

LAKETECH

2008 - 2009

Master Plan of Instruction Paramedic

Tom Lackey, Instructor



MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

2001 Kurt Street, Eustis, FL 32726 - (352) 589-2250

www.lakotech.org

TABLE OF CONTENTS
Paramedic Master Plan of Instruction

Introduction.....	1
Paramedic Philosophy.....	1
Test of Adult Basic Education (TABE).....	1
Financial Aid.....	2
Admission Requirements	2
Insurance	3
Tuition.....	3
Attendance Policy	3
Safety	6
Grading Procedure	6
Requirement for Program Completion - Certification	7
Reasons for Dismissal from Program	7
Core Performance Standards.....	8
Uniform Code	9
EMS Department Policies and Procedures	10
Description of the Profession.....	12
Job Description	12
Plan of Instructional Practices.....	14
Curriculum / Unit Summaries	15

INTRODUCTION

The Paramedic Program is designed to establish and maintain appropriate quality education for those wishing to become specialists in pre-hospital emergency medical care. The program is based on the U.S. Department of Transportation 1998 National Standard Curriculum. The curriculum is comprehensive and consists of four components: classroom skills, practice laboratory, clinical experience (hospital), and field internship (ambulance). It is organized to provide the student with knowledge about the acute, critical differences in physiology, pathophysiology, or clinical symptoms as they pertain to pre-hospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient.

Graduates of the program will be eligible to take the State of Florida Certification examination and/or National Registry Certification Paramedic.

PARAMEDIC PHILOSOPHY

We believe the dignity and worth of the individual in our democratic and ever-changing society fosters self-reliance. We must acknowledge individual differences and show respect for the right of the individual to seek fulfillment of spiritual, emotional, mental, physical, and socio-economic needs. In addition to the required skills and knowledge, instruction emphasizes good work habits, desirable personal characteristics, and effective interpersonal relationships, and leads to a productive life as a contributing member of the community.

We believe the paramedic is a specialist in pre-hospital emergency medical care that performs under medical command authority to provide emergency care to acutely ill or injured patients at the site and in other appropriate settings, which are under physician control.

We believe the paramedic curriculum must be competency-based and include formal course work skills, practice laboratories, clinical rotations, and field experiences. The competencies include, but are not limited to, recognition, assessment, and management of medical emergencies under the direction of a physician.

We believe continuous evaluation of a student's progress is necessary in measuring the effectiveness of the instruction and in achieving the stated objectives of the program.

We further believe paramedic education is a continuous process, which must persist after completion of the program to keep the practitioner accountable for and alert to current trends and practices in the care of ill or injured patients.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after at least 50 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. Students may not retake the same test version for six months. We therefore strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the State mandated minimum TABE exit scores for their program are considered to be enrolled under “Ability to Benefit” status (see catalog) and must begin attending remediation classes in the VPI lab within two weeks of enrollment, regularly attend VPI classes outside of their program hours and make acceptable progress as determined by the VPI instructor. Students must meet TABE requirements by the time they have completed 50% of their program; failure to do so may result in withdrawal from the program until TABE exit scores are met. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

FINANCIAL AID

Scholarships, grants and limited in-house loans are available to eligible students from federal and local sources through the Financial Aid Office. Students should be aware that the application for financial aid should be completed as early of possible. If the application process is not completed at least one month prior to the start of class students should be prepared to pay tuition until verification of eligibility can be completed. Referrals to local agencies for additional support may be made. Applications and information are provided through the Financial Aid Office.

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

ADMISSION REQUIREMENTS

The paramedic program is available only to Florida-certified emergency medical technicians or emergency medical technician applicants who will obtain Florida certification prior to completion of phase one of the paramedic program. Phase I is defined as completion of A&P, Modules I, II, III.

To be considered for admission to the Paramedic Program, in addition to the above-noted criteria, the applicant must have the following prerequisites.

1. High school diploma or its equivalent (GED)
2. Valid Florida driver's license
3. Current State of Florida EMT Certification
4. Current American Heart Association or Red Cross certification in “professional” BLS or an equivalent

The paramedic application is considered complete when the following information is included:

- LTC application
- Photocopy of high school diploma /official transcript or GED
- TABE scores (unless exempt; proof of college degree required)
- Applicant information sheet
- Names and addresses of three (3) professional references
- Photocopy of current EMT certification
- Photocopy (front & back) of current “professional” CPR card
- Photocopy of driver's license
- Verification of financial aid application or waiver
- Work experience letter from the medical agency (e.g. ambulance, fire, or hospital) with whom the applicant is affiliated

Program admission is based on:

- References
- Related EMS experience
- Educational experience

Acceptance and continuance into the program is conditional based upon results of a physical exam, FDLE background check, and random drug screen.

Re-admission

At the direction of the EMS Department faculty and the Center's administration, students in good standing who withdraw from the paramedic program prior to program completion may reapply to the subsequent program. Students will be allowed to repeat only one time. Students exiting for clinical failure will not be considered for readmission.

Readmission is contingent upon the following:

1. Applicants for readmission prior to successful completion of the first semester will be required to start at the beginning of the paramedic program.
2. Students in good standing who withdraw during the second semester, after successful completion of the program's first semester, may reapply to the second semester of the subsequent program.
3. Students applying for readmission will be admitted on a space available basis.

INSURANCE

All students are required to purchase professional liability insurance through the school.

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance may purchase the school accident insurance to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during required EMS course functions. Information regarding purchase of school accident insurance will be provided during new student orientation or in the Admissions Office.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year. Current fee information is available from the Admissions Office. Tuition is due prior to the first day of each semester.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical Center students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The expectation of Lake Technical Center is that all students will be in attendance each day of the scheduled program. The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

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

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

In Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%.

As a licensure program, program attendance is taken very seriously. When a student has missed more than 3% of scheduled classroom hours (lectures and labs), the student will sign an acknowledgement that he/she has been notified by the instructor that continued absence may pose a threat to grades and program enrollment. When a student has missed a total of 28 classroom hours the student will sign an attendance contract stating that he/she understands that missing more than 5% of program hours will result in withdrawal from the program. Students applying for readmissions will be admitted on a space available basis in the subsequent program.

A student who is absent, excused or unexcused, for six (6) consecutive class sessions will be withdrawn from membership in their program. Students must re-register during the next enrollment period in order to return to school. A School Intervention Team will review all applications for reenrollment.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

Absences

Attendance is very important in the Paramedic program. Absences and tardiness are significant areas of interest by potential employers such that any violation of the above will significantly lower the student's work habits grade as outlined in the department's grading policy.

A student who finds it necessary to be absent **MUST** notify the EMS Administrative Assistant at least one hour prior to the start of class that day. Failure of notification will result in:

1. a verbal reprimand at the first no-call, no-show
2. a written reprimand and meeting with the EMS Director for the second no-call, no-show
3. a School Intervention Team meeting (SIT) and academic probation for the third no-call, no-show

Tardiness

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the EMS Administrative Assistant of any expected tardiness and of an expected arrival time. Any student who is tardy and/or leaves early for 20% or more of the number of days scheduled for any given half-semester will be placed on academic probation. Probationary status will terminate when the number of tardies/early departures no longer exceeds 20% of the completed scheduled attendance days.

Testing Policy

If the student misses a scheduled exam, the student must contact the EMS Director by 10:00 a.m. the next business day (a business day is Monday – Friday, 8 a.m. – 5 p.m.) to make arrangements for a make-up exam. The make-up exam must be taken prior to the next scheduled class date or at the discretion of the EMS Director. A zero will be issued if the student fails to contact the EMS Director by this time.

If a test is not taken at the regularly scheduled time, students will lose ten points off their grade on that test. Regularly scheduled means the original time and date that a test is scheduled. Students who enter the classroom after any of the testing students leave the classroom will be considered as missing the regularly

scheduled time and be subject to the ten-point penalty. Students who arrive late for a test must take the test the same day. The student may be required to take a revised exam at the EMS Director's discretion.

Students who fail the final exam, but who pass the program, will be required to retake the final exam but not for grade forgiveness. This requirement is to assist the student in preparing for the state licensure exam.

Lecture/Classroom Attendance

Attendance is taken every session and every student is required to sign in on the Lake Technical Center's computerized attendance program. Student will use the first letter of their first name and the first letter of their last name followed by the last 4 digits of their social security number.

1. Tardiness/Early Dismissal: Students arriving late or who will not be in attendance for class shall call before the start of class to report their name and reason. When students are tardy, they are required to sign in on the computerized attendance program and the attendance roster and indicate the time they signed in. Students leaving class prior to dismissal must sign out at the time they leave.
2. Absences during practical skills require make-up work to be done at a time not designated for other studies. The student shall demonstrate, for the instructor/director, the level of skills acquired by other students during the absence.
3. Make-up: All materials and assignments missed during the student's absence must be made up. It is the student's responsibility to meet with the instructor to get missed assignments and handouts.
4. Breaks, lunch period, and release at the end of the day will be designated by the lead instructor.
5. **Attendance at the 4-hour HIV/AIDS training and at the 2-hour instruction on Florida Trauma Registry is mandatory. (Per F.S. 401.2701 5.c.)**
6. **Attendance at the 2-hour Trauma Methodology lecture is mandatory. (Per F.S. 401.2701 5.b.)**
7. Leaving class: No member of the class will be permitted to leave the classroom, clinical site, or field internship without first discussing with and receiving the expressed permission of the lead instructor, or preceptor.

Clinical and Field Internship Attendance

Attendance is taken every session and each student is required to have all required paperwork signed by the instructor or preceptor.

1. If a student is tardy to the clinical or field internship, the instructor will mark unsatisfactory on the appropriate spot of the Clinical/Field Internship Evaluation Form. If a student must leave a clinical/field internship prior to dismissal, the student must have the preceptor sign out on the clinical evaluation form.
2. Any violation of the attendance policy will significantly lower the student's work habits grade as outlined in the department's grading policy.
3. All clinical and field internship hours missed because of the student's absence/tardiness must be made up. The student is responsible for making arrangement with the EMS Administrative Assistant as to any missed clinical/field internship time.

4. A student who finds it necessary to be absent **MUST** notify the EMS Administrative Assistant at least 12 hours before the scheduled shift except in emergency situations. Any clinical or field internship missed without proper notification will result in:
 - a. first no-call no-show – a verbal reprimand
 - b. a second no-call, no-show – a written reprimand and meeting with the EMS Director
 - c. a third no-call, no-show – a School Intervention Team (SIT) meeting and academic probation
5. Each student must attend 162 clinical hours and 316 internship hours.

SAFETY

Basic safety standards, which include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program. See the current school catalog for additional school safety information.

GRADING POLICY

The grading policy for the Lake Technical Center Paramedic Program is as follows:

90 – 100	Excellent
80 – 89	Average
<80	Failing

The grading scale for each postsecondary program will reflect industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

The student's grade is determined by evaluating three equal parts of the student's performance.

Knowledge	33 1/3%
Skills	33 1/3%
Work habits	33 1/3%

For a student to complete the Paramedic Program, the student must successfully complete both the classroom portion and the clinical/field internship portion of the program independent from each other. The grade assigned to each portion of the program is based on the three criteria as listed above. The minimum satisfactory grade for each portion is 80%. Students will be evaluated per module after 50% of that module exams have been taken. Any student with less than the minimum satisfactory grade of 80% will receive a Student Academic Record of Counsel. The student must obtain a cumulative grade of a least 80% per each module.

1. Lecture and Classroom

- a. Knowledge (33 1/3%): Based on written exams and assignments.
- b. Skills (33 1/3%): Based on skill competency examinations.
- c. Work Habits (33 1/3%): Based on professional appearance and behavior, attendance, and classroom participation.

2. Clinical and Field internship

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

- a. Knowledge and Skills (66 2/3%) – These required components are very closely integrated in the training and work of a paramedic and therefore will be weighted together to make up this portion of the curriculum. The knowledge and skills grade will encompass the following areas of study:
 1. Clinical / field internship chronologies and essays
 2. Skills competence
 3. Total clinical/field internship hours

- b. Work Habits (33 1/3%) – This third of the total clinical/field internship grade is based on the following areas:
 1. Integrity
 2. Empathy
 3. Self-motivation
 4. Appearance and personal hygiene
 5. Self-confidence
 6. Communication
 7. Time management
 8. Teamwork and diplomacy
 9. Respect
 10. Patient advocacy
 11. Careful delivery of service

REQUIREMENTS FOR PROGRAM COMPLETION – CERTIFICATION

Students must meet the following program requirements for certification:

- Meet minimum TABE recommendations prior to graduation
- Successfully complete all competencies specified in the program State of Florida curriculum framework
- Successfully complete both the classroom portion and the clinical/field internship portion of the program independent from each other. The grade assigned to each portion of the program is based on the three criteria as listed above. The minimum satisfactory grade for each portion is 80 percent

REASONS FOR DISMISSAL FROM PROGRAM

1. Unsatisfactory academic, lab or clinical work.
2. Demonstration of unsafe performance and poor professional judgment in the clinical and internship area such as, but not limited to, endangering a patient's safety by:
 - a. Violating standard safety practices in the care of patients
 - b. Delaying care that is within the student's realm of ability and/or knowledge
 - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or hospital staff member, physician, patient, or other student, defined as follows:

- a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others
- b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action
- 5. Cheating in any manner
- 6. Withdrawal from a hospital or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn
- 7. Violations of the attendance policy
- 8. Failure to satisfy identified probationary requirements within the stated time
- 9. Failure to comply with requirements as stated in the Master Plan of Instruction

CORE PERFORMANCE STANDARDS

Emergency Medical Services involves the provision of direct care of individuals and is characterized by the application of verified knowledge in the skillful performance of emergency care functions. Paramedic is a practiced discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of Core Performance Standards has been developed.

Critical Thinking	Critical thinking ability sufficient for clinical judgment
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication	Communication abilities sufficient for interaction with others in verbal and written form
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, and navigate stairwells
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective emergency care
Hearing	Auditory ability sufficient to monitor and assess health needs
Visual	Visual ability sufficient for observation and assessment necessary in emergency care
Tactile	Tactile ability sufficient for physical assessment

Students unable to demonstrate the Core Performance Standards must notify the EMS Director by the end of the first class day to investigate the feasibility of reasonable accommodations.

CLASSROOM, CLINICAL AND FIELD INTERNSHIP UNIFORM CODE

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

PURPOSE: A uniform identifies you to the public and hospital staff as an EMS student and presents a professional appearance. In addition, it prevents the possibility of cross contamination by separating street clothes from work clothes.

All EMS students will strictly follow the uniform code while attending classroom, clinical, or field internship, Failure to present a professional appearance will result in dismissal from the day's activity and an unexcused absence.

UNIFORM CODE

1. **Program approved polo shirt:** Shirt must always be cleaned and ironed. It should be open at the neck one button from the collar. (If undershirt is worn it must be consistent with the professional nature of EMS. No patches are to be worn on the shirt.
2. **Dark dress slacks:** Black or navy blue. Slacks must always be clean and ironed. (Cargo pants – no more than 2 pockets.) Jeans are not permitted.
3. **Belts:** Black with simple, unadorned buckle, maintained in relatively new condition.
4. **Dark shoes:** Non-permeable, closed-toe, and hard-soled. Black leather GORE-TEX® boots will be acceptable. No soft leather suede or athletic-type footwear is permitted. If ankles are exposed, solid black socks must be worn. High heels and platforms are unacceptable.
5. **Lake Technical Student ID badge** must be worn at all times when in uniform.
6. **Jewelry:** Must be confined to a watch and wedding or engagement rings (if applicable). Body piercing is not permitted. Body piercing includes, but not limited to: ears, brows, nose, lips, and tongue.
7. **Make-up:** Will be moderately applied. Make-up should be consistent with the professional nature of EMS.
8. **Hair:** Should be cleaned and groomed neatly. Hairstyle and color are to be consistent with the professional nature of EMS; extremes in either parameter will not be allowed. Hair longer than shoulder length (men or women), must be tied back. No hats may be worn in the classroom, lab areas, or during clinical or field internships. Students must be clean shaven. Mustaches are permitted if neatly kept. No other growth of facial hair may be grown during clinical and field internship time.
9. **Fingernails** are to be kept clean and trimmed not to exceed ¼” past the nail tip. Polished nails must be clear or neutral. Bright and dark colors are not permitted. No artificial nails allowed.
10. **Body Art:** All visible tattoos must be covered.
11. **Equipment:** A watch with a second hand, a black ink pen, stethoscope, scissors, safety glasses, and notebook.

Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to many patients and co-workers.

All aspects of personal hygiene, including the individual, uniform and undergarments, represent our professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

It is recommended that the student consider purchasing (2) shirts and (2) pants. Due to the uncertainty of the pre-hospital field environment, stained or torn clothing may prevent you from completing your assigned shift.

EMS DEPARTMENT POLICIES AND PROCEDURES

Lake Technical Center is preparing students to enter the world of work as competent and respected citizens. Therefore, all students will dress in a manner appropriate for the job for which they are training, which may include special protective gear and professional uniforms.

1. Students are to abide by the policies and procedures of Lake Technical Center, the EMS Department and the facilities utilized by the EMS Department for clinical and internships. Any student not in compliance with the set guidelines may be asked by the lead instructor to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead instructor will notify the EMS Director of the event.
2. The paramedic student may not be subject to call or serving as part of the ambulance or fire department required staffing while participating in class, hospital clinical, or field internship. **(64-E 2.036(1)(b) Florida Administrative Code)**
3. Students will observe patient care activities and assist only as directed by the instructor or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
2. Students are not allowed to be alone with patients at any time. They must be accompanied by a Lake Tech Instructor, a clinical site employee or an approved preceptor at all times.
3. Each student is expected to behave in a dignified manner at all times – a manner which conforms to the ethics of the profession and which instills patient confidence in paramedic abilities. Irresponsible, unprofessional, or unethical behavior as determined by the instructor or failure to do what a clinical instructor asks may result in termination from the program. All school, hospital, ambulance, fire and physician office regulations are to be followed by students during clinical and field internship training.
4. Remember to protect patient privacy and confidential information. What you hear and see is not for general discussion. Any violation of this policy will be considered a serious breach of professional ethics. A Confidentiality Statement with each student's signature is kept on file.
5. Students will attend clinical and field internship according to the clinical and field internship schedule. The EMS Administrative Assistant will do all scheduling. If there is a scheduling conflict, you must contact the EMS Director or EMS Administrative Assistant during business hours. Schedule changes must be done 24 hours prior to the clinical and field internship time or it will be considered an unexcused absence.
6. Students are authorized to be at the stations only for scheduled times. Please do not arrive early or stay late unless permitted to do so in order to complete a run. Students are not to be in any field internship station unless accompanied by a crewmember or instructor. **IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS DIRECTOR MUST BE CONTACTED IMMEDIATELY.**
7. Unauthorized clinical and field internships are not allowed. Hours for students attending any clinical or field internship (including scheduled dates but not scheduled stations) without prior approval from the EMS Director will not be counted toward clinical / field internship hours.
8. Students are to occupy only those areas specified for training during clinical and field internships. They are not to be in areas such as the sleep quarters.

9. Students are expected to utilize their time productively (i.e., no watching television, no sleeping, etc.) Students are expected to study or practice with equipment in order to maximize clinical and field internship experiences.
 10. Students will be asked to leave the clinical or field internship if there is any subjective or objective assessment that they are under the influence of drugs or alcohol. Students will be immediately sent for drug screening in this situation.
 11. Any student not in a proper, professional, maintained uniform will be sent home and he/she will have to reschedule.
 12. The student is responsible for providing protective eyewear. During all skills activities, whether in- or outdoor, proper and appropriate personal protective equipment shall be worn. Students will not be permitted to assist in patient extrication or hazardous incident as determined by the incident commander unless the student is dressed in the proper rescue / turnout gear.
 13. During a potentially harmful or dangerous patient care situation, students may be required to remain in the vehicle. Please follow this directive without question.
 14. Certain records must be maintained in order to document clinical and field internship experiences and skill performance. **It is the responsibility of the student to adequately and accurately maintain these records.**
 15. The paramedic / preceptor on duty must approve use of the station telephone by students. Personal cell phones are not to be used during patient care and transport.
 16. Students will not drive emergency vehicles.
 17. All students are required to purchase and maintain professional liability insurance through the school.
 18. All students are required to show proof of individual accident insurance. Insurance forms are available through the school.
 19. All students are required to submit a completed FDLE background check, drug screening, department physical examination form and the required immunization form.
 20. Additional policies and regulations may be established by the school or by the EMS Director during the course of the program. After due and proper notification, students will be expected to comply fully with all regulations.
- ** Violation of any of the above may result in disciplinary action up to and including suspension/dismissal from the program.**

DESCRIPTION OF THE PROFESSION

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

JOB DESCRIPTION

Main Function

In accordance with the EMS department manual of rules and regulations, the main function of the paramedic is: to provide quality emergency care to patients requiring ambulance services; to provide safe and effective transportation of patients to and from predetermined locations; to ensure that emergency vehicles and equipment are in a proper state of readiness at all times; and to instruct and assist EMTs on the scene.

Duties and Responsibilities

Under the general supervision of the operations coordinator or paramedic supervisor, the paramedic will do the following:

1. Perform basic and advanced life support and emergency medical techniques as appropriate, following departmental procedures and protocol.
2. Accurately document patient conditions on ambulance records.
3. Demonstrate proficiency in all radio procedures.
4. Demonstrate proficiency in covering area familiarization and response.
5. Demonstrate safe, effective-driving skills.
6. Maintain adequate ambulance records by prompt and accurate recording.
7. Report all vehicle, equipment, or maintenance needs to the shift supervisor.
8. Inform the supervisor of new equipment needs.
9. Maintain the appearance and sanitary condition of vehicles following established procedures.
10. Restock the ambulance after each use.
11. Inventory and inspect rescue equipment and ambulance field supplies, replacing or exchanging used, damaged, outdated, or malfunctioning supplies and equipment, inclusive of the drug box.
12. Attend department meetings, all required in-service training, and advanced life support audits.
13. Assist with the basic life support audits.

14. Assist with the orientation of new ambulance employees to the service activities, policies, and procedures.
15. Assist the paramedic supervisor in assessing the skill level and job performance of ambulance personnel assigned with them.
16. Provide an opportunity for employees to upgrade skills by demonstrating proper methods.
17. Maintain a professional appearance by following the established dress code.
18. Assist with a continuing education program as outlined by the director.
19. Plan and participate in public relations programs as outlined by the director.
20. Assist in public education of first responder programs as outlined by the director.
21. Demonstrate a good working relationship with all department personnel and interrelationships with all hospital personnel, physicians, patients, and families.
22. Refer to supervisory personnel those decisions that are controversial or unnecessarily deplete the service of its normal functioning capacity within its designated coverage area.
23. Maintain a valid Florida driver's license.
24. Maintain a valid BCLS certification.
25. Maintain a valid ACLS certification.
26. Maintain a valid EVOC certification.
27. Maintain a valid extrication certification.
28. Report for duty on time.
29. Adhere to a time schedule.
30. Assume responsibility for professional growth through continuing education and attending seminars and workshops.
31. Perform other duties as assigned by supervisory personnel within the department.

Background Requirements

1. Successful completion of an accredited paramedic-training program, which requires a minimum of 1100 hours
2. Current certification as a paramedic in the State of Florida
3. Certification in BCLS, ACLS and EVOC or CEVO

Interrelationships

The paramedic has constant contact with patient, family members, physicians, students, visitors, enforcement agencies, fire departments, first responders, social service agencies, and other hospital employees.

Physical Requirements

The paramedic must be able to withstand extensive physical exertion such as lifting and carrying heavy patients and equipment for long distances. The paramedic must be able to perform manual extrication of a patient from various sites and scenarios, and be able to perform CPR for extended intervals of time.

Work Environment

The paramedic works within the hospital or ambulance operation premise in well lighted, heated, and ventilated areas. Outside the hospital or ambulance operation premises, the paramedic is exposed to certain risk factors, including mobilization of vehicles in traffic and unpredictable field environments and is subjected to disagreeable odors, disinfectants, and displeasing sights. The paramedic is also subjected to psychological stress associated with the seriously ill or dying patients; possible strains from lifting patients and equipment; possible exposure to cuts from instruments; and exposure to infection and contagious diseases.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, demonstration, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, self-directed learning activity packages, clinical and field internship experiences.

Teaching and Instructional Aids

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, video-taped instructions, films, guest speakers, board examples.

Methods of Teaching Safety

A basic outline of safety standards and practices is covered along with continuous implementation of safety principles. Skills are demonstrated by the student in the lab environment and must meet competency standards prior to performance in the clinical setting.

Evaluation

Class performance, skills performance, pre- and post-testing, practical test evaluation (labs), required written and workbook assignments, clinical observation of performance objectives during clinical experiences, decision-making, attendance, work habits.

Clinical and Field Internship

Students will receive clinical and field experiences under the direct supervision of their instructor and/or preceptor.

PARAMEDIC COURSE INFORMATION

Time Allotted 1100 hours

Program Faculty

EMS Director:	Layne C. Hendrickson, BS, EMT-P, 589-2250, ext. 186
Lead Instructor:	Thomas C. Lackey, BS, EMT-P, 589-2250, ext. 223
Medical Director:	Paul Banerjee, MD
EMS Administrative Assistant:	Laura Johnson, 589-2250, ext. 186

Lectures

- Paramedic Preparatory
- Airway Management
- Patient Assessment
- Trauma Management
- Medical Emergencies
- Special Considerations
- Assessment Based Management
- Operations

Laboratory – Paramedic Practicum

Clinical – Hospital/Health Care Clinical

Field Experience/Field Internship

Required Fees, Books and Supplies

Tuition **
Registration Fee**
Supply Fee**
Malpractice Insurance
Accident Insurance (See insurance)
Criminal Background Check
Complete Drug Screening (scheduled after the start of the program)
Physical
Approved Polo Shirt
Protective Eyewear
Watch with Second Hand
Bandage Scissors
Stethoscope
Safety Glasses
Course Textbook and Workbook

**Current tuition and fee information is available from the Admissions Office.

Textbooks

- BASIC ARRHYTHMIAS, 6th edition, by Walraven, R. J. Brady Company, 1999.
- MOSBY’S PARAMEDIC TEXTBOOK, revised 3rd edition, by Mick J. Sanders.
- MOSBY’S PARAMEDIC WORKBOOK revised 3rd edition, by Mick J. Sanders.
- BRADY ANATOMY AND PHYSIOLOGY FOR EMERGENCY CARE, 2nd edition by Frederic H. Martini, Ph.D.; Edwin F. Bartholomew, M. S.; and Bryan E. Bledsoe, D.O.
- PRE HOSPITAL EMERGENCY PHARMACOLOGY, 6th edition, by Bryan E. Bledsoe, Gideon Bosker, and Frank J. Papa, 2002.
- MOSBY’S ACLS QUICK REVIEW STUDY GUIDE, 3rd edition, by Barbara Aehlert, RN

EMT-PARAMEDIC: NATIONAL STANDARD CURRICULUM

Module and Unit Objective Summary

1. **At the completion of this module, the paramedic student will understand the roles and responsibilities of a Paramedic within an EMS system, apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, be able to properly administer medications, and communicate effectively with patients.**
 - 1-1 At the completion of this unit, the paramedic student will understand his or her roles and responsibilities within an EMS system, and how these roles and responsibilities differ from other levels of providers.
 - 1-2 At the completion of this unit, the paramedic student will understand and value the importance

of personal wellness in EMS and serve as a healthy role model for peers.

- 1-3 At the completion of this unit, the paramedic student will be able to integrate the implementation of primary injury prevention activities as an effective way to reduce death, disabilities and health care costs.
 - 1-4 At the completion of this unit, the paramedic student will understand the legal issues that impact decisions made in the out-of-hospital environment.
 - 1-5 At the completion of this unit, the paramedic student will understand the role that ethics plays in decision making in the out-of-hospital environment.
 - 1-6 At the completion of this unit, the paramedic student will be able to apply the general concepts of pathophysiology for the assessment and management of emergency patients.
 - 1-7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan.
 - 1-8 At the completion of this unit, the paramedic student will be able to safely and precisely access the venous circulation and administer medications.
 - 1-9 At the completion of this unit, the paramedic student will be able to integrate the principles of therapeutic communication to effectively communicate with any patient while providing care.
 - 1-10 At the completion of this unit, the paramedic student will be able to integrate the physiological, psychological, and sociological changes throughout human development with assessment and communication strategies for patients of all ages.
- 2 At the completion of this module, the paramedic student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.**
- 2-1 At the completion of this unit, the paramedic student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.
- 3 At the completion of this module, the paramedic student will be able to take a proper history and perform a comprehensive physical exam on any patient, and communicate the findings to others.**
- 3-1 At the completion of this unit, the paramedic student will be able to use the appropriate techniques to obtain a medical history from a patient.
 - 3-2 At the completion end of this unit, the paramedic student will be able to explain the pathophysiological significance of physical exam findings.
 - 3-3 At the end of this unit, the paramedic student will be able to integrate the principles of history taking and techniques of physical exam to perform a patient assessment.
 - 3-4 At the end of this unit, the paramedic student will be able to apply a process of clinical decision making to use the assessment findings to help form a field impression.
 - 3-5 At the completion of this unit, the paramedic student will be able to follow an accepted format for dissemination of patient information in verbal form, either in person or over the radio.
 - 3-6 At the completion of this unit, the paramedic student will be able to effectively document the essential elements of patient assessment, care and transport.
- 4 At the completion of this module, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.**
- 4-1 At the completion of this unit, the Paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient=s mechanism of injury.
 - 4-2 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with shock or hemorrhage.
 - 4-3 At the completion of this unit, the paramedic student will be able to integrate

- pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with soft tissue trauma.
- 4-4 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the management plan for the patient with a burn injury.
 - 4-5 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the trauma patient with a suspected head injury.
 - 4-6 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the patient with a suspected spinal injury.
 - 4-7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for a patient with a thoracic injury.
 - 4-8 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with suspected abdominal trauma.
 - 4-9 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with a musculoskeletal injury.

5 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.

- 5-1 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory problems.
- 5-2 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease.
- 5-3 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with a neurological problem.
- 5-4 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with an endocrine problem.
- 5-5 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with an allergic or anaphylactic reaction.
- 5-6 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with a gastroenterological problem.
- 5-7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the patient with a renal or urologic problem.
- 5-8 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with a toxic exposure.
- 5-9 At the completion of this unit, the paramedic student will be able to integrate the pathophysiological principles of the hematopoietic system to formulate a field impression and implement a treatment plan.
- 5-10 At the completion of this unit, the paramedic student will be able to integrate

pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with an environmentally induced or exacerbated medical or traumatic condition.

- 5-11 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a management plan for the patient with infectious and communicable diseases.
- 5-12 At the end of this unit, the paramedic student will be able to describe and demonstrate safe, empathetic competence in caring for patients with behavioral emergencies.
- 5-13 At the end of this unit, the paramedic student will be able to utilize gynecological principles and assessment findings to formulate a field impression and implement the management plan for the patient experiencing a gynecological emergency.
- 5-14 At the completion of this unit, the paramedic student will be able to apply an understanding of the anatomy and physiology of the female reproductive system to the assessment and management of a patient experiencing normal or abnormal labor.

6 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients.

- 6-1 At the completion of this lesson, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the neonatal patient.
- 6-2 At the completion of this lesson, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the pediatric patient.
- 6-3 At the completion of this unit, the paramedic student will be able to integrate the pathophysiological principles and the assessment findings to formulate and implement a treatment plan for the geriatric patient.
- 6-4 At the completion of this unit, the paramedic student will be able to integrate the assessment findings to formulate a field impression and implement a treatment plan for the patient who has sustained abuse or assault.
- 6-5 At the completion of this unit the paramedic student will be able to integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for diverse patients and those who face physical, mental, social and financial challenges.
- 6-6 At the completion of this unit, the paramedic student will be able to integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the acute deterioration of a chronic care patient.

7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients with common complaints.

- 7-1 At the completion of this unit, the paramedic student will be able to integrate the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

8 At the completion of this unit, the paramedic student will be able to safely manage the scene of an emergency.

- 8-1 At the completion of this unit, the paramedic will understand standards and guidelines that help ensure safe and effective ground and air medical transport.
- 8-2 At the completion of this unit, the paramedic student will be able to integrate the principles of general incident management and multiple casualty incident (MCI) management techniques in order to function effectively at major incidents.

- 8-3 At the completion of this unit, the paramedic student will be able to integrate the principles of rescue awareness and operations to safely rescue a patient from water, hazardous atmospheres, trenches, highways, and hazardous terrain.
- 8-4 At the completion of this unit, the paramedic student will be able to evaluate hazardous materials emergencies, call for appropriate resources, and work in the cold zone.
- 8-5 At the completion of this unit, the paramedic student will have an awareness of the human hazard of crime and violence and the safe operation at crime scenes and other emergencies.