

PROGRAMS CATALOG



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GOAL AND MISSION

Professional Medical Career Center, Inc. is dedicated to developing and providing the highest quality education solutions utilizing the most current US DOT National Standard Curriculum for those pursuing a career as an EMT-Basic and/or Paramedic in the Emergency Medical Services or Fire Rescue. We are also dutiful to offer specialized medical continuing education for life-long learning and career advancement. We are committed to provide each student with an excellent learning experience to maximize their skills and knowledge utilizing the most current medical procedures and clinical experiences. Success is measured through our long standing relationships with healthcare facilities and public safety agencies, whose daily performance of lifesaving tasks is evidence of our superior product.

The educational philosophy of PMCC, Inc. is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth.

Requirements and courses in this catalog are effective Spring, 2007.

HISTORY

Professional Medical Career Center, Inc. is a private for-profit corporation established in 2006 to train and educate individuals interested in pursuing a career in the Emergency Medical Services field. We do not represent and will not represent ourselves as a college or university until proper applications and approvals are completed.

Our Career Center will allow for Emergency Medical Technician-Basic and Paramedic non-degree programs to be offered to those seeking small class size, high quality instructors and a sincere desire to achieve the necessary skills and knowledge to complete a program with a valuable educational experience that could ultimately provide gainful employment.

In May of 2007 Professional Medical Career Center, Inc. went for; and was awarded State licensure as nondegree granting institution from the Department of Education, Commission for Independent Education.

Once students graduate from our program, they will become eligible for Florida Certification. Professional Medical Career Center, Inc. does not guarantee job placement. We offer assistance to students in preparation of becoming employed as an entry level Emergency Medical Technician or Paramedic in the Emergency Medical Services field. Although we will not grant our students a degree, we would be able to graduate them with a certificate of completion allowing them to achieve State certification.

ACADEMIC CALENDAR

EMT-B Program-12 week program:

Start Date: July 23, 2007

Graduate week October 15, 2007

Start Date: August 6, 2007

Graduate week October 29, 2007

Schedule A: Monday, Wednesday, Friday

Schedule B: Tuesday, Thursday (night), and Saturday

Paramedic Program-48 week program

Start Date: July 23, 2007

Graduate week June 23, 2008

Start Date: January 14, 2008

Graduate week November 17, 2008

Based on shift schedule (A, B, C)

Schedule will be advertised depending on start dates and semester.

PMCC, Inc. will be closed on the following holidays:

New Year's Day
Martin L. King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Days (includes Friday after)
Christmas Day

OWNERSHIP

Professional Medical Career Center, Inc. is solely owned by Ted Young. The EMS Programs Coordinator is Rudy Neumann and the Office Manager is Penny Mizusawa.

LICENSURE

Professional Medical Career Center, Inc. is licensed by the Florida Commission for Independent Education. License number is 3458.

For further information regarding Professional Medical Career Center, Inc., please contact the Commission at 325 W. Gaines Street #1414, Tallahassee, Florida 32399-0400. Toll-free 888-224-6684.

Professional Medical Career Center, Inc. Organization

Director Administrator	Ted Young
Medical Director	Robert Dunn, MD
EMS Programs Coordinator	Rudy Neumann
EMS Coordinator	Gregory Kaplan
Clinical Coordinator	Leslie Menghi-Parzygnat
Lab Coordinator	David Greiff
EMT Lead Instructor	Ted Young
Paramedic Lead Instructor	Gregory Kaplan
Recruiter	Penny Mizusawa

PMCC, Inc. Program Advisory Committee

Purpose

The purpose of the PMCC, Inc. Advisory Committee is to provide input and feedback to PMCC, Inc. concerning the directions, policies, services, and administration as they affect the operations of the PMCC, Inc. School Program. The committee will also provide periodic review of institute's purpose and review of programs. Many of the recommendations of the Advisory committee may be implemented by the administration and faculty. The members receive no compensation for their work. Motivation for participating in the committee stems from the desire to shape the PMCC, Inc. School Program in a fashion most beneficial to the students, school, and community at large. The committee operates in an advisory capacity only. Suggestions or actions of this committee are intended to keep the director and the employees of PMCC, Inc. informed and involved as to the effectiveness and future of the PMCC, Inc. School Program.

Membership Composition

Phil Kaplan Battalion Chief WPBFR/PIO

Dr. Cristina Gastesi, Pharmacist North Broward Medical Center

Dr. Peter Lamelas, Medical director/owner MD Now care centers

Tyler Harding, Esq. Attorney at Law

Morris Menasche, Regional Director Business Development GETRONICS

Faculty

Instructor Name	Position*	Credential Information	E-mail
Rudy Neumann	3	EMT-P, Masters	rneumann@pmeinc.net
David Greiff	1,4	NREMT-P, BCC	davidgreiff@pmeinc.net
Zachary Ninger	3	NREMT-P,	zacharyninger@pmeinc.net
Ted Young	3	EMT-P, BCC	tedyoung@pmeinc.net
Gregory Kaplan	3	EMT-P, Medical Arts Ctr	fireresqmd@aol.com
Leslie Menghi-Parzygnat	4	RN	whiskeyvictor6028@yahoo.com
Robert DiFerdinando	3	EMT-P, BS in Fire & Safety Engineering, University of Cincinnati	firerealty@aol.com

***Position Key**

- 1- EMT Instructor
- 2- Paramedic Instructor
- 3- EMT/ Paramedic Instructor/Lab Instructor/Clinical Instructor
- 4- Clinical/Lab Instructor

Pre-Registration and Admission Requirements

1. Anyone who wishes to attend PMCC, Inc. must submit a completed application for admission. This form is available at the administration desk or by calling (561) 283-0400.
2. All students in the EMS program are required to possess a current valid American Heart Association BLS Provider card or American Red Cross CPR for Professional Rescuer CPR card AND a current valid Florida Driver's License. This documentation must be carried by the student (on his/her person) throughout the course of the program. EMS faculty and clinical affiliates will routinely check for compliance of this rule. Any student who cannot produce the requested documents will be counseled and subject to program dismissal.
3. All Paramedic Program applicants must have a current Florida EMT certification in good standing, by the end of Phase I Paramedic.
4. All students in the EMS Programs are expected to have dependable transportation and the financial resources to support transportation. Students are expected to arrive to clinical locations 15 minutes prior to the scheduled time and to the campus on time for educational activities. Failure to have the resources to support traveling to clinical activities may be cause for unsuccessful completion of the program. During the course of the program, students may be responsible for traveling to clinical sites outside of the county. This practice is to facilitate valuable clinical experiences and exposure to patients of different ages and conditions.

5. Any student enrolled in the EMS Program must meet health standards as determined by a current physical examination by a licensed physician. The physical examination must be current, which means within six months before the first day of starting the program. The physical examination must include proof of current immunizations. These immunizations must include completion of a two step tuberculin skin test (within the last six months) or evidence that applicant is free of pulmonary disease symptoms if the skin test is positive, a chest x-ray following a positive TB test, evidence of immunity from rubella, measles and chicken pox, and evidence of completion of the series of three Hepatitis B vaccinations. If a student declines a Hepatitis B vaccine, a declination must be signed for the student record.
6. Applicants for Florida certification must sign an affidavit indicating no dependency on drugs and/or alcohol. In addition, all EMS Program applicants must complete a drug test from a Florida certified diagnostic laboratory or licensed physician, one week prior to class start date.
7. All students enrolled in EMS Programs are expected to carry their own health and accident insurance. It is the intention of PMCC, Inc. and its clinical affiliates to provide a safe environment, however accidents do happen. In case of an accident, illness, or accidental exposure, it is the responsibility of each student to have personal insurance to cover any and all incidents. PMCC, Inc. and/or its affiliates, take no responsibility for covering medical costs incurred by the student as a result of accident or illness during enrollment in PMCC, Inc. EMS Programs. Students must submit copies of proof of health insurance to the Student Services Coordinator.
8. Florida Law requires all health care workers, including students, to have completed criminal history background checks. All PMCC, Inc. students who participate in patient care activities will be required to successfully complete a criminal history background check prior to beginning clinical activities. In addition, all PMCC, Inc. applicants are required to complete the felony disclosure on the application. Be advised that a felony conviction may affect a graduate's eligibility to sit for certification, registration, or licensure examinations.

Credit for Prior Learning

A student that has been previously enrolled in a Florida approved EMT and/or Paramedic program may request credit for the following: Clinical hours, Ride hours, Lab hours, and Lecture hours completed.

The student must provide a certified copy of his/her transcripts from the prior school. Completion must be within one year.

Maximum credits are as follows:

Clinical hours	24 hours
Ride hours	24 hours
Lab hours	30 hours
Lecture hours	
EMT	50 hours
Paramedic	75 hours

Transfer of hours to another academic facility is determined by that facility and it is the student's responsibility to determine the transferability. A certified letter will be issued by PMCC upon written request. All financial obligations must have been met before the certified letter is issued. The accepting facility must be approved by the Florida Bureau of EMS and the Department of Education.

The Selection Process

Once your application is complete, the following point system is used by the selection committee to decide which applicants will receive an invitation to the program. Points are awarded in the following categories:

- Overall High School GPA
- GPA in Math/Science course work and general education
- Additional College work
- Work Experience
- Related Volunteer Experience
- Prior Degree
- EMT-Basic Training Program (Overall GPA)

Applicants will be ranked according to points earned.

Letters of acceptance to the program will be mailed approximately 15 days after the application deadline. Applicants not receiving an invitation to the program will receive either a letter of standby or a letter of denial.

To accept the invitation to the EMS Program, you must return the response form that will be enclosed in your acceptance letter. **Failure to do so will result in**

forfeiture of your seat in the class. Even if you decline the invitation, the Program Acceptance Form is to be completed and returned so your seat may be given to an Alternate.

Selection Criteria/Point System

Overall Cumulative High School Academic GPA Maximum Points=10

4.0 to 3.50	10 points	2.99 to 2.75	4 points
3.49 to 3.25	8 points	2.74 to 2.50	2 points
3.24 to 3.00	6 points		

Grades Earned in Math & Science Course Work Maximum Points=15

	A	B	C
Anatomy & Physiology and Lab	5	4	3
Elements of Chemistry and Lab	5	4	3
Math for Health Related Sciences	5	4	3

Grades Earned in General Education College Coursework Max. Points=15

College Composition (or higher level)			
Public Speaking	5	4	3
Psychology, Sociology, Human Development	5	4	3

Additional College Coursework Maximum Points=30

	A	B	C
Biology	5	4	3
Chemistry	5	4	3
Higher Level Math	5	4	3
Introduction to Computers	5	4	3
Physical Science	5	4	3
Medical Terminology	5	4	3

EMT Basic Training Course Work Cum. GPA Maximum Points=5

A	B	C
5	4	3

EMT Basic Training Course Work Completed at PMCC, Inc. Max Points=5

5 points will be awarded for all Paramedic applicants who have successfully completed their EMT Basic Training Program at PMCC, Inc.

Prior Degree**Maximum Points=9**

Bachelor in Arts or Sciences	5 points
Associates in Arts or Sciences	4 points

Full-Time Work/Volunteer Experience**Maximum Points=5**

Part-Time Hours will be converted using 40 hour week
(Must be documented-may be military work experience)

24 or more months	5 points
19 to 24 months	4 points
13 to 18 months	3 points
6 to 12 months	2 points

Total Points=94

Information is subject to change. It is the applicant's responsibility to check with the Student Services Coordinator for up-to-date applicant information.

Applicant Selection Committee

Medical Director
 Director Administrator
 Program Director
 EMS Programs Coordinator
 Clinical Coordinator
 Lab Coordinator
 Student Services Coordinator

PURPOSE & COURSE OFFERINGS

The purpose of the Emergency Medical Services Programs is to offer a program of study, which will prepare the graduate of any of its programs to perform at an entry level for the chosen profession in Emergency Medical Services, EMT or Paramedic. All programs are conducted in accordance with the Florida Department of Education, State of Florida Department of Health, Office of Emergency Medical Services and the US Department of Transportation. All EMS programs follow Chapter 401 F.S., Chapter 64 E-2 FAC and follow the most current US DOT National Standard Curriculums.

Acceptance into the Emergency Medical Technician-Basic, the Paramedic Program requires an application process. Anyone who is interested in an EMS program may make an appointment with the Professional Medical Career Center, Inc. Counseling Office by calling (561) 283-0400 or by visiting the office located at 6415 Lake Worth Road, Suite 100, Greenacres, FL 33463

One clock hour constitutes 50 minutes of supervised, directed instruction and appropriate breaks. Courses in Emergency Medical Technician – Basic and the Paramedic program are assigned the prefix EMS and are numbered sequentially. Professional Medical Career Center, Inc. student to instructor ratio for our EMS programs are:

Emergency Medical Technician-Basic- 6 to 1 student/instructor ratio.
 Paramedic- 6 to 1 student/instructor ratio.

Emergency Medical Technician-Basic 252 clock hours

This course of study is designed to prepare the student to function as a member of an ambulance/fire rescue crew or in a hospital emergency department at the basic life support level. This 252-hour program has four components. Classroom, Laboratory, Clinical Rescue, Clinical Emergency Department. There is an additional component, which is the Emergency Vehicle Operator course (EVOC), which most agencies require before hiring and can be obtained locally.

EMS 01C	Emergency Medical Technician-Basic	124 clock hours
EMS 01L	Emergency Medical Technician-Basic Lab	64 clock hours
EMS 01H	EMT Basic Hospital Clinical	32 clock hours
EMS 01F	EMT Basic Field Rescue	32 clock hours

EMS 01C Emergency Medical Technician-Basic Classroom 124 clock hours

This lecture course meets the requirements of the 1994 US DOT National Standard Curriculum for EMT-B. The course presents the fundamentals of emergency medical care and for performing basic life support procedures. Components include patient assessment, airway management, medical and trauma emergencies, environmental emergencies, childbirth, patient assisted medications, behavioral emergencies and intervention. Successful completion of this course and its co requisites will enable the student to become eligible to take the State and/or National Certification examination. Includes HIV/AIDS (4 hr), SIDS component (2), and Trauma Scorecard Methodology for Pediatrics and Adult (2).

Prerequisites: Healthcare Provider CPR Co requisites: EMS 01L, EMS 01H, EMS 01F

EMS 01L Emergency Medical Technician-Basic Lab 64 clock hours

This laboratory portion of the EMT-B course meets the requirements of the 1994 US DOT National Standard Curriculum for EMT-B. The course presents the fundamentals of emergency medical care and for performing basic life support procedures, including the most current information on HIV/AIDS. Components include patient assessment, airway management, medical and trauma emergencies, environmental emergencies, childbirth, patient assisted medications, behavioral emergencies and intervention. Students will participate in hands on instruction and perform in simulated patient care scenarios. Each student in the EMT program is required to demonstrate competency in the EMT skills identified. Successful completion of this course and its co requisites will

Fall Term PHASE I

EMS P1-1C	Prehospital Environment (HIV/AIDS)	16 clock hours
EMS P1-2C	Paramedic Fundamentals	48 clock hours
EMS P1-3C	Trauma Management	32 clock hours
EMS P1-4C	OB/GYN/Neonatal Emergencies	24 clock hours
EMS P1-1L	Paramedic Fundamentals Lab	24 clock hours
EMS P1-2L	Trauma Management Lab	24 clock hours
EMS P1-3L	OB/GYN/Neonatal Lab	24 clock hours
EMS P1-H	Clinical Experience I	208 clock hours

Spring Term PHASE II

EMS P2-1AC	Behavior Emergencies	16 clock hours
EMS P2-1C	Medical Emergencies	48 clock hours
EMS P2-2C	Respiratory Emergencies	16 clock hours
EMS P2-3C	Cardiovascular Emergencies	48 clock hours
EMS P2-1L	Medical Emergencies Lab	48 clock hours
EMS P2-2L	Respiratory Emergencies Lab	24 clock hours
EMS P2-3L	Cardiovascular Emergencies Lab	24 clock hours
EMS P2-H	Clinical Experience II	208 clock hours

Summer C PHASE III

EMS P3-FI	Field Internship	224 clock hours
EMS P3-C	EMS Seminar	48 clock hours

EMS P1-1C Prehospital Environment 16 clock hours

PHASE I First Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics include roles and responsibilities, history of the profession, EMS communications, major incident response, stress management, HIV/AIDS (4 hr), Florida specific information.

EMS P1-2C Paramedic Fundamentals 48 clock hours

PHASE I First Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics: medical terminology, documentation, patient assessment, initial assessment, pathophysiology of shock, general pharmacology, basic math, SIDS (2 hr.)

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-3C, EMS P1-4C, EMS P1-1L, EMS P1-2L, EMS P1-3L, EMS P1-H

EMS P1-1L Paramedic Fundamentals Lab 24 clock hours

PHASE I First Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics: verbal communication,

documentation, patient assessment, initial assessment, use of radios. Florida requirement of 4 hours of infection control is incorporated into this lab.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-3C, EMS P1-4C, EMS PI-2C, EMS P1-2L
EMS P1-3L, EMS P1-H

EMS P1-3C Trauma Management

32 clock hours

PHASE I

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics: trauma, injuries and burns. Trauma Scorecard Methodologies for Adult and Pediatrics.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-2C, EMS P1-4C, EMS PI-1L, EMS P1-2L
EMS P1-3L, EMS P1-H

EMS P1-2L Trauma Management Lab

24 clock hours

PHASE I

This lab course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics and skills: trauma and injury management, burns, fluid replacement therapy, sterile technique, mast suit, splinting and shock management.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS P1-4C, EMS P1-1L
EMS P1-3L, EMS P1-H

EMS P1-4C OB/GYN/Neonatal Emergencies

24 clock hours

PHASE I

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics: reproductive emergencies and management, neonatal management, Florida required training on Sudden Infant Death.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS P1-1L EMS P1-2L,
EMS P1-3L, EMS P1-H

EMS P1-3L OB/GYN/Neonatal Emergencies Lab

24 Clock Hours

PHASE I

This lab course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics: reproductive emergencies and management, neonatal management, infant delivery, neonatal and pediatric CPR, pharmacology.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS P1-4C, EMS P1-1L
EMS P1-2L, EMS P1-H

EMS P1-H Paramedic Clinical Experience I 208 Clock Hours
PHASE I

This is the clinical component of the paramedic program for first semester. Clinical areas include emergency department, obstetrics, pediatrics, psychiatric, rescue.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L
EMS P1-2L, EMS P1-3L

EMS P2-1AC Behavioral Emergencies 16 Clock Hours
PHASE II Second Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topic behavioral emergencies and management.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C

Co requisites: EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L
EMS P1-2L, EMS P1-3L, EMS P1-H

EMS P2-1C Medical Emergencies 48 Clock Hours
PHASE II Second Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics include: endocrine emergencies, acute abdomen, genitourinary, reproductive and nervous systems, anaphylaxis, toxicology, abused substances, infectious diseases, environmental injuries, geriatrics, gerontology and pediatrics.

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-2C, EMS P2-3C, EMS P2-1L, EMS P2-2L, EMS P2-3L, EMS P2-H

EMS P2-1L Medical Emergencies Lab 48 Clock Hours
PHASE II Second Term

This lab course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics and skills include: medical patient history and assessment, diabetic emergencies, acute abdomen management, pharmacology, managing patients to include geriatrics and infants and children.

Prerequisites: EMS : EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-3C, EMS P2-2L, EMS P2-3L, EMS P2-H

EMS P2-2C Respiratory Emergencies 16 Clock Hours
PHASE II Second Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics include: basic and advanced airway

maintenance, respiratory and cardiac arrest management, breath sounds, oxygen delivery and pharmacology.

Prerequisites: EMS: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-1C, EMS P2-3C, EMS P2-1L, EMS P2-2L, EMS P2-3L, EMS P2-H

EMS P2-2L Respiratory Emergencies Lab 24 Clock Hours

PHASE II Second Term

This lab course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. Topics and skills: basic and advanced airway maintenance, respiratory and cardiac arrest management, breath sounds, oxygen delivery and pharmacology.

Prerequisites: EMS: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-3C, EMS P2-1L, EMS P2-3L, EMS P2-H

EMS P2-3C Cardiovascular Emergencies 48 Clock Hours

PHASE II Second Term

This lecture course meets the requirements of the 1998 US DOT National Standard Curriculum for Paramedic. This course prepares the student to complete the American Heart Association Advanced Cardiac Life Support course and Pediatric Advanced Life Support course.

Prerequisites: EMS: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-1L, EMS P2-2L, EMS P2-3L, EMS P2-H

EMS P2-3L Cardiovascular Emergencies Lab 24 Clock Hours

PHASE II Second Term

This lab course prepares the student to complete the American Heart Association Advanced Cardiac Life Support course and Pediatric Advanced Life Support course. Topics include dysrhythmia recognition, defibrillation, CPR, cardiac history, cardioversion, cardiac arrest management.

Prerequisites: EMS: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-3C, EMS P2-1L, EMS P2-2L, EMS P2-H

EMS P2-H Paramedic Clinical Experience II 208 Clock Hours
PHASE II Second Term

This course is the clinical component of the paramedic program for second semester. Clinical areas include: emergency department, intensive care unit, coronary care unit, operating room, post anesthesia unit, morgue, and rescue.

Prerequisites: EMS: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H

Co requisites: EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-3C, EMS P2-1L, EMS P2-2L, EMS P2-3L

EMS P3-C EMS Seminar 48 Clock Hours
PHASE III Third Term

This lecture course includes Florida Specific topics and requirements. Employability skills, computer introduction and the Course Ending Comprehensive Final Examination. This also includes all certifications suggested for employment i.e.: ACLS, PALS, PHTLS

Prerequisites: EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H, EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-3C, EMS P2-1L, EMS P2-2L, EMS P2-3L, EMS P2-H

Co requisites: EMS P3-FI following comprehensive final examination

EMS P3-FI Paramedic Field Internship 224 Clock Hours
PHASE III Third Term

This is the final course in the paramedic program. This course is designed as a “dress-rehearsal” as the student functions as a paramedic under the direct supervision of an approved preceptor.

Prerequisites: EMS : EMS 01L, EMS 01H, EMS 01F, EMS 01C, EMS P1-1C, EMS P1-2C, EMS P1-3C, EMS PI-4C, EMS P1-1L EMS P1-2L, EMS P1-3L, EMS P1-H, EMS P2-1AC, EMS P2-1C, EMS P2-2C, EMS P2-3C, EMS P2-1L, EMS P2-2L, EMS P2-3L, EMS P2-H

Co requisite: EMS P3-C

Tuition Fees: Itemization of Tuition Fees

PMCC is committed to providing you with a sound education leading to a rewarding career. The fees for your education are approximate and you must plan to be financially able to complete the program.

Emergency Medical Technician

Tuition	\$1,600.00
Registration Fee	\$ 100.00
Books	\$150.00(variable) may want reference material
Uniforms (shirt only)	\$40.00
FISDAP	\$15.00
Supplies	\$100.00(variable)
Health Examination & blood work	<u>\$100.00</u> (variable) does not include vaccines
	\$ 2,105.00

Paramedic

Tuition	\$6,000.00
Registration Fee	\$ 100.00
Books	\$ 400.00(variable) may want reference material
Uniforms (2 shirts only)	\$ 80.00
FISDAP	\$ 55.00
Supplies	\$ 100.00(variable)
Health Examination & blood work	<u>\$ 100.00</u> (variable) does not include vaccines
	\$6,835.00

Additional costs: Transportation fees, meals, Florida certification exam, certification cards

FINANCIAL AID

PMCC understands that in the course of pursuing a career may create a financial hardship. The center can provide a list of contacts for student loans for those students who qualify. If you do not have a lender and need financial assistance information, a list is available from the counseling office.

PROGRAM REFUNDS

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if

- the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee and Health Examination & Blood Work fee.
 4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
 5. Cancellation after completing 40% of the program will result in no refund.
 6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
 7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
 8. A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

PROBATION AND INVOLUNTARY PROGRAM WITHDRAWAL

Students not meeting required academic progress or failure to comply with rules will be counseled by the appropriate Coordinator (class, lab, clinical) and placed on probation. During probation Coordinator will monitor and communicate progress with student and instructor to achieve sufficient progress.

If sufficient academic progress is not met during probation, student's enrollment will be terminated and student will have to retake program course(s) to complete Program.

Student will be have 10 business days to rectify academic cost delinquencies after notification by school. If payment has not been received, student's enrollment will be terminated.

VOLUNTARY PROGRAM WITHDRAWAL

A student wishing to withdraw from an EMS Program should withdraw by meeting with the Program Coordinator and completing appropriate paperwork. If a voluntary withdrawal is not properly executed, the student risks receiving an "F" for the grade. Students who voluntary withdraw from the Program are encouraged to review and sign an exit/dismissal form and meet with the Career Counselor.

Note: A student may be withdrawn from an EMS Program for reasons identified throughout the Student Handbook. If after counseling and probation student has not corrected deficiency or progress is unsatisfactory, student may be withdrawn from program and enrollment terminated. Some reasons include: excessive absences, inappropriate behavior, academic dishonesty, and weapon or drug

violations. If a student is withdrawn from the program for failure to meet program standards or policies, there will be no refunds of any fees paid.

GRADING POLICY

All coursework in the EMT and paramedic program must be completed with a “C” or better. In addition, several requirements exist for successful completion related to laboratory, clinical, and field.

The EMT and Paramedic programs utilize the following grading system:

A	94-100
B	87-93
C	80-86 <i>minimum passing score</i>
D	79-74
F	73 and below

There are five categories which ALL must be successfully completed. They are listed A-E below.

- A.** The following weights are given to examination instruments used in determining a final course grade:

Exams	60%
Quizzes	10%
Comprehensive Written Final Exam (Classroom Didactic)	30%
Comprehensive Practical Final Exam (Classroom Laboratory)	Pass/Fail

100% of all examination instruments must equal 70% for EMT and 80% for Paramedic or better

- B.** All skills for the course must be completed to Mastery, before taking the Comprehensive Written Final Examination.
- C.** Passing of the Comprehensive Written Final Examination in one attempt allows for taking of the Comprehensive Final Practical Examination.
- D.** Passing of the Comprehensive Final Practical Examination in two attempts, allows for Medical Director conference.
- E.** The approval of the Medical Director is done by conference in which the Medical Director will make a recommendation for advancement or remediation or dismissal.

The successful completion of A,B,C,D and E leads to successful completion of the course. The graduate will receive a diploma as long as all monetary obligations to the school are satisfied.

Failure of any or all (A, B, C, D, and E) leads to a grade of “F” for the course. Any “F” in the course will require all semester coursework to be repeated including all clinical and field for that semester.

Certificate of Completion will be issued within 14 days of the student successfully passing course and completing all required academic documentation and

financial obligations. It is the student's responsibility to follow up with Professional Medical Career Center, Inc. on any deficiency with Certificate of Completion.

STUDENT SERVICES

Counseling

Students will be counseled by EMS Faculty for the purposes of improving the students educational experience and performance, provide remediation or for program dismissal. Counseling will take place for, but not inclusive to:

- Grades
- Attendance
- Behavior
- Appearance
- Nepotism
- Program Withdrawal and Expulsion (use of a Exit/Interview Form)
- any situation that in the opinion of the EMS Faculty warrants counseling

Each counseling session is individual in need and nature so the outcomes will vary on a case by case basis. All counseling will be in writing by any member of the EMS Faculty and will become part of the student file. All counseling will remain confidential unless the student agrees to release the information for the purpose of improving his/her educational experience or as requested by members of Professional Medical Career Center.

Career Placement

In an effort to guide EMS students toward the best possible career path, it is recommended that all applicants and current students seek the assistance of our counselor. The Career Counselor provides career planning assistance to individuals with the aid of numerous resources providing information such as job descriptions, outlook, salary ranges, and educational requirements for a variety of occupations. Appointments can be made by calling (561) 283-0400.

Current job openings are provided to students and graduates seeking full- or part-time employment via a Job board, located in the Administration Office. PMCC, Inc. makes no claims of guaranteed job placement.

Resource Center

PMCC allows student access to the resource center during operating hours. Students may use computers and resource materials including textbooks, periodicals and journals or other media available. The resource center has a no eating or drinking policy. Students may not take any reference or resource materials from the resource center. If a student needs materials to complete an assignment, faculty can be of assistance- please ask.

STUDENT CONDUCT

Each student in the EMS Program is a health care professional and will show respect for fellow students, faculty, staff and clinical instructors. Any student who displays threatening, aggressive, intimidating or violent behaviors or which indicates disrespect either in written form, verbally or physically, will require PMCC to notify appropriate law enforcement and may result in withdrawal from the EMS Program.

Any student who violates any of the following, will be counseled by the EMS Programs Coordinator or designee. Repeated or numerous violations can result in dismissal from the Program.

EMS PROGRAMS STUDENTS WILL NOT:

- be insubordinate, coerce or refuse orders from EMS Programs faculty, instructors, preceptors or clinical affiliates.
- treat any patient, student, instructor, faculty, preceptor or clinical affiliates in an inconsiderate manner.
- be absent without attempting to obtain an excused absence.
- be late or unprepared to begin any class, laboratory or clinical on time.
- violate safety considerations while in class, laboratory or clinical.
- utilize equipment or supplies that are unauthorized for EMS Programs student use.
- report to clinicals without the proper clean uniform and required supplies.
- cheat.
- smoke or chew tobacco in restricted areas.
- horseplay in the classroom, laboratory or clinical areas.
- breach the confidentiality of a patient, student, faculty, staff or clinical instructor.
- be found sleeping during scheduled clinicals.
- leave clinical area without proper authorization.
- be implicated in spreading rumors, untruths or is malicious in conversations regarding fellow students, faculty, staff or clinical instructors.
- use profanity or use racial slurs, sexually harass or speak or write language that can be perceived to be offensive in nature.
- impede or restrict patient care.
- solicit, sell or otherwise engage in business ventures while in the role as an EMS Programs student.
- accept gratuities in any form.
- perform invasive procedures on patients in clinical without obtaining permission and having the instructor/preceptor present.

IMMEDIATE PROGRAM DISMISSAL

Students in the EMS Programs will be immediately dismissed from the program for the following offenses:

- obtaining, possessing, selling or using marijuana, narcotics, amphetamines, hallucinogenic substances, or alcohol on college property or at a clinical affiliation. Reporting to a clinical experience under the influence of any of these substances.
- theft, abuse, misuse or destruction of any property or equipment of any member of the EMS Program or clinical affiliations to include patients, visitors, other students, preceptors, employees or volunteers.
- disclosing confidential information to include but not limited to patients, fellow students, instructors, employees of clinical affiliates, employees of Professional Medical Career Center.
- immoral, indecent, illegal or unethical behavior or conduct while in the role as an EMS Programs student.
- possession of weapons, wielding or threatening to use firearms, knives or other illegal weapons while in the role as an EMS Programs student.
- assault and/or battery of any patient, visitor, fellow student, clinical affiliate employees or EMS Programs faculty, instructors or preceptors.
- misuse or falsification of patient, student, instructor, clinical affiliate employees' information or official records.
- removal, destruction or photocopying of official documents without proper authorization.
- performing patient care without permission, to include invasive techniques or practicing medicine.

IN ADDITION:

Students (EMT and/or Paramedic) are not to be subject to call while participating in class, clinical or field sessions. Students are to function under the direct supervision of an EMS or Paramedic preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements. (Florida Statute 64E-2.036). It is the student's responsibility to inform applicable coordinator when conflict arises and reschedule class, clinical or field session accordingly.

It is expected that all students in the EMS Programs have a safe driving record and/or have not been involved or arrested in any violent or drug related incident that could prevent them from becoming state certified.

Any student who during the course of the program is involved in legal litigation or is involved in an accident or is arrested should notify the State EMS Office to insure certification eligibility (850) 245-4444.

Any student may at any time be counseled by EMS Programs Faculty for behaviors that in the opinion of the faculty or clinical facilities are unbecoming to the EMS Profession. It is at the desecration of the EMS Programs Coordinator as to the method of discipline to include remediation or dismissal from the program.

Students will report to the EMS Programs Coordinator any behaviors of fellow students, faculty, staff or clinical instructors that in the opinion of the student are not “Professional”.

Students who have pagers, cellular phones, alarm watches must keep them in a silent mode while participating in EMS Programs related learning experiences.

ANY student who is asked to leave the classroom, laboratory or a clinical due to inappropriate behavior will be given an unexcused absence, and later counseled.

CHEATING

Students in the EMS Programs are considered health care professionals. Any student found to be cheating on any course requirement will be counseled by EMS Programs Coordinator, the Medical Director and/or appropriate EMS Faculty. Appropriate action will be taken.

Cheating may be described as, but not limited to:

- looking at another student’s examination.
- allowing another student to look at your examination.
- using materials such as notes, diagrams, study guides, books, gyp sheets, etc. for the purpose of cheating on a test.
- using tests from previous students to study is prohibited.
- verbally asking another student for information during an examination.
- falsifying records during a clinical.
- forging signatures on clinical evaluation sheets.
- allowing a preceptor to do your required run report documentation.
- initialing the skills evaluation book for an instructor.
- falsifying laboratory skills evaluation sheets.
- falsifying student time records for clinical.

NEPOTISM

Students in the EMS Programs may **never** be evaluated by or participate in EMS Programs activities with faculty, instructors or preceptors in which there exist a relationship of the following manner:

- personal friends
- partner or supervisor at place of employment
- currently dating, or previously dated
- living with
- roommate
- marriage
- family relationship, relatives, immediate and extended whether by blood or marriage
- other personal affiliation

It is highly suggested that you check with the EMS Programs Coordinator to insure that any relationship that exists between you and any instructor is known in advance so that appropriate scheduling can occur. Failure to notify the EMS Programs Coordinator in advance could result in voided evaluations and dismissal of the instructor from the EMS Programs.

CLINICAL REJECTION

Clinical affiliates allow for EMS Programs students to perform patient care skills to meet the requirements of the profession. Students are **guests** in each clinical facility and the clinical affiliate reserves the right to deny student access. If a student is rejected from a clinical facility or affiliate, all reasonable efforts by the EMS Programs Coordinator or Clinical Coordinator will be made to place the student in another clinical affiliate having the same clinical experience capability. In the event that an alternate clinical affiliate is not found, the student will be unable to complete that portion of the Program.

GRIEVANCE PROCEDURE

Students can raise concerns and make reports without fear of reprisal to the Director/Administrator. Complaints will be investigated promptly and thoroughly. Students are required to cooperate in an investigation.

PROFESSIONAL MEDICAL CAREER CENTER, INC

Policies

CODE OF TEACHING RESPONSIBILITY

Professional Medical Career Center, Inc. recognizes that as a member of our educational community our employees, faculty and instructors possess responsibilities and privileges accorded to their profession and therefore must adhere to an ethical code of conduct which shall define the professional behavior of our educational community.

These principles are intended to aid educators in maintaining a high level of ethical conduct and are to be used to guide the educator in many specific situations.

1. Course content: Instructors are responsible for insuring that the content of their courses is consistent with the approved course descriptions. At the beginning of each course, instructors are responsible for clearly stating the instructional objectives of each course to students. It is expected that class activities will be directed toward the fulfillment of these
2. Course syllabi: Instructors shall be responsible for distributing a course syllabus at the beginning of the semester. The syllabus shall minimally include:
 - a. grading criteria and methods used to determine final course grades;
 - b. date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
 - c. attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
 - d. required and recommended course materials to be purchased, including textbooks and supplies.
3. Student Assessment and Final Grades: Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines.
4. Testing Documents: Instructors shall be responsible for returning to students answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

5. Applicability of the Code of Teaching Responsibility to Student Assistants: Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.
6. Instructor Accessibility to Students: Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours.

PROCEDURES FOR STUDENT COMPLAINTS REGARDING ALLEGED VIOLATIONS OF THE CODE OF TEACHING RESPONSIBILITY

Students should feel free to discuss course concerns with the instructors. Students should register complaints regarding an instructor's failure to comply with the provisions of the Code of Teaching Responsibility directly with that instructor.

Students may also take complaints directly to the Program Director or designate when they feel problems have not been satisfactorily resolved. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation will be forwarded to the student and to the instructor,

Students unsatisfied with the appeal decision of the school may file a grievance by contacting the Director of Administration.

POLICY ON WRITTEN COURSE OUTLINES AND LIST OF COMPETENCIES

All students will be provided with written course outlines and list of competencies required for successful completion of each course. This information can be found in the student hand book and student catalog. Students should receive this information no later than the first class meeting.

POLICY FOR REASSESSING CURRICULA

The faculty of PMCC, Inc. are encouraged, and expected, to play a role in developing and continually reviewing and reassessing curricula. The input of the advisory committee will serve a key role with recommendations of what needs to be included in the curricula. In addition, clinical and field representatives will provide valuable input about what is desired for employment of graduates.

POLICY FOR STUDENT EVALUATION

It is the policy of PMCC, Inc. that faculty will continually evaluate students in each course or subject, and provide timely feedback. Students are to be held to the grading policies set forth in the Student Handbook. It is expected that faculty do not deviate from what is published.

POLICY FOR COURSE CANCELLATION

A full refund will be issued to the student if PMCC Inc. deems it necessary to cancel a course.

POLICY FOR EEO/DIVERSITY

PMCC, Inc. believes that excellence will be achieved through recognizing the value of every individual. We aim to create an environment that respects the diversity of staff and students and enables them to achieve their full potential, to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the educational process in pursuit of their chosen profession.

To this end, PMCC Inc. acknowledges the following basic rights for all members and prospective members of its community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to receive encouragement to reach full potential

These rights carry with them responsibilities and PMCC Inc. requires all staff and students to recognize these rights and to act in accordance with them in all dealings with fellow members of the school. In addition, PMCC, Inc. will comply with all relevant legislation and good practice.

No individual will be unjustifiably discriminated on the basis of gender, gender expression race, nationality, ethnic or national origin, ancestry, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, veteran status, or age.

POLICY FOR HANDLING OF COMPLAINTS

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedures. Further information on the grievance procedure can be found in the Student and Faculty Handbooks.

POLICY FOR A PRODUCTIVE WORK AND LEARNING ENVIRONMENT

Professional Medical Career Center, Inc. (PMCC, Inc.) is committed to providing a productive work and learning environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, sex, ethnicity, age, religion, national origin, citizenship or disability will not be tolerated! Sexual harassment, both overt and subtle, is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited! Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The employee or student is pressured to submit to or to cooperate with the conduct, to be hired, keep his/her job, be promoted, get more work hours, be classified as full time and so forth;
2. The employee's or student's submission to or rejection of such conduct is used as a basis for employment or program acceptance decisions affecting the employee/student; or
3. The conduct is intended to or does unreasonably interfere with the employee's or students performance or creates an intimidating, hostile or offensive work or learning environment (i.e., lewd or sexually suggestive comments or innuendoes, off-color language or jokes of a sexual nature, slurs or other verbal, graphic or physical conduct relating to an individual's sex, annoyance by undesired physical contact, or any display of sexually explicit pictures/photos, posters, greeting cards, articles, books, magazines or cartoons).

Any employee/student who believes that a supervisor's/instructor, another employee's/students or a non-employee's actions or words constitute sexual or other unlawful harassment should tell the harasser that the conduct is offensive and insist that it stop immediately. If the employee does not feel comfortable saying anything to the harasser or if the employee tells the harasser to stop and the conduct does not cease immediately, the harassment should be reported promptly and directly to the next level higher of authority, the Director Administrator.

An instructor/student who becomes aware of the claim of harassment or who receives allegations of harassment from an employee/student must immediately advise the Administrator Director.

Employees/students can raise concerns and make reports without fear of reprisal. All complaints of Harassment will be investigated promptly and thoroughly and in as impartial and confidential manner as possible. Employees/students are required to cooperate in any investigation. A timely resolution of each complaint will be reached and communicated to the parties

involved. Retaliation against anyone who, in good faith, raises a complaint or participates in an investigation is strictly prohibited.

Anyone who is found to have engaged in sexual or other unlawful harassment will be subject to appropriately disciplinary action, depending on circumstances, up to and including termination of employment or expulsion from the EMS programs.

POLICY FOR SAFETY

Professional Medical Career Center, Inc. is committed to safety and has taken steps to protect you from injury at the school and/or at corresponding off-site school assignments. Compliance with the following procedures is vital for protection:

- No alcohol or drugs will be used at any time. Intoxication/Influence is prohibited.
- Report all accidents the same day the accidents occur.
- Obtain authorization from your supervisor for all non-emergency treatments and accidents.
- Wear seat belts at all times while on program duties.
- Keep the area where to work, teach, and/or learn, neat at all times.
- Do not bypass any guards on any machinery at any time
- Ask your supervisor when you need additional equipment or instruction to get an undertaking done safely.
- Lift with your legs, not your back, and get assistance with loads over 30 pounds.
- Advise your supervisor of any hazardous conditions.
- Follow all other written and spoken safety rules.

POLICY FOR SIGNIFICANT EXPOSURE AND NEEDLESTICKS

Universal precautions must be applied by all PMCC students/employees whether they are on or off-site in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Work practice controls will be utilized to eliminate or minimize exposure to student/employee. Where occupational exposure remains after implementation of these controls, personal protective equipment shall also be utilized. Engineering controls such as the use of sharps containers and the proper handling of reusable sharps will be utilized.

Although, there will be no invasive procedures done on the PMCC campus, there may come a time when a student/employee is accidentally exposed while

performing skills on manikins. It is therefore imperative that all of the above controls be maintained by the Laboratory Coordinator at PMCC.

Controls will also be in place at each clinical site as determined by their policies.

After removal of personal protective gloves, students/employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Hand washing facilities are considered workplace controls and are available to all PMCC students/employees to insure exposure to blood or other potentially infectious materials is minimized. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located within building restrooms.

The following procedures apply to students or employees who have a significant contact from a contaminated needle or who have had contamination to an open wound or mucous membrane. These procedures apply whether or not the contamination was received on-site (PMCC) or off-site (Clinicals, Ride Times, Etc.)

1. Definition of Significant Exposure:

- a. contaminated needle with puncture of skin surface
- b. any wound secondary to a contaminated object
- c. contamination of any open wound or mucous membrane by saliva, blood or any body fluid.

2. Definition of Insignificant Contact:

exposure of unbroken skin by blood or saliva or other body fluids.

3. Procedure for Significant Contact:

- a. Cleanse wound thoroughly with soap and water, or appropriate substance for tissue cleaning.
- b. Report incident to your PMCC instructor and PMCC Director Administrator for documentation (EMS Coordinator for Employees). If you are performing a required clinical or ride time, report incident to your immediate supervisor. Immediately following incident, complete an **incident report** available in the handbook or at the PMCC Administration Desk.
- c. Obtain patient's (source of exposure) permission for blood sample to be drawn for Hepatitis B Surface Antigen (HBsAg), Hepatitis C Antibody (Anti-HCV), and Antibody to Human Immunodeficiency virus (Anti-HIV). Sample should be submitted to lab using appropriate paperwork and usual process for the facility. Be certain you understand how this information can be retrieved.

- d. Student/employee should have her/his blood drawn as soon as possible for HBsAg, Antibody to Hepatitis B Surface Antigen (Anti-HBs), Hepatitis C Antibody, and Anti-HIV. If the student has had a documented seroconversion following a Hepatitis B vaccination series, the HBsAg and Anti-HBs are not needed. We recommend that you seek care from the nearest emergency room or health care facility using your personal insurance.
- e. The primary purpose of the initial visit to the emergency room or health care facility is to document the incident and offer prophylactic therapy for HIV exposure.
- f. If the exposure occurs outside the South Florida area, it is recommended that the student or employee seek medical care from the nearest emergency room or health care facility using your personal insurance. If health care providers at the facility have questions about appropriate care, they can call the national HIV Post-Exposure Prophylaxis Hot-Line for Clinicians at 1-888-HIV-4911.
- g. If the source is Anti-HIV negative, further follow up is at the discretion of the student/employee and the student or employee's physician. If the patient to whom the student/employee was exposed is shown to be Anti-HIV positive, repeat student/employee testing at 6 weeks, 3, 6, and 12 months from initial exposure is recommended.
- h. Any student/employee who seroconverts her/his Anti-HIV or HBsAg will be referred by his/her physician for appropriate follow-up care. Florida law mandates that results of the Anti-HIV test remain confidential; only the students/employees and her/his physician will know the test results. The student/employee's physician may inform others of the student's or employee's Anti-HIV test result only after counseling and obtaining written permission from the student/employee.
- i. If the patient to whom the student/employee was exposed is shown to be HBsAg negative, no further Hepatitis B testing or therapy is needed. If the patient to whom the students/employee was exposed is shown to be HBsAg positive but the student is also HBsAg positive or the student is Anti-HBs positive (either from prior disease or as a result of a Hepatitis B vaccination series), no further Hepatitis B testing or therapy is needed. If the patient to whom the student/employee was exposed is shown to be HBsAg positive and the student/employee is both HBsAg negative and Anti-HBs negative, the student or employee should receive one dose of Hepatitis B Immune Globulin (.06 ml/kg intramuscularly) as soon as possible within 72 hours after exposure, and begin a Hepatitis B vaccination series within seven days. If the student or employee has already received Hepatitis B vaccination but has a negative Anti-HBs test result, the student or employee should receive HBIG and one dose of Hepatitis B vaccine.
- j. In accidental exposure to blood from a patient with Hepatitis C, the student or employee should have a HCV-PCR in 2-3 weeks post-exposure. The

student/employee should also follow-up for Hepatitis C serology at 6 weeks, 3 months, 6 months, and 1 year.

- k. Prophylaxis has been utilized by needlestick recipients in an attempt to decrease their risk of development of HIV infection. Before the student or employee utilizes this form of therapy, several points should be considered:
 1. This risk of transmission of HIV per episode of percutaneous exposure to HIV-infected blood is, on the average, approximately 0.4%.
 2. Anti-HIV seroconversion in a needlestick recipient has been documented despite use of prophylaxis.
 3. Drugs used for HIV prophylaxis have multiple possible side effects. Please contact your physician prior to discontinuing any prophylaxis medications to ensure it is indeed the medication responsible for the symptoms.

Guidelines for Needlestick and Body Fluid Exposures

It is recommended that you receive treatment within 2 hours of a needlestick or body fluid exposure. You are encouraged to seek counseling at your local hospital emergency department or health care facility so that your degree of exposure can be assessed and to assure appropriate data is collected on the source patient. With this necessary counseling, you will be in a better position to manage both your exposure and the related costs.

1. If you sustain an injury with a needle or other sharp object that has been exposed to a patient's body fluids, or if you splash a patient's body fluid onto broken skin or mucous membranes, you may be at risk to contract infection with human immunodeficiency virus (HIV), the causative agent of AIDS.
2. If this occurs, treatment is available that can substantially reduce the risk of acquiring HIV infection. The U. S. Centers for Disease Control and Prevention recommends that for maximum protection, you should receive treatment within two hours of exposure.
3. These guidelines are subject to revision and modification by the PMCC Administration.

Physical Facilities

The Physical plant is located at 6415 Lake Worth Road in Suite #100 and is a commercial office building. The facility that will be used for training by the name of Professional Medical Career Center, Inc. is located in Suite 100 and is a total of 3,433 square feet.

There is a main classroom which seats up to 36 students. Next door to that room is a laboratory which could be used as an additional classroom if necessary. If

used as a classroom, this area can seat up to 15 students. There is a small classroom that can also seat up to 12 students near the other classrooms.

There is a faculty office dedicated and secure. The Clinical Coordinator has a dedicated office in order to secure important student clinical paperwork. There is a large office for the Director Administrator which is secure as well. A conference office is located outside the reception area. This office serves as a common area which can be utilized as a multi-purpose area, classroom, meeting room, or work area.

There is a reception area and a large front desk which is staffed by the Executive Assistant; who also can provide visitors with information about the programs.

Equipment is stored in cabinets and in a closet near the main classroom.

Restrooms are located just outside the main door of the Suite.

Fire Extinguishers are located throughout the physical location.

Exit signs are clearly lit.

Dumpster is located outside in the parking lot.

This Program Catalog is valid for the 2007-08 school year. The contents of this Catalog were reviewed and approved by:

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Director Administrator

Lab Coordinator

Clinical Coordinator

EMS Coordinator

EMS Programs Coordinator

Recruiter