manner consistent with public safety requirements. Please see FSW staff or the program director with any questions.
10. The clinical/field agency has the right to refuse any student not meeting the same appearance guidelines as their employees. This may result in the student not being able to complete the EMT or paramedic program.
11. Earrings must be of the post type and no more than one earring per ear in the tragus (earlobe) only. Earrings must be a spherical post type only and no larger than 4mm in diameter. Only one earring per ear is allowed in the earlobe only. Host agency grooming standards will prevail if they are stricter than the department policy. Please note that many departments/clinical sites do not allow any jewelry.
12. Visible jewelry such as bracelets, necklaces, and piercings (including tongue jewelry) are not permitted, except one ring per hand (an engagement ring and wedding ring are considered one ring) and a watch (second hand or second display required, water-resistant recommended). This policy is to reduce the risk of items

becoming broken, lost, caught in equipment, or ripped out in the performance of your duties. Gauged ears are not permitted in the EMS program. This is considered to be both an infection control risk and safety hazard by our contracted agencies. Piercings or gauged ears must be covered with an adhesive bandage while in uniform to meet our dress code and contracted agencies' requirements.

13. Heavy perfumes and colognes will be avoided since many patients are sensitive to and may have medical complications resulting from strong scents.
14. Personal hygiene will be maintained to avoid risks of exposure for both the student and others. Students must be freshly shaved before reporting for class, clinical or field shifts
15. Most hospitals and agencies do not allow acrylic or artificial nails. This is considered to be an infection control hazard and will result in the student being sent home. Nail polish is to be of a light, neutral and single color, and conservative in nature. Nails are to be clean and short in length (no longer than ¼" from the tip of the finger).
16. Tattoos that are visible while in uniform will be covered by the student during all classroom, labs and clinical field rotations. Students with arm tattoos will be required to purchase and wear the FSW long sleeve T-Shirt while in uniform. There will be no exceptions. Many agencies do not allow visible tattoos of any kind, which will prevent a student from attending clinical at many locations. Tattoos on the neck, face or hands must be covered, either with a bandage or other means at all times while in uniform, on or off-campus.
17. Stethoscopes, blood pressure cuffs, pen light, scissors and safety glasses are required to be purchased from the approved vendor. Items that become lost or broken must be replaced by the student.
18. Wristwatches must be worn at all times while in uniform. The wristwatch must have a second hand or a digital display of the seconds.
19. Nametags will be issued by the FSW EMS program. Nametags **will be** worn at all times while in uniform and must be worn either on the neckline or attached to the collar
20. CPR card documentation must be carried on the student at all times while wearing the FSW EMS uniform. It is recommended that the student only carry a photocopy of their card so that the original will not be damaged, lost, or stolen.
21. HEPA masks provided to the students by FSW State College are to be kept in their possession at all times while practicing in the clinical setting.
22. Pens or other writing instruments are not to be placed in the hair due to the risk of cross-contamination.

ACADEMIC REQUIREMENTS

In the Paramedic Program, each student is evaluated on a regularly scheduled basis as to comprehension of theoretical concepts, safe performance and psychomotor skills in the clinical area. Additionally, ethical and affective behaviors expected of the professional practitioner are evaluated by multiple clinical instructors and clinical associates. The Faculty review individual student performance each semester. (Please see Affective Form in Fisdap uploads)

PROGRESSION IN THE PARAMEDIC PROGRAM

Any student who receives a grade of "D" or "F" (**Below 77%**) in any paramedic course must successfully complete that course before continuing in the paramedic program.

In accordance with State Board of Education Rule 6A-14.0301, students may attempt the same course a maximum of three times at Florida SouthWestern State College. **Enrollment in a course beyond the last day to drop with a refund counts as an attempt for the purposes of this rule.** Upon the third attempt, the student is not permitted to withdraw from the course and will receive a grade for the course. Course withdrawals and earned grades count toward the maximum attempts.

Any student who is continuing in the program under an incomplete from a prior semester must finish the prior course work by the deadline as stated in Florida SouthWestern State College's Catalog or by the date established by the Emergency Services Program Director. Failure to do so will result in a grade of "F" in the program. It is the student's responsibility to contact the Emergency Services Program Director to get permission for extension.

Paramedic students **MUST** earn a grade of "C" or better (77%) throughout each course in the program.

PROCEDURE FOR READMISSION

A student that fails a course or does not proceed to the next sequential course may be eligible for readmission at the first opportunity, provided space is available. The following procedure is required:

At the time the student fails, drops, or decides not to proceed in sequence, the course instructor will complete a student conference report citing the student's reasons for not completing the course.

1. It is understandable that a student may have difficulty with some subject matter. The program policy regarding courses where a student receives a grade of **D, F or W** is as follows:
 - a. If a student receives a grade of **D, F, or W** for any EMS course, they must repeat the course. This generally requires that the student return a year later since courses are only offered once a year. Following the year wait and reapplication to the program the student must either:

- i. Successfully audit the prerequisite courses with the course(s) to be repeated or
 - ii. Successfully pass a proficiency examination in prerequisite course(s).
 - iii. This practice demonstrates that the knowledge previously acquired has been retained and the student is up-to-date on core knowledge and patient care practices.
2. A student in the EMS Program can repeat only two core courses (EMS courses).
3. If a student does not pass any EMS course on a second attempt, they will be dropped from the program and advised into alternative career counseling.
4. Students who must repeat a clinical course because they received a **D, F, or W** must successfully AUDIT the clinical course that preceded that course and meet all competency standards. The student will also be required to pay the medical liability insurance fee. The student will be advised to audit didactic courses as well.
5. A student must complete their core program of study within three years (36 calendar months) from the time they registered and attended their first core (**EMS**) course.
6. Students must be aware that course conflicts can occur between the first- and second-year classes. If a course must be repeated, there may be a scheduling conflict. These will be dealt with on an individual basis.

An individual's **WRITTEN** request to recycle into the program will be reviewed by the Emergency Medical Services Director. Requests for readmission are not automatically granted. The readmission depends upon the nature of the program withdrawal and the availability of space in the clinical facilities. Any student who re-cycles after being out of the program for one calendar year must adhere to the policies and procedures of the subsequent class they cycle into and are subject to skills reverification.

TESTING POLICY

Written FISDAP Unit Exams

Students will complete six (6) FISDAP unit exams on didactic content throughout their coursework. Each unit exam is scored based on the first attempt at the exam.

Cumulative Final Exam

According to Florida State Law 401.83-88 each approved program must require its students to pass a comprehensive final written and psychomotor examination evaluating the skills described in the current United States Department of Transportation Paramedic National Standard Curriculum. Florida SouthWestern State College currently uses FISDAP for their written comprehensive exam. The comprehensive written and practical exam will take place in the student's final semester.

IMPORTANT: If a student fails the FISDAP final exam on their initial attempt they will be allowed (1) additional attempt at a prescheduled date/time before the end of the term. If a student is unsuccessful after the second attempt at the FISDAP they will receive an "F" for their final lecture grade and will be required to repeat the lecture portion of the course.

The FISDAP final exam will be scheduled at the Lee campus. You must attend in full uniform for all exams and retakes. FISDAP final exam retakes for all campuses will be hosted at Lee Campus in a classroom TBA. NO OTHER MAKE-UPS WILL BE SCHEDULED. Please make all personal arrangements.

Cumulative Practical Final Exam

Students must pass the Final Psychomotor Exam in their final semester. Students will be given two attempts to successfully pass the exam. If a student is unsuccessful after the 2nd attempt he or she, will receive a non passing score for their final grade and will be required to repeat the **Lab** portion of the course. No cell phones will be permitted with the student during their final exam testing. Students are to enter testing rooms with no personal items other than a writing instrument. Students who have completed their testing are not to relay the specifics of the final exam to their peers who have not completed the exam.

The Emergency Services Program Director and Medical Director have ultimate authority in determining whether a student has successfully **passed their lab final exam.**

LAB RULES AND REGULATIONS

EMS lab sessions are hands-on classes. You will handle equipment. You will touch manikins. You will touch your classmates during assessments. EMS labs are very hands on. Safety in the lab is the number one priority for students and instructors. To ensure a safe classroom, a list of rules has been established. A student's success depends greatly on their attitude and conduct in the lab environment. The EMS lab must be a safe place to learn and practice the key concepts and patient care skills that students are taught in lecture. Each student must assume responsibility for their safety and the safety of their peers. Students must be aware of their personal limitations and communicate those limitations when applicable to their classmates and instructors. The following safety and procedural rules are intended to help guide students in their safety and the safety of others in the lab. Situations arise not specified in this policy. Students should seek assistance from EMS faculty.

Flagrant disregard for any of the safety rules and/or procedures will result in the immediate disciplinary action up to and including removal of the student from the Paramedic Program.

General Guidelines

1. Conduct yourself in a calm, responsible, manner
2. Be familiar with your lab assignment prior to coming to lab
3. Follow all written and verbal instructions from EMS faculty
4. If you do not understand a direction or procedure ask the instructor prior to proceeding.
5. No student may work in the lab without an instructor's permission and presence.
6. Do not touch any equipment, chemicals or other materials in the lab until instructed to do so.
7. Perform only the skills authorized by the instructor. Carefully follow all instructions verbal and written.
8. Unauthorized skills are prohibited
9. Body Substance Isolation (BSI) procedures must be used when performing invasive skills or procedures. This includes but is not limited to gloves and full eye protection.
- 10. Work areas will be kept clean and organized at all times. Sharps must be secured in a sharp's container immediately upon removal from a student or simulator.**
11. Be alert and proceed with caution at all times in the lab. Notify the instructor of any unsafe

conditions you observe.

12. Labels and equipment instructions must be read carefully before use
13. Keeps hands away from face while performing invasive skills
14. Wash hands with soap and water after removing gloves, and throughout the lab session as needed or directed.

Safety Equipment

1. Students and staff must know what to do if there is a fire during a lab session.
2. In case of fire all persons should attempt to remove all persons or victims to safety. If possible, efforts should be made to turn off all oxygen devices and electrical equipment.
3. Students and staff must be familiar with the location and operating procedures of all safety equipment. This includes but is not limited to, first aid kits, fire extinguishers, eye wash stations and sinks.
4. Students and staff should be intimately familiar with the location and function of the laboratory's fire alarm pull stations and emergency exits.

Accident or Injury

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear. Instructors will report all accidents or injuries to the Clinical Coordinator who will notify the Emergency Services Program Director as needed. If an accident or injury occurs in the clinical setting report it immediately to the clinical site supervisor
2. If a chemical splash occurs in the eye(s), immediately flush eyes with running water from the eyewash station for at least 20 minutes. Notify the instructor immediately.

Handling Chemicals

1. Do not use flames in the lab. Consider oxygen and other chemicals as potential Check the label on chemical bottles twice before removing any of the contents.
2. Never take chemicals or other materials from the lab area.
3. Flammable agents. Material Safety Data Sheets (MSDS) are on the Internet (<http://www.ehso.com/msds.php>)

Handling Equipment

1. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
2. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
3. If you do not understand how to use a piece of equipment, ask the instructor for help prior to use.
4. Never remove any equipment from the lab or stockroom without instructor authorization.
5. **Use of Advanced Life Support equipment without direct supervision of an instructor or preceptor is a violation of state statute and will result in immediate removal from the Paramedic program.**

Sharps and Biohazardous Waste

1. Dispose of all used and broken sharps in appropriate sharps container.
2. **NEVER** place used or broken sharps in trash container.
3. **DO NOT** place paper or other items, including alcohol preps, and 4x4's in sharps container.
4. Dispose of all waste in an appropriate manner.
5. **Red biohazard bags are to be used for blood-soaked items only. Do not place IV bags, paper, tape, equipment packaging or other such items into red bag disposal.**

Health Insurance / Injury Responsibility

An annual fee is assessed at the first clinical registration each year to provide liability coverage for the student. Current fees are subject to change based on insurance carrier rates. All students are required to carry liability insurance. Students who are readmitted or who transfer will be required to purchase liability insurance in the session in which they return or in which they are admitted.

STUDENT INJURY PLAN

Refer to EMS 14-10002 for information regarding the current EMS Program, Student Injury Plan. Please see uploaded document in Fisdap.

STUDENT INFECTIOUS DISEASE CONTROL PLAN

Refer to EMS 14- 10003 for detailed information regarding the current EMS Program, Student Infectious Disease Control Plan. Please see uploaded document in Fisdap.

CONFIDENTIALITY STATEMENT

Statement on Confidentiality and Dissemination of Patient Information

Given the nature of our work, it is imperative that we maintain the privacy of the patient information we receive throughout the course of our clinical experiences. Florida SouthWestern State College (FSW) prohibits the gathering of any patient information unless required for the purpose of treatment, payment, or health care operations. Discussions of protected health information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits and quality assurance activities.

I understand that FSW students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Emergency Services Program Director immediately. I also understand that a breach of patient confidentiality may result in disciplinary action up to and including my removal from the FSW Paramedic Program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by FSW. I agree to abide by all such policies or be subject to disciplinary action up to and including my expulsion from the FSW EMS Program. This does not alter the nature of the existing relationship between FSW and me.

It is a HIPAA violation to take pictures of patients at either emergency calls or clinical facilities. This can result in immediate dismissal from the EMS program and possible civil/criminal charges, up to and including loss of certification.

COMMUNICATION

Florida SouthWestern State College has designated email as the official method of communication with students regarding topics of an academic or administrative nature. The College will assign an email account to each student and expects students to be responsible for all information sent to them via their College email account or FISDAP Announcement or Canvas Announcement boards.

RECORDS

Florida SouthWestern State College respects each student's right to privacy and releases, provides access to, and maintains a student's record in accordance with all applicable state and federal regulations.

PROGRAM EVALUATION

EMS faculty will be evaluated during each semester. Honest opinions and comments are encouraged and appreciated. Students are allowed to remain anonymous and are not required to provide a signature on this evaluation form.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education record within 45 days of Florida SouthWestern State College receiving a request for access. The student should submit to the Registrar or other appropriate Florida SouthWestern State College official a written request that identifies the record(s) the student wishes to inspect. The Florida SouthWestern State College official arranges

for access and notifies the student of the time and place where the student may inspect the record(s). In the case where a request is presented to a Florida SouthWestern State College official who does not maintain the requested records, the Florida SouthWestern State College official advises the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of their education records if the student believes the record is inaccurate or misleading. The student should submit to the Registrar or other appropriate Florida SouthWestern State College official a written request clearly identifying the part of the record the student wants changed, and specifying why it is inaccurate or misleading. The Florida SouthWestern State College official notifies the student if it is decided not to amend the record as requested by the student. The Florida SouthWestern State College official advises the student of his or her right to a hearing regarding the request for amendment and provides additional information regarding the hearing procedures to the student.

3. The right to request the non-disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. Students should contact the Office of the Registrar for more information. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is a person employed by Florida SouthWestern State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel), a person or company with whom Florida SouthWestern State College has contracted (such as an attorney, auditor, or collection agent), a person serving on the District Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their duties. A school official has legitimate educational interests if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Florida SouthWestern State College discloses education records without consent to officials of school(s) to which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida SouthWestern State College to comply with the requirements of FERPA.

INFORMED CONSENT

As a student performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, tuberculosis, Hepatitis B and HIV (AIDS). In addition, I may be exposed to dangerous and potentially lethal situation over which I have no control, and that injuries, and even death, can occur. Neither Florida SouthWestern State College nor any of the clinical or internship facilities used for clinical practicum assumes liability if a student is injured or killed on the campus or in the facility / practicum during training unless the injury is a direct result of negligence by the college or clinical facility.

I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education.

All health program students are required to purchase accident insurance through Florida SouthWestern State College. This insurance is automatically included in the lab fees for the clinical rotations. It is strongly suggested that students purchase private health insurance and obtain the Hepatitis B vaccine. Proof of health insurance and vaccination from Hepatitis B may be required before beginning certain clinical rotations. Every student is required to have liability insurance (which covers malpractice) while enrolled in classes involving clinical/internship activities. This insurance is automatically included in the lab fees for the clinical/internship rotations. Each student is responsible for the objectives and course requirements of each course in the curriculum. I hereby verify informed consent of the policies, objectives, course requirements and inherent risks of clinical /internship practicum by completion of this form.

I understand and assume responsibilities for the policies, objectives, course requirements and inherent risks involved in the education of Health Program students at Florida SouthWestern State College, especially the risk of contracting Hepatitis B through human blood spills, while involved in clinical rotations

PHOTO IDENTIFICATION POLICY

Prior to a student receiving an Emergency Medical Services Photo Identification Authorization Form the student must have a completed audit form on file. **Students will not be allowed to begin clinical or internship rotations prior to receiving a readiness addition to their photo ID.** In order for the Student Audit Form to be complete the following information must be completed and in the student's Castle Branch file:

- Criminal background check and drug screen
- CPR card front and back; current, valid date
- State of Florida EMT card front and back; valid date
- Health Report
- Current negative PPD (TB) evaluation (good for one year)
- Current Flu Vaccination

And FSW classroom audit, 100% completion of:

- HEPA mask fit test
- HIPPA test/Online Verification
- BBP test/Online Verification
- HIV/AIDS test/Online Verification
- Hospital orientations (Campus Specific)
- Permission for Venipuncture
- Computer requirements
- Handbook Acceptance Form
- Declarations Page

After the EMS Program Clinical Coordinator or designee has reviewed the above documents, the Student Audit Form will be signed and dated.

The student ID must be worn at all times while in uniform. The ID must be worn either on the neckline or attached to the collar. Students will not be permitted to complete any clinical or internship hours without properly displaying their student photo ID.

All Photo ID's issued by Florida SouthWestern State College are the property of Florida SouthWestern State College. Upon completion of the Paramedic program, the student must turn in their ID with their student Internship book. If the student ID is not received the student will receive an "F" as their grade and will not be issued a letter of course completion until the student ID is turned in.

It is mandatory that all students return their FSW student ID's upon exiting the EMS program. This includes if a student will not be completing the program.

STUDENT RESOURCES

- Information on the EMS department of the State of Florida
<http://www.doh.state.fl.us/demo/ems/index.html>
- Statutes pertaining to Florida State EMS
<http://www.doh.state.fl.us/demo/ems/RulesStatutes/CHAPTER401.pdf>
- Laws pertaining to Florida State EMS
www.doh.state.fl.us/demo/ems/RULEFINAL1232007.pdf
- EMS Testing and certification information www.doh.state.fl.us/Mqa/EMTParamedic/
- National Registry of Emergency medical technicians www.nremt.org
- National Guidelines for EMS education www.nhtsa.dot.gov
- Journal of Emergency Medical Services www.jems.com
- Florida SouthWestern State College web site www.fsw.edu

Florida SouthWestern State College

Emergency Medical Services Program Department Paramedic

STUDENT HANDBOOK ACCEPTANCE

Complete, remove and return this page to your instructor by the date indicated in the syllabus. (Initial each statement and sign)

I, _____, hereby acknowledge that I have
(Student's printed name)
received a copy of the EMS Department Paramedic Student Handbook. I understand that failure to read this document does not excuse me from following its contents. Additionally, I understand that I am responsible for knowing and complying with all of the rules and policies set forth in this document, my course syllabi, and the College Catalog. _____

I certify that I have received a copy of the Student Declaration of Meeting Standards for Admission, that I have read or reviewed it, and that I understand these functions are necessary to be successful in the EMS field. _____

I further understand that failure to comply with any department policies and procedures may be cause for disciplinary action and/or dismissal from the program. _____

I fully understand and will comply with the Confidentiality Statement listed. _____

I understand that I can be absent no more than two total classes, lecture or lab or combination thereof without being excused from the program. _____

I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV (AIDS). In addition, I agree to the policy and all information outlined. _____

I also understand that I am to remain fully immunized and have a continued negative PPD result for the duration of my coursework. This includes annual influenza vaccination and annual renewal of PPD. _____

I the student, accept the responsibility of staying current on, and maintaining my BLS Healthcare CPR certification. _____

I understand that Fisdap documentation is to be timely. All documentation is to be completed within 72 hours of the event. Any missing documentation will not count toward your necessary number of PCR's and additional hours of clinical/field internship may be needed to complete the required number. Fisdap shifts that have LOCKED, will not be UNLOCKED. Any shift requested to be unlocked will sacrifice a grade level. i.e. an "A" is now a "B"._____

I the student, accept the responsibility for enrolling on time, in the appropriate courses and maintaining all program requirements throughout the entire program. I am aware that I must maintain a 2.0 GPA and meet all graduation requirements to be eligible for the state examination.

Furthermore, I understand that successful completion of the program does not guarantee the right to sit for the certification exam, nor guarantee of hire in the EMS field. I agree to abide by any and all policies contained herein.

Student Signature: _____ **Date:** _____