

EMT Student Handbook

DAYTONA STATE COLLEGE

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Daytona Beach, FL 32114

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SECTION 1 – INTRODUCTION TO EMS

1.1 Welcome Letter

Welcome to the Emergency Medical Services Training Center at Daytona State College. The staff sincerely hopes your experience in the class is both informative and enjoyable. We believe the program can be both. We do not want you to view the training program as an obstacle to your career; rather we want you to view it as an experience that will prepare you for the challenging career you have chosen. Similar to many such experiences, the amount of energy expended by you towards the program will have a positive correlation with the benefits you reap.

Daytona State College is one of 150 Emergency Medical Services Training Centers certified by the Florida Department of Health, Bureau of Emergency Medical Services (BEMS). Our training center enjoys the reputation of graduating motivated, high quality, employable candidates. We are pleased that you have chosen to attend our training center and expect you to carry on our tradition of excellence. We offer this basic training course in addition to various other related training courses.

You should be aware that as members of the EMS Training program, you fall under the authority of both Daytona State College and the requirements of the BEMS. Therefore, the rules and regulations found in this manual may appear more stringent than those found in the college catalog.

Good luck in your new career.

Louie W. Mercer, Director
School of Emergency Services
Daytona State College

1.2 Mission Statements/EMS Code of Ethics

1.2.1 College Mission Statement

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

1.2.2 School of Emergency Services Mission Statement

It is the mission of the School of Emergency Services to provide quality academic job training for police, corrections, fire, emergency medical services and other related fields. It is our goal to find opportunities to bring these related disciplines together to train and interact so that emergency response to incidents can be more effective.

1.2.3 Emergency Medical Services Code of Ethics

Professional status as an Emergency Medical Technician and/or Paramedic is earned and not given to those who chose this career field. Students who earn their certification/license will be expected to recall information from their training on demand and immediately, often during times of extreme stress. There is no time to get your textbook and look up a treatment – you must know and perform accordingly. To earn your way in the EMS profession in a less than ethical fashion may cause harm to those you serve through your own negligence. The Emergency Medical Services Code of Ethics shall be followed in its entirety. A copy of this document is posted on the EMS website. You are expected to download, sign and bring the document to class. You will also find a copy of the Code of Ethics in the Appendix of this Handbook.

1.3 Non Discrimination/Equal Opportunity Institution Statement

Daytona State College is an Equal Opportunity Institution

Daytona State College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits.

To obtain more information about the Colleges equal access and equal opportunity policies, procedures and practices, please call the Director of College Equity (386) 506-3916:

1.4 Sexual Harassment

Sexual harassment is conduct of a sexual nature or with sexual implications, which interferes with a student's status or performance by creating an intimidating, hostile or offensive educational or working environment. This conduct may include, but is not limited to: inappropriate and unwanted touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors, or physical assault. Complaints of sexual harassment by students should be promptly reported to a College official, who will forward the complaint to the appropriate office. Upon receipt of an alleged violation, an investigation will be conducted. The complaint may be resolved by intervention or corrective action taken by the College president, his designee or by official disciplinary procedures. The College will advise the complainant of the action taken by the College.

1.5 Staff Directory

SCHOOL OF EMERGENCY SERVICES DIRECTOR

Mr. Louie W. Mercer

Daytona Campus, Building 420, Room 141
(386) 506- 3171

PROGRAM MANAGER/ASSISTANT CHAIRPERSON

Ms. Patricia Maher

Daytona Campus, Building 320, Room 024
Advanced Technology College, Room 124P
(386) 506-3714

FACULTY

Dr. Winston Warren

Daytona Campus, Building 320, Room 021
(386) 506-3926

Ms. Georgia Jenkins

Daytona Campus, Building 320, Room 023
(386) 506-3620

Mr. Kenneth Moorhouse

Daytona Campus, Building 320, Room 023
(386) 506-3976

Mr. Tim Troian, EMT Course Supervisor

Advanced Technology College, Room 124M
(386) 506-4108

FACULTY/CLINICAL COORDINATOR

Ms. Martha Driscoll
Daytona Campus, Building 320, Room 020
Advanced Technology College, Room 124D
(386) 506-3701

SENIOR STAFF ASSISTANT

Ms. Elizabeth Rafferty
Daytona Campus, Building 320, Room 022
Advanced Technology College, Room 104L
(386) 506-3249

1.6 Chain of Command

See the EMS Website for the Chain of Command graphic

1.7 Students With Disabilities

In compliance with the Federal Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, attempts will be made to accommodate students with disabilities.

Students wishing to receive special accommodations during EMT or Paramedic training **MUST** contact The Office of Student Disability Services, Daytona Campus, Building 100, (386) 506-3238, prior to requesting accommodation from the EMS Department. Any request for special accommodations must be self disclosed by the student to the EMS Department **PRIOR** to the start of class.

Students shall not be granted accommodations on request without a corresponding authorization from the Office of Student Disability Services.

1.8 College Emergency Information

1.8.1 College Closing Information

In the event of a hurricane or other event that would cause the college to close, information can be obtained from calling (386) 506-4137 for a recorded message.

1.8.2 EMS Department Closing

Occasionally the EMS Department may close due to major public safety events (example: wildfires, task force deployment etc.) that effect our ability to utilize adjunct staff information can be obtained from calling (386) 506-4137 for a recorded message.

1.9 Authorized Visitors

Representatives of local public safety agencies may request to observe our students while you are in class. These visitors will be approved by the EMS Department prior to their visit. All students are required to address public safety visitors by their department rank (example: Battalion Chief Jones) or at a minimum of "Sir" or "Ma'am" unless corrected.

1.10 Changes in Student Information/Status

1.10.1 Change in Contact Information

The EMS office will be notified immediately upon any change of name, address or phone number. This notification shall be made in writing.

1.10.2 Violation of Level 2 Screening Standards

Students involved in any incident, on or off campus, which if convicted, would result in the student being in violation of Level 2 Screening Standards (F.S. 435.04), may be suspended from the program until the incident has been resolved. If you are arrested for any offence while you are a student in any EMS class, you are **REQUIRED** to notify your lead instructor **IN WRITING** on the next available class day. List of Level 2 Violations can be found in the appendix.

1.10.3 Students Unable to Continue Due to Illness or Injury

If you are injured, or have a major illness during this program it is imperative to communicate with all of your instructors immediately. withdraw from all co-requisites.

1.11 EMS Department Administrative Office

1.11.1 Office Hours

The EMS Department Office on the Daytona Campus is open from 8am to 5pm, Monday through Friday. The office is closed for lunch from 12pm to 1pm daily. Office hours at the ATC location shall be posted and made by appointment.

1.11.2 Student Use of Copy Machine

Students may not make copies on the department copy machine. A copy machine designated for student use can be accessed.

1.11.3 Department Telephones

Students may not use department telephones except in emergency situations.

1.11.4 Loitering in the Department Office

Student may not loiter or “hang out” in the EMS Department Office or hallways.

1.12 Special Considerations for Sponsored Students

All EMS students who are attending training on City, County, State or on the sponsorship of a private public safety agency shall have their progress reported to their sponsoring agency. This includes academic, practical, clinical and behavioral performance as well as any violations of policy as outlined in this manual.

1.13 Release of Information – All EMS Students

The EMS Training Center reserves the right to release student information to the following:
Academic institutions and/or public safety agencies that have a legitimate educational interest; or
Appropriate parties, if knowledge of the information is necessary to protect the health, safety or welfare of the student or other individuals.

SECTION 2 – ACADEMICS

2.1 Emergency Medical Technician

2.1.1 EMT Course Length and Components

The Emergency Medical Technician (EMT) Training Program at Daytona State College is a total of 255 hours in length. The EMT course is actually three (3) separate courses: EMS 1119 -EMT Lecture, EMS 1401L -EMT Lab and EMS 1431 -EMT Clinical Experience. All three (3) courses must be completed in their entirety for an individual to be eligible for certification as an EMT in the State of Florida.

2.1.3 National Standard Curricula for EMT

The curriculum for the EMT program has been set by National Standard Curriculum as issued by the National Highway Traffic Safety Administration and adopted by reference in Florida Statute 401.2701.

2.1.4 EMT Passing Scores

Successful completion of the EMT Training Program requires a minimum score of eighty percent (70%) in all segments of the EMT course.

2.1.5 Course Syllabus and Acknowledgement

You will download a current course syllabus for all three segments of the EMT Training Program on the first day of class. These documents will contain information on all requirements to successfully pass these courses. You will sign a document stating that you received, read and understood each course syllabus.

2.1.6 Failure of Lecture, Lab or Clinical Sections

A passing grade in EMT lecture, lab and clinical must be obtained in order to receive a certificate of completion. Failure of one or more courses will require students to repeat all courses regardless if a passing grade was achieved.

Example: A student successfully completes EMS 1119 and 1401L with a grade of a "C". The student receives a grade of an "F" in EMS 1431. EMS 1119, 1401L and 1431 must be repeated and a passing grade must be issued in all components before a certificate will be issued.

2.1.6.1 Attending Class after a Failing Grade is Received

Students are not allowed to continue attending class after a failing grade is issued.

2.2 Mandatory Lectures for All EMS Students

The following course segments are MANDATORY as required by Florida Statute: HIV/AIDS 4 hours, Trauma Scorecard Methodology 2 hours, CPR for Healthcare Provider and SIDS 2 hours. ALL EMS STUDENTS MUST ATTEND THESE SESSIONS AS SCHEDULED FOR YOUR COURSE. Certifications from employing agencies or other continuing education providers will **NOT** be honored as meeting this requirement. Being absent from any of these mandatory lectures will result in failure and/or dismissal from the course.

2.3 Cheating

There is *****NO CHEATING**** of any kind tolerated by the EMS Training Center. Any student caught cheating will be immediately dismissed from the training program.

2.3.1 Cheating Definition

Conduct which violates the standards of test administration, such as communicating with any other examinee during the administration of the examination; copying answers from another examinee or intentionally allowing one's answers to be copied by another examinee during the administration of the examination; having in one's possession during the administration of the examination any books, notes, written or printed materials or data of any kind, other than the examination materials distributed or specifically listed as approved materials for the examination. Also, any conduct which violates the security of the examination materials, such as removing from the examination room any of the examination materials; reproducing or reconstructing any portion of the examination; aiding by any means in the reproduction of any portion of the examination; selling, distributing, buying, receiving or having unauthorized possession of any portion of a past, current, or future examinations.

2.4 EMT Written Examinations

2.4.1 EMT Written Examination Minimum Scores

All EMT Students will be required to successfully complete each written examination with a minimum of 70%. Paramedic written examination scores are not averaged.

2.4.2 Failure to Achieve 70% on Written Examinations

Failure to achieve 70% on each examination will result in a failing grade being awarded for that course. The student will then be required to repeat the entire course in question before he/she is eligible to obtain a certificate of completion.

2.4.3 Examination Answer Sheets

Students shall ensure that their examination answer sheets are complete prior to turning them in to the Lead Instructor after taking the exam. Once the answer sheet is handed to the instructor, it is considered final and will be graded accordingly. Please check your work before handing it in.

2.4.4 Written Retest Policy (Block Exams and Midterm Exam Only)

Once a failing grade is achieved on an examination, EMT students are given one (1) opportunity to pass a retest. Failure of a retest will result in a failing grade for the course. Students are allowed two (2) retests per semester, one (1) per exam. Failure of a third written exam or failure to pass a retest will result in the student receiving a failing grade for their course. The maximum score on any retest for all EMS students is 70%.

2.4.5 Requesting a Retest

It is the student's responsibility to set an appointment with their **Lead Instructor** if a failing grade is obtained. Students who do not set an appointment with their Lead Instructor to obtain a retest will not be given the exam. Students who do not schedule and complete a retest within seven (7) calendar days of failing a written examination will be issued a failing grade for the course and will not be allowed to continue in their program.

2.4.6 Absence on an Exam Day

2.4.6.1 Planned Absence on an Exam Day

Students who have a planned and pre-approved absence that coincides with a written exam will be given the opportunity to complete the exam PRIOR to the absence date. Arrangements in these circumstances must be made with the Lead Instructor for your course and shall be requested in writing.

2.4.6.2 Unplanned Absence on an Exam Day

An absence that has not been pre-approved on the date scheduled written exam will result in a 0 point assessment. The student will have the option to test if it is scheduled with their Lead Instructor within seven (7) calendar days of the initial exam date. An exam, which is taken as a result of an absence, is treated under the grading guidelines of a retest. Therefore, the maximum score of any absence retest is 70%. No retest will be administered if a score is received that is less than the minimum score.

2.4.7 Final Examination

Students must successfully pass the final written exam with 70% or higher. Note: Final exams within the EMT Program are cumulative. **Note: no retests are allowed for the final written examination for any EMS course.**

2.4.8 Reviewing Completed and Graded Examinations

Students may only review their completed and graded examinations by making an appointment with their **Lead Instructor** during their scheduled office hours. An overall review of exam results will be conducted during class sessions at the discretion of the Lead Instructor.

2.5 Practical Examinations

2.5.1 Final Skills Evaluation

No more than two (2) attempts at any skill set during a Final Skills Examination will be allowed in any EMS Program. If both attempts are failed, a decision will be made by the EMS Medical Director if continuation will be allowed. Final skills testing is subject to defined benchmarks.

2.5.2 Responsibility of Lead Lab Instructor

The Lead Lab Instructor is responsible for routine skills evaluation of all students in their section. Remediation will be offered at the discretion of the Lead Lab Instructor.

2.5.3 Authority of the EMS Medical Director

Suggestions for remediation made by the Medical Director SHALL be honored. The Medical Director holds the final decision on successful performance of final skills for all EMS programs.

2.5.4 Right to Record Practical Examinations

Final skills testing may be video and/or audio taped and replayed on site in the event of a dispute. Lab skills sessions may be video taped on a routine basis and reviewed by the Medical Director at his discretion.

2.5.5 Off Site Practical Exams

At no time will practical exams be conducted at any off site location.

2.6 Repeating EMT Programs

Students who do not successfully pass each component of the EMT course may return in a subsequent semester to repeat the EMT program. Students must complete a new application for admission prior to entry. Students must attend all components of the EMT course when repeating due to failure.

2.7 College Application for Graduation

The College requires that all students complete an "Application for Graduation" prior to the end of each semester. The EMS Senior Staff Assistant will provide the forms, instructions and deadline to comply for each EMS class. Students who do not complete and pay the required fee for the Application for Graduation will not be allowed to take the final written examination for their program.

2.8 Certificate of Completion

Students who have met all academic requirements as well as satisfaction of any payment due to the college including completion of the Application for Graduation process will be provided with a certificate of completion within 14 days of their completion date as directed by Florida Statute.

The EMS Department issues the only authorized certificate of completion that is accepted by the Florida Department of Health, Bureau of EMS. The EMS Department issued certificate will contain our site code number, the number of hours completed and the signature of our medical director and program manager.)

The college will also issue a certificate of graduation in recognition of your achievement. The college issued certificate **IS NOT** acceptable to send to the Bureau of EMS with your application for certification. This certificate does not contain our site code number or the signatures of our medical director and program manager.

SECTION 3 – ELECTRONIC DEVICES AND MEDIA

3.1 Web-Based Information

The EMS Department has placed all essential student information and documentation on the EMS Department Website. You will access this information at <http://www.daytonastate.edu/ses/ems/index.html>. We encourage students who wish to purchase e-Textbooks to do so. This is not a requirement for those who wish to use traditional textbooks. Additionally, the EMS Department maintains a Facebook page.

3.1.1 <http://www.daytonastate.edu/ses/ems/index.html>

The EMS Department website contains individual pages for each class section. You will find homework assignments, schedules, clinical information including maps, and other essential information for your success. Your Lead Instructors will show you during the first week of classes how to locate the information and documents you will need for class.

3.1.2 Daytona State College EMS Facebook Page

For students who utilize Facebook, we encourage you to “Like” our Facebook page. We post reminders for testing, schedule information and updates to assist you in being successful. You can follow us from the link at the top of the EMS website home page or through the Facebook application.

3.2 Electronic Devices in Class/Clinical

The EMS Department in Building 320 as well as the ATC are WiFi zones using “FalconNet”. Students may utilize laptops, tablet computers, e-readers and smart phones to access e-textbooks and ancillary internet based materials as available for your class. All electronic devices shall be used in “silent mode” during instruction to not disturb other students or the instructor.

3.2.1 Electronic Devices during Testing

All electronic devices shall be turned to the “off” position and shall be placed at the front of the classroom prior to any written or practical examination. After the written or practical examination is completed, you may collect your electronic device.

3.2.2 Electronic Devices in Clinical Assignments

Electronic Devices may be allowed in clinical settings with the approval of the Preceptor or Clinical Instructor to complete FISDAP patient care reporting and to access e-textbooks and ancillary internet backed materials. **At no time will students violate HIPPA Patient Confidentiality. Students who choose to carry their electronic devices on clinical assignments DO SO AT THEIR OWN RISK.**

3.2.3 Pictures during Class/Clinical Assignments

Students may take pictures during their lecture or lab sections. Students who take pictures shall be considerate of other students who may not wish to participate.

3.2.3.1 Violation of HIPAA Patient Confidentiality Policies

Students are cautioned about taking pictures during clinical sessions due to HIPAA considerations. Students will not violate HIPAA policies; pursue patients, patient information (such as addresses or phone numbers from any source) and/or take still or video pictures of any patient or scene. Doing so is grounds for IMMEDIATE expulsion from the EMS Program. You are responsible for downloading a HIPAA confidentiality statement and your signed copy must be turned into your Lead Lecture Instructor during the first week of class.

SECTION 4 - ATTENDANCE

4.1 Attendance Roster

All students will be required to "sign-in" and "sign out" on the attendance rosters at least once per course session, or more often as prescribed by the instructor or the EMS Training Center Program Manager. Anyone who fails to sign the attendance sheet shall be designated absent and must comply with the absence policy.

4.2 Tardy

4.2.1 Definition of Tardy

Tardy is defined as arrival at a class site 15 or more minutes past the class start time. All students are expected to be on time for all phases of training. Any tardy is considered an absence. Students who arrive 15 or more minutes past the start of class will complete a "Request for Absence Form" immediately. The student will present the completed form to the Lead Instructor of the course in question and will request permission to stay for the class. Staying for the class session is at the sole discretion of the Lead Instructor.

4.2.2 Late Calls

Students who are tardy due to a late call will be required to complete the "Request for Absence" form attaching any supporting documentation to verify the late call. All late calls will be verified by EMS staff. Students who claim a late call that is found to be false will be held to the same standard as an "unexcused absence".

4.3 Absences

4.3.1 Absence Policy

Each student must attend all sessions of any training course in which enrolled except for absences approved by the Lead Instructor for your course. No student shall be considered to have successfully completed a training course if he/she has **ANY** unexcused absences.

4.3.2 Allowed Number of Absences

No more than ten percent (10%) of total class hours can be missed due to excused absences during any semester for lecture, lab or clinical sessions. Example: EMS 1119 has a total of 105 hours. Ten hours (10) can be missed over the course of a semester.

4.3.3 Make Up Work for Absences

The Lead Instructor may schedule make-up work in the event of an absence to be completed during the course in which the student enrolled. The make-up work will be comparable in content and quality to the instruction missed. The Lead Instructor will maintain a file of any make-up work performed by a trainee. . Please note that any Clinical session that is missed due to an absence must be made up on an hour-for-hour basis.

4.3.4 Absences by Sponsored Students

Students attending class on city, county, private or state sponsorship will have their employing agency notified of their absence.

4.3.5 Clinical Absences

4.3.5.1 Clinical Coordinator Contact

Do not contact the clinical coordinator via cell phone to report that you have missed a clinical. Schedule an appointment with the clinical coordinator to reschedule the missed session. You are required to submit a Request for Absence form as described in section 3.5.

4.3.5.2 Clinical Site Contact/Missing a Unit

Students SHALL NOT contact any clinical site to advise them of an absence. In the event that a student misses their assigned unit (fire or EVAC), students shall not try to attend the clinical on a different unit. This will count as an absence.

4.4 Leaving Class Without Permission

Students who leave class without having the permission of their Lead Instructor will have the session recorded as an "Unexcused Absence" which is grounds for dismissal from the EMS program. The daily attendance roster will be used as a basis to determine if a student has left class without permission.

4.5 Request for Absence Form

Upon returning to class, from either being tardy or absence, a "STUDENT REQUEST FOR EXCUSED ABSENCE" FORM, (attached) will be completed by the student and forwarded to the **Lead Instructor by the next course session**. Supporting documentation (i.e., doctor's note, dispatch call log for late calls) must be attached if required. A copy of the form is also available for download from the EMS website. **Do not give the form to the Senior Staff Assistant or anyone other than the Lead Instructor for your course!**

Upon review of the request, and at the discretion of the Lead Instructor, the student may be assigned make-up work. The assignment shall be comparative in content to the material missed. Failure to turn in assigned make-up work will result in your absence being categorized as "unexcused" which will result in the student failing the class.

Submission of the proper paperwork does not guarantee that the Absence/Tardy will be declared excused. The Lead Instructor will evaluate each request and determine if the Absence/Tardy was reasonable and necessary.

4.6 Clinical Swap Form

Clinical swap forms are used in the event you need to change a previously agreed upon clinical date by trading shifts with another student. The clinical that will be swapped must be the same type. For example, you can swap a Fire Clinical for a Fire Clinical, a Emergency Department for an Emergency Department (ED), a transport or a transport etc. The swap form must be complete and signed by both students. It must be delivered to the Clinical Coordinator for approval three (3) business days prior to the first clinical to be performed on the form.

4.6.1 Maximum Number of Swaps

Each student is allowed a maximum of 2 swaps per semester. A student may only swap a clinical with a student who is in the same phase of training. As an example, an EMT student may swap with an EMT student, or a Paramedic 1 student, may swap with a Paramedic 1 student etc...

4.7 FAC 64J Statements Pertaining to Attendance

64J-1.020(1)a Students shall be assigned to a clinical preceptor and shall be under the direct supervision of that preceptor at all times. Students shall not be in the patient compartment alone during a patient transport.

64J-1.020(1)b, Students are not subject to call out or duty assignments during any component of their respective EMS training program. This means that you cannot ride at your employing agency as a crew member to meet staffing requirements during any clinical shift. You may not count any patient contacts you receive during your regular on-duty hours (including volunteer hours) toward meeting your clinical requirements for class.

SECTION 5 – UNIFORM REQUIREMENTS

5.1 Uniforms

The designated student uniform shall be worn in its entirety during all lecture, lab and clinical sessions unless authorized by your lead instructor.

5.1.1

College Picture ID

A college student Picture ID must be worn by all students during clinical sessions.

5.2 Uniform Components

5.2.1 Pants

Long, pressed black dress pants or BDU style pants. Black jeans are not acceptable. Sponsored students may wear their navy blue department issued pants in place of black pants.

5.2.2 Uniform Shirts

5.2.2.1 Paramedic Uniform Shirts

EMT students shall wear a blue uniform shirt, neatly pressed, School of Emergency Services logo and nametag.

5.2.2.1.1 Undershirts

A white, black or gray crew neck short or long sleeve t-shirt, shall be worn under the EMT student uniform shirt. The undershirt shall be free of graphics and/or lettering which may show through the uniform shirt. Students may wear compression type athletic shirts for warmth.

5.2.3 Belt

Black web or plain belt with a plain belt buckle.

5.2.4 Shoes

Plain toed black low quarter shoes or Hi-tech type boots shall be worn. No black sneakers or cowboy boots are allowed.

5.2.5 Hats

Hats are not allowed while in uniform

5.2.6 Jewellery

A watch with a sweep second hand is required.

No necklaces will be visible while in uniform.

No bracelets, bangles or bands shall be worn while in uniform. These include cause/slogan bracelets

No jewelry which detracts from a professional appearance or demonstrates symbols of intolerance are allowed.

No jewelry which may accidentally inflict injury during patient care activities may be worn during such activities.

No tongue studs and/or other body or face piercing will be visible while in uniform.

One ring per hand will be allowed (wedding sets count as one ring)

Single post style earrings may be worn, one in each ear. No hoops, or dangling earrings are allowed. Plugs or gages are not allowed and shall be removed while in uniform.

5.2.7 Student Jackets/Rain Gear

Students may wear their department issued jackets and rain gear if it does not break policy of their employing agency and the assigned preceptor gives permission.

5.3 Grooming Standards (All Students)

5.3.1 Fingernails

Trimmed short and clean. Only clear or nail polish of a neutral color may be worn.

5.3.2 Hair

Hair must be neat, clean and if below the uniform shirt collar in length, must be pinned or tied above the collar. Ponytails are not allowed. "Punk" or other eccentric hairstyles are considered inappropriate and are not permitted. Beads, decorations, ribbons, etc., will not be worn while in uniform. Hair color must be as those naturally occurring in the human species.

5.3.3 Cologne/scented toiletries

Students shall not wear cologne or other strongly scented toiletries during any EMS training or clinical session.

5.3.4 Tattoos

Any tattoo that detracts from a professional image will not be visible at any time while in uniform (i.e. messages or symbols of hate, racism, pornography, etc.).

5.4 Grooming Standards (Male Students)

5.4.1 Sideburns

Sideburns shall be consistent with hair style, but not excessively thick or bushy. Sideburns shall not extend below the bottom of the ear.

5.4.2 Mustaches

Shall not be started during student school.

No wider than ¼ inch past the corners of the mouth.

No lower than the corner of the mouth.

Trimmed to the top of the natural lip line.

5.4.3 Beards

Other than mustaches meeting the requirements above, students must be clean shaven while in uniform. This includes soul patch, and goatee styles.

5.5 Uniform Inspections

Students are subject to daily inspection. Should a student's appearance be deemed unacceptable the student will receive written notification. Three (3) written notifications of unsatisfactory appearance may result in disciplinary action documented in your file. Continued discipline may result in removal. Any instructor employed by the School of Emergency Services is authorized to reprimand a student for uniform infractions.

5.6 Weapons

Weapons of any type are not allowed on campuses, or at any clinical site.

5.6.1 Certified Law Enforcement Officers

Students who are certified Law Enforcement Officers who are wearing the full duty uniform of their employing agency may carry weapons that are appropriate to their status. Law Enforcement Officers may not carry their weapons when attired in the student uniform.

SECTION 6 – STUDENT CONDUCT

6.1 Courtesy

6.1.1 Respectful Language

Students shall be courteous to the training center staff, guests, and other students at all times. Students shall not use coarse, violent, profane, or disrespectful language or gestures and shall not express any prejudice concerning race, sex, religion, politics, national origin, sexual orientation, lifestyle, or similar personal characteristics.

6.1.2 Interagency Politics

Students shall refrain from interagency politics while participating as a student in lecture, lab or clinical sessions.

6.1.3 Addressing Staff and Instructors

Instructors and staff will be addressed as Sir or Ma'am or by rank unless otherwise specified by the instructor or staff member.

6.2 HIPAA (Patient Confidentiality)

Students will not violate HIPAA policies; pursue patients, patient information (such as addresses or phone numbers from any source) and/or take still or video pictures of any patient or scene. Doing so is grounds for IMMEDIATE expulsion from the EMS Program. A HIPAA confidentiality statement will be downloaded from the EMS website and your signed copy must be turned into your Lead Lecture Instructor during the first week of class.

6.3 Tobacco Policy

The use of any tobacco products are *strictly prohibited* in the classroom/building, and can only be used in designated areas on any campus. Students shall follow tobacco use policies issued by individual clinical sites/employers. It is the student's responsibility to obtain the proper information on designated tobacco use areas.

6.4 Alcohol

6.4.1 Alcohol Free Campus

Daytona State College is an alcohol free campus. No use or possession of alcohol will be permitted, including in vehicles or personal items. Students will not be under the influence of alcohol while attending class.

6.4.2 Consumption of Alcohol

Students are prohibited from consuming alcohol eight hours or less prior to the start of any class/event (lecture, lab, clinical, school sponsored events, etc.) and during lunch/dinner breaks. Students are subject to a Breath Alcohol Test and subject to immediate dismissal.

6.4.3 Uniforms in Drinking Establishments

Students are also prohibited from wearing their uniforms to any establishment whose primary purpose is to serve alcoholic beverages.

6.5 Following Orders

All orders and commands will be executed immediately when given by staff members, instructors, administrators or clinical preceptors. If a student disagrees with a command or feels he/she has not received fair treatment, he/she should follow the command and afterward may request a hearing on the matter to their lead instructor.

6.5.1 Conflicting Orders

If a student receives two different orders from two instructors, the first order received will be followed. The lead instructor in charge during the time of the incident shall be notified of the conflict as soon as possible.

6.6 Investigations

The EMS Department shall investigate complaints that are filed in writing, signed by the complainant and is valid. A complaint is considered valid if it contains ultimate facts that show that a violation of EMS Department rules has occurred.

6.6.1 Anonymous Complaints

Anonymous complaints will be considered if the complaint is in writing and is valid. An anonymous complaint is considered valid if it contains ultimate facts that show a violation of EMS Department rules has occurred.

6.6.2 Hearsay

Hearsay, rumor and verbal complaints without validity using the above definition will not be addressed.

6.6.3 Notification

The EMS Department shall notify that person or persons that a complaint has been filed against them and that an investigation is occurring. The result of such investigation will be released as appropriate to the situation.

6.7 Clinical Sites

6.7.1 Conduct at Clinical Sites

All students shall respect the authority of the crew and/or preceptor they are assigned to at all times. Students shall recognize that they are representing themselves as they would in a job interview situation and act accordingly. Interagency politics shall not be tolerated during clinical sessions.

6.7.2 Uniform Standards at Clinical Sites

All uniform standards as listed in Section 4 apply at clinical sites. Students who are out of uniform will be dismissed by their assigned preceptor or crew.

6.8 Student Vehicles

Students must obtain the appropriate parking decal and observe the college's parking regulations. Decals are obtained in Building 100 at the cashier's window between 8:00 a.m. and 4:00 p.m., or the Bursars office between 4:00 p.m. and 5:30 p.m.

6.8.1 Official Vehicles

Official vehicles do not require a decal, however, if you will be using a department vehicle for an extended period of time, please contact the EMS Training Center Office for a parking pass and further instructions.

6.8.2 Parking in the "Pit"

No parking is allowed in the "Pit" which is the area down the ramp just outside of the basement entrance. This includes motorcycles.

6.9 Injuries

All trainees will report any injuries sustained while a member of the class to the instructor in charge of the class at that time. Students employed by a public safety agency should also report such injury immediately to the appropriate parties at their employing agency. The instructor of record may require the student to seek professional medical attention. If such is the case, the student will not be admitted back into class without written approval from a doctor that the student is physically able to continue the program.

6.9.1 Student Insurance

The college does not provide any medical insurance for basic students. The student must secure it at his or her own cost. In the event of an injury during class, the student is still responsible for payment of all related medical bills.

6.10 Class/Meal Breaks

Class breaks and meal breaks will be stated by the Lead Instructor. Bringing food in the classroom is prohibited unless authorized by the Lead Instructor.

SECTION 7 – CRITICAL STRESS MANAGEMENT

7.1 Statement of Purpose

To rapidly identify and assist EMS program students who have been exposed to any unusual/critical incident during clinical attendance that may have created personal stress beyond normal coping limits.

7.2 Definitions

7.2.1 EMS Program Students

EMS Program Students include EMT and Paramedic students in all phases of their training sessions.

7.2.2 Critical Incident

A Critical Incident is any event that causes unusually strong emotional or physical reactions that have the potential to interfere with the ability of the student to function normally. It is extremely important to understand that a given incident may not affect two students with the same intensity. This is not only true between an EMT and a Paramedic student, but within classes as well. All students are different and as such, they will react to stressful situations differently. Stress reactions are a normal reaction to difficult circumstances.

7.2.3 Clinical Preceptor

A college paid instructor who is assigned to monitor a student or students attending a clinical session.

7.3 Responsibilities

7.3.1 Hospital or Clinical Facilities with a College Preceptor present

College Clinical Preceptors are directly responsible for the performance and wellbeing of students who are assigned to them for a clinical shift. College Clinical Preceptors should maintain an awareness of the types of patients their students have been exposed to during the clinical shift. Any event that presents as abnormally stressful to the preceptor should suggest obvious attention given to the student(s). The preceptor should also seriously consider the EMT student's potential for stress related reactions as greater than that of a paramedic student. EMT students have not (as a general rule) been exposed to a wide range of patient care scenarios and may require extra attention on the part of the preceptor.

7.3.1.1 Contact/Activation by College Clinical Preceptors

If the College Clinical Preceptor determines that a student or students have been affected by a critical incident, they shall immediately notify the EMS Clinical Coordinator. Under no circumstance will the preceptor dismiss a student from a clinical due to a stress reaction without contacting the EMS Clinical Coordinator.

7.3.2 Prehospital Provider Agencies

Prehospital Provider Agencies do not have college preceptors assigned to students who attend clinicals on their vehicles. As such, individual crews are directly responsible for the performance and wellbeing of students who are assigned to them for a clinical shift. Prehospital crews should maintain an awareness of the types of patients their students have been exposed to during the clinical shift. Any event that presents as abnormally stressful to the crew should suggest obvious attention be given to the student. The crew should also seriously consider the EMT student's potential for stress related reactions as greater than that of a paramedic student. EMT students have not (as a general rule) been exposed to a wide range of patient care scenarios and may require extra attention on the part of the crew.

7.3.2.1 Contact/Activation by Prehospital Provider Agencies

If a prehospital crew determines that a student has been affected by a critical incident, they shall immediately notify their chain of command as appropriate for their agency. A determination should be made within the agency if their normally available CISM resources can care for the student. If the student can be successfully accommodated within the agency, this accommodation should proceed without delay. The EMS Clinical Coordinator should be contacted on her cell phone as soon as possible by the prehospital agency chain of command. The agency shall make a brief report of the incident(s) necessitating the contact and make a recommendation on whether the student(s) should continue with their clinical. Any action taken on behalf of the student shall be made by the trained CISM peer who evaluates the student(s). Students may be released from a clinical after a CISM trained peer evaluation has occurred.

SECTION 8 – CLINICAL ASSIGNMENTS AND INFORMATION

8.1 Clinical Scheduling

Students will be notified by the Clinical Coordinator when FISDAP sign-ups will be for their class. If you miss the opportunity to sign up due to an absence, incomplete application, or failure to sign up for all required sites, it is your responsibility to communicate with the clinical coordinator to schedule your clinicals. Clinical scheduling will not be held after the 3rd week in each semester.

8.1.1 Clinical Schedule Verification

Students are expected to verify the dates, times, and locations of the clinical rotations for which they are scheduled in FISDAP. Errors/corrections must be communicated within one (1) week of the closing date for FISDAP schedule entry for your class.

8.1.1.1 Scheduled Hours and Location for Clinicals

Students may not vary the times for which they are assigned to a specific clinical area without the explicit consent of the Clinical Coordinator. Students will be responsible for following the requirements of Section 3 – Attendance.

8.1.1.2 Authorized Clinical Locations

Students are only authorized to participate in clinical sessions that are conducted within the confines of Volusia County as authorized by the EMS Medical Director, at agencies that have a valid affiliation agreement with the college. These facilities/agencies are pre-programmed into FISDAP.

8.1.1.3 Unauthorized Clinical Attendance

Students are not allowed to attend clinicals at any location or time that has not been scheduled in FISDAP.

8.1.2 Clinical Completion – Paramedic

Paramedic students must have all clinical hours completed as designated by the Clinical Coordinator. Additionally all Clinical Shift Log Sheets and Paramedic Patient Care Report data must be entered into FISDAP before being considered complete.

8.1.3 Changes to the Clinical Schedule

The Clinical Coordinator will approve all changes to the clinical rotation schedule. In the absence of the Clinical Coordinator, a designee will be assigned with this responsibility.

8.2 Clinical Site – EVAC

See interim policy 8.2 (Posted separately concerning operations at EVAC) EVAC Ambulance is undergoing a major efficiency change during the Spring Semester of 2011. Any changes in policy will be accomplished through interim policy changes until their operation is finalized

8.3 Clinical Site – Fire Services

The college has affiliate agreements with a number of fire agencies throughout Volusia County. Fire agencies work on a 24 hour schedule and each start time may be different. **Arrive no later than 15 minutes prior to your scheduled start time.** Fire crews generally will eat meals together as a group. Do not assume that they are going to provide lunch or dinner for you. It is acceptable **to ask** to “buy in” to participate in their meal planning. If you take part in the group meal, you need to take part in the clean up.

8.3.1 Authority of the Fire Crew

All students are under the direct authority of the Fire Officer assigned to the station/truck. The Fire Officer may delegate the training of the student to a member of his/her crew. Any order from the Fire Officer or the crew member to which they are assigned shall be honored. Students shall refer to and follow direction of 3.7 FAC 64J Statements Pertaining to Attendance. Students are not to leave any clinical site or patient care area without permission of the crew.

8.4 Clinical Site – Hospitals or Allied Health Facility

The college has affiliate agreements with a number of hospitals throughout Volusia County.

Arrive no later than 15 minutes prior to your scheduled start time. Students will be allowed several breaks and a designated meal break while attending clinicals in a hospital setting.

8.4.1 Authority of the College Clinical Preceptor

As a general rule, you will attend a clinical session with a college preceptor present. All students are under the direct authority of the College Preceptor assigned to the clinical shift. The College Preceptor may delegate the training of the student to a RN as needed. Students shall refer to and follow direction of FAC 64J Statements Pertaining to Attendance. Students are not to leave any clinical site or patient care area without permission of the College Preceptor. This includes accompanying staff to other areas of the hospital outside of the Emergency Room.

8.4.2 College Clinical Preceptor No Show

In the event a College Clinical Preceptor does not arrive at a clinical site by 15 minutes past the start time, contact the Clinical Coordinator via cell phone – 547-8854

8.5 Scope of Practice

Students shall not exceed their level of training when performing skills at a clinical site. It is the student's responsibility to understand, and inform the preceptor of the skills that you have been cleared to do. Even if the preceptor is a Nurse or Physician who is directing you in patient care, you may not perform any skill for which you have not been trained.

Performance of any skill for which the student has not been trained will constitute grounds for immediate expulsion from the program.

8.5.1 Student Scope of Practice

Skills that exceed your student or employment scope of practice shall not be performed while on-duty as a regular crew member at your employing or volunteer agency. Doing so is in violation of F.A.C. 64J-2.036(1). Do not allow your employing or volunteer agency to put you in the position of breaking the law!!!! Make sure your agency is aware of this!

8.6 Infection Control

PPE (personal protective equipment) and proper hand washing will be observed after each patient contact. While riding on an ambulance and/or Fire Department, utilize cleansing products (alcohol hand gel/rinse) which are available after glove removal. Goggles and face shields are available and should be worn if any activity/skill involves a potential for generating splashes or spraying of body fluids. (Nausea/vomiting, CPR, Trauma ...) Sharps containers are located at each site, and must be utilized immediately after an invasive procedure is performed.

8.6.1 Exposure or Injury

Any student who has an exposure to blood or body fluid, or sustain an injury no matter how minor, shall immediately notify their preceptor or crew of the incident. The College Exposure Control Plan shall be implemented immediately in the instance of exposure. **IF THE YOU ARE WITH A CREW THAT IS NOT FAMILIAR WITH THE COLLEGE EXPOSURE CONTROL PLAN, DIRECT THEM TO THE EMS WEBSITE AS POSSIBLE!!** The student is required to write an incident report concerning the exposure as soon as possible after the incident.

8.7 Safety Considerations

8.7.1 Operation of Vehicles

Students shall not move or drive any public safety or patient vehicle at any time even if they are trained to do so.

8.7.2 Operation of Tools

Students shall not operate any tool on the scene of a call even if they are trained in the tool's operation.

8.7.3 Operation of Medical Equipment

Students shall not operate any medical equipment for which they have not trained.

8.7.4 Helicopters

Students shall not help to load patients on the helicopter unless asked by a crew member and shall **NEVER** ride with the helicopter crew.

8.8 Clinical Forms and Grading

Clinical documentation is a legal document. Your documents may be subpoenaed and /or audited up to seven years after completion of this course. Sample forms and instructions for completion of these documents are located in the appendix.

8.8.1 Clinical Due Dates for Forms

All completed clinical forms shall be turned into your Lead Lab Instructor at the Lab session directly following your clinical attendance date. FISDAP data entry shall be completed also.

8.8.2 Clinical Grading

Your grade is based attendance, professionalism, PCR's, FISDAP data entry and shift evaluations. Paperwork/data entry is graded on a pass/fail basis. Students will be given an opportunity to correct data at the discretion of the Clinical Coordinator.

8.8.3 Clinical Documentation Review

A Clinical Documentation Review will be completed by your Lead Lab Instructor evaluating your clinical paperwork for each clinical shift. Errors or problems will be brought to your attention for correction as soon as possible.

8.8.4 Clinical Audit

All clinicals are subject to audit at any time. During random audits the patient contact log is a key component to validate your clinical. Even if a grade has been issued, at the conclusion of an investigation it was deemed that a violation occurred your grade would be adjusted. This may affect your ability to continue in any phase of the EMS Program. If a Certificate of Completion is fraudulently obtained, we will revoke your Certificate of Completion, and notify the State of Florida Bureau of EMS. It is imperative that you are accurate.

8.8.4.1 Clinical Audit by Public Safety Agencies

All clinicals are subject to audit at any time by public safety agencies you ride with through FISDAP. Remember your documentation is a legal document on FISDAP also.

8.8.5 Falsification of Documentation and/or Clinical Attendance F.S. 401.41

Falsification of any student documentation will constitute grounds for immediate expulsion from the program (i.e., falsifying any clinical experience, writing a false PCR, or documentation of skills not actually performed). The Florida Department of Health, Bureau of EMS will be notified of all instances of falsification.

401.41 Penalties:

(1) Any person who:

- (a) Uses or attempts to use a certificate, license, or permit that has been suspended, revoked, or terminated;
- (b) Practices or holds himself or herself out as an emergency medical technician, paramedic, or ambulance driver without being so certified;
- (c) Knowingly conceals information relating to violations of this part; or
- (d) Knowingly makes false or fraudulent claims to procure, attempt to procure, or renew a certificate, license, or permit is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.