

STUDENT HANDBOOK

2007-2008



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Welcome to the Emergency Medical Services Programs at Professional Medical Career Center, Inc.

Congratulations on being chosen to be part of our team. You are one of the elite as many have unsuccessfully tried to be where you are now. The faculty of the EMS Programs are dedicated to insuring your success and enabling you in becoming the best health care professional possible. It will take a great deal of sacrifice, time and energy on your part to become successful. EMS Programs Faculty were once students in an EMS Program and can appreciate what you are doing to improve yourself and the lives of the citizens of Florida. Together we can make the pursuit of your education a rewarding experience and make a DIFFERENCE in peoples quality of life.

This handbook has been designed to assist you in you in the educational process. Many of the questions that you may have, will be answered by reading this handbook. It is your responsibility to understand and comply with the guidelines, policies and procedures contained within this handbook and the current Professional Medical Career Center, Inc. Catalog. In the event that you have a question or concern that is not addressed, please bring it to the attention of the EMS Programs Coordinator.

This handbook is a living document, which is periodically updated using the program quality assurance process. In the event that an update occurs, a copy of the update will replace the page in the current Handbook. An example may be the faculty phone list page. It is best for you to consult the handbook and to ask questions of the faculty rather than rely on hearsay, which may contain out dated or inaccurate information.

EMS IS MORE THAN JUST A RIDE TO THE HOSPITAL.
Much success in your education.

Ted Young
Robert Dunn, MD

Director Administrator
Medical Director

History

Professional Medical Education, Inc. was created in 1995 to provide continuing education for medical professionals. The programs are offered to a variety of healthcare professions throughout Florida and abroad. Professional Medical Education, Inc. has received many requests to expand and serve initial training needs especially in the area of the Emergency Medical Services. Realizing the need, having the support and having the desire to expand has led Professional Medical Education, Inc. to consider and plan for offerings for Emergency Medical Technician-Basic and Paramedic non-degree programs.

Professional Medical Education, Inc. would like to branch out into offering Emergency Medical Technician-Basic and Paramedic non-degree programs under the name of Professional Medical Career Center, Inc. The name differences will enable Professional Medical Education, Inc. to keep focus on its main mission to provide quality continuing education offerings while allowing Professional Medical Career Center to focus only on initial training of Emergency Medical Services professionals. Both will be a private for profit corporation and is does not and will not represent itself as a college or university unless proper applications and approvals are completed at some point.

Professional Medical Career Center, Inc. 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. Our success with Professional Medical Education, Inc. has proven our worth in the community of interest, emergency medical services. Professional Medical Career Center will show the same commitment to service.

Once our program completes the approval processes, our graduates would 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.

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.

PROFESSIONAL MEDICAL CAREER CENTER, INC. EMERGENCY MEDICAL SERVICES PROGRAMS

Faculty

Medical Director:

Robert Dunn, MD

rdunn@bellsouth.net

Instructor List:

<i>Name</i>	<i>Class</i>	<i>Position*</i>
Rudy Neumann	3	rneumann@nlauderdale.org
David Greiff	1,4 Lab Coordinator	davidgreiffe@pmeinc.net
Zachary Ninger	3 Clinical Coordinator	zacharyninger@pmeinc.net
Ted Young	3 Director Administrator	tedyoung@pmeinc.net
Gregory Kaplan	3, EMS Coordinator	fireresqmd@aol.com
Leslie Menghi-Parzygnat	4	whiskeyvictor6028@yahoo.com
Robert Diferdnando	3	firerealty@aol.com

Administration List:

<i>Name</i>	<i>Phone</i>	<i>E-mail</i>
Susan Kaplan	Student Services	rescugirl911@aol.com
Penny Mizusawa	Executive Assistant	pennymizusawa@pmeinc.net

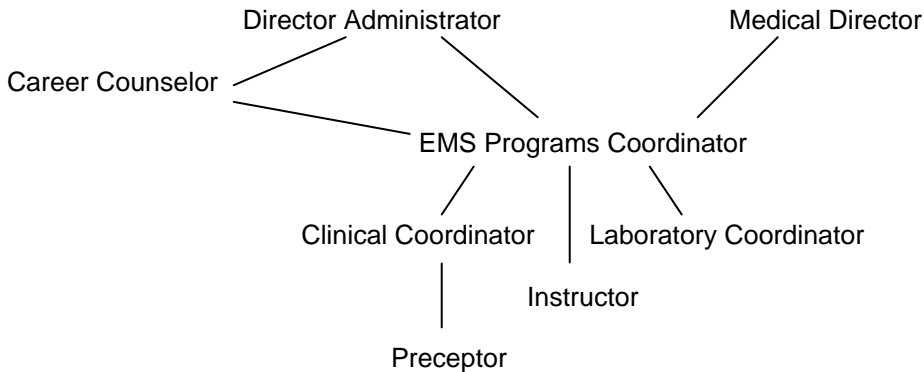
***Position Key**

- 1-EMT Instructor
- 2-Paramedic Instructor
- 3- EMT/ Paramedic Instructor/Lab Instructor/Clinical Instructor
- 4-Clinical/Lab Instructor
- 5-Future Instructor
- 6-Paperwork needed

PROFESSIONAL MEDICAL CAREER CENTER, INC. EMERGENCY MEDICAL SERVICES PROGRAMS Organizational Chart

CHAIN OF COMMAND

Students **will** at all times, follow the proper EMS Programs Chain of Command. Failure to follow proper chain of command may result in no action being taken for your issue. The chain of command is as follows:



Students wishing to bring forth an issue, must first go to the instructor, preceptor or area coordinator. If issue is not resolved, then a request goes to the area Coordinator, then to the EMS Program Coordinator. If no resolution is found, then an appointment will be made for you with the Director Administrator and/or the Medical Director depending on the type of issue. Medical issues go to the medical director, policy issues to the Director Administrator. The only time the chain of command may be broken, is if the student feels uncomfortable going to the instructor because the issue involves the instructor.

Student Services and Career Counselor-Career counselors assists students with the application process for EMS Programs. In addition, the counselors keep a data base of open positions and assists with job placement.

EMS Program Coordinator-Direct authority for the operation of all components and aspects of the EMS Programs. The EMS Programs Coordinator oversees the educational process of all coursework within the EMS Programs. Maintains records, enforces rules and standards and insures compliance of EMS Programs which fall under the regulations of the Department of Education, Bureau of Emergency Medical Services, PMCC, and the US DOT National Standard Curriculums.

Medical Director-Direct responsibility for all medical policies and procedures which fall under the scope of EMT and paramedic education. Insures that all students in the program are competent prior to exiting the program. Acts as the medical consultant for the EMS Programs Coordinator. Works directly with medical directors of clinical affiliates. Provides final approval of students and preceptors for Field Internship.

Clinical Coordinator-Direct responsibility for the scheduling and confirmation of all clinical faculty and students. Has the authority to counsel and discipline students. Has the authority to deny a student access to clinical. Maintains all records with regard to clinical : time log, grades and assignments. Has the authority to counsel and discipline students and review call logs. Acts as a liaison between the EMS Programs and the Clinical Affiliations. Periodically visits students

and faculty in clinical. Supervises all clinical faculty. Functions under the direct supervision of the EMS Programs Coordinator.

Laboratory Coordinator- Direct responsibility for the scheduling and confirmation of all skills performed by students in the laboratory. Has the authority to counsel and discipline students. Maintains all records with regard to skills mastery, grades and assignments. Maintains inventory of supplies and equipment and makes recommendations for purchase. Insures that the laboratory is neat and orderly at all times when not in use. Acts as a Public Information Officer for the EMS Programs by providing demonstrations, displays and information to general public and faculty and staff. Supervises all laboratory faculty. Functions under the direct supervision of the EMS Programs Coordinator.

Assistant Laboratory Coordinator-Acts as Laboratory Coordinator if absent.

Lead Instructor-Primary responsibility for the delivery of cognitive/didactic information within the lecture/class environment. Has the authority to counsel and discipline students. Maintains all records of progress to include but not limited to attendance and grades. Prepares lesson plans for each lecture session and prepares examinations for each module. Insures that the classroom is neat, clean and orderly at all times following class. Functions under the direct supervision of the EMS Programs Coordinator and can be delegated as the EMS Programs Coordinator as needed.

Clinical Instructor-Primary responsibility for providing clinical education and guidance to students while at the clinical affiliate. Responsible for the oversight of students while performing patient care. Insure proper complete documentation by the student of the patient care experiences. Has the authority to counsel and discipline students. Functions under the direct supervision of the Clinical Coordinator.

Laboratory Instructor-Primary responsibility for providing practical skills education and insuring skills mastery at the time of check off. Responsible for signing off mastered skills in on Student Skills Log. Responsible for insuring organization of the laboratory and stockroom following laboratory sessions. Has the authority to counsel and discipline students. Functions under the direct supervision of the Laboratory Coordinator.

Paramedic Preceptor Preceptors are approved by the EMS Programs Coordinator, Program Medical Director with the recommendation by the clinical affiliate. A preceptors primary responsibility is to guide, mentor and evaluate student performance through the Field Internship (Phase III). The field internship is a dress rehearsal to the professional responsibilities for the paramedic student. The preceptor has the authority to evaluate student performance, make recommendations for improvement and to counsel students. The preceptor reports to the EMS Programs Clinical Coordinator through the clinical affiliate chain of command as necessary. The preceptor reserves the right to accept or reject a student, or to send a student home from clinical for any infraction identified in this handbook with the proper documentation and contact with the Clinical Coordinator. It is the responsibility of the preceptor to maintain confidentiality regarding a students progress except to the Clinical Coordinator, Programs Coordinator, Medical Director or Affiliates EMS coordinator. It is the responsibility of the student to complete assignments given by the preceptor. The preceptor receives no monetary compensation from Professional Medical Career Center for this position. Preceptors are expected to be oriented to preceptor training prior to becoming an approved preceptor for the paramedic program. This ensures inter-rater reliability for the students.

Executive Administrative Assistant Screens applications for employment for faculty and staff positions. Compiles a list of applicants meeting minimum requirements and sets up interviews with the interview committee. Screens student applications for completeness and

minimum requirements for admission. Compiles a list for the Career Counselor for interviews. Compiles and coordinates pre-employment paperwork for new employees. Compiles pre-coursework paperwork. Provides training and guidance to hiring employees on policies, process, and regulatory issues. May place employment advertisements and new student advertisements online, in newspapers, etc. Responsible for updating and archiving recruitment material.

Supplies administrative support services to an executive staff and/or various departments within PME, Inc. and PMCC, Inc. Assembles and analyzes complex information or data. Uses independent judgment in completing activities and operates under general supervision. Oversees administrative procedures and processes for PMCC, Inc. Must be able to lift at least 30 lbs.

PROGRAM 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
Supplies	\$ 100.00(variable)
Health Examination & bloodwork	\$ 100.00(variable) does not include vaccines
FISDAP Clinical Tracking	<u>\$ 15.00</u>
	\$ 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
Supplies	\$ 100.00(variable)
Health Examination & bloodwork	\$ 100.00(variable) does not include vaccines
FISDAP Clinical Tracking	<u>\$ 55.00</u>
	\$ 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. If you do not have a lender and need financial assistance information, a list is available from the counseling office.

Student Loans (Before PMCC is Accredited by State)

Sallie Mae

www.salliemae.com

Toll free: (888) 2-SALLIE (888-272-5543)

The Career Training Loan is a private, credit-based student loan for technical training or trade school, distance learning, and other continuing education programs.

Eligibility

You must be a U.S. citizen or permanent resident and have an established credit history.

Features

- The Career Training Loan has interest rates and fees that reward good credit.
- Repayment terms of up to 15 years are available.
- If you have less-than-ideal credit or no credit at all, you can still be eligible for the Career Training Loan by applying with a creditworthy cosigner.
- You may borrow for both tuition and other education-related expenses.
- You get the convenience of combined billing for all of your Sallie Mae-serviced loans.
- Creditworthy borrowers may request a cosigner release after making the first 24 consecutive, on-time monthly payments of principal and interest as initially scheduled.
- There is no prepayment penalty.

Loan limits

There is no aggregate loan limit.

Interest rate

The Career Training Loan has interest rates that reward good credit and are as low as Prime + 0% for borrowers with excellent credit. Interest rates are variable and reset monthly.

Fees

Current Loan fees are 0%–6.5%.

Repayment

- You may take up to 15 years to repay your loan.
- With the **standard repayment** option, you make level, monthly payments of principal and interest. The minimum monthly payment is \$30.
- With the **interest-only repayment** option, you make interest-only payments while you are in school and begin standard repayment of principal and interest once school is completed. The minimum monthly payment is \$30.
- With the **\$10 deferred repayment** option, you may defer payments for up to 12 months, not to exceed the anticipated graduation date on the application. You are required to make a \$10 monthly payment during deferment. This \$10 payment will be applied toward the interest that accrues on the account during deferment. After deferment, you will begin standard repayment of principal and interest.

Legal

- Career Training Loan is a service mark of SLM Financial Corporation.
- Career Training Loans are made by state or federally chartered financial institutions and are sold after full disbursement to a Sallie Mae company.
- The school and its financial aid office act on their own behalf and do not represent you or Sallie Mae. You should always contact Sallie Mae directly if you have questions about the terms under which Career Training Loans are made.
- The Career Training Loan is a private, credit-based loan and is not federally sponsored or guaranteed.
- Minimum monthly payment is \$30 under the interest-only repayment option; \$10 per month under the \$10 deferred repayment option.
- Up to 60% of the tuition amount may be financed for other expenses, not to exceed \$6,000. Terms may vary by school.
- Repayment begins 30 days after the loan is disbursed.
- The APR will increase if the Prime Rate increases.
- There is a \$30 fee for each cosigner.

TEXTBOOKS

EMT-B

Required Texts

EMT workbook	AAOS/JB	9780763729691
EMT textbook	AAOS/JB	9780763744069
Emergency Cardiovascular Care Handbook	Am Heart	0874934621
BLS Provider Manual	American Heart	0874934621
Paramedic Lab Manual	Brady	0131194372

Paramedic

Required Texts

Paramedic Workbook	Brady	0131711644
Essentials of Paramedic Care	Brady	0131711636
PALS Provider Manual	American Heart	0874933226

ACLS Provider Manual	American Heart	0874934966
Master Formula	Joe Jones	None
Paramedic Lab Manual	Brady	0131194372
<u>Suggested Optional Books</u>		
Neonatal Resuscitation Program (NRP)	Am Academy of Pediatrics	158110202x
Advanced Medical Life Support (AMLS)	Brady	0835951790
Pediatrics for Experienced Prehospital Professionals	Am Academy of Pediatrics	0763712590
Prehospital Trauma Life Support	NAEMT	032302744x
12 Lead EKG for the Prehospital	Physio Control	Product number 3009852-00
Pediatric Prehospital Care	Brady	0130226181

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.

E-MAIL ACCESS AND COMPUTER USE

All students who enroll at Professional Medical Career Center, Inc. are expected to have access to email and to the internet. It is suggested that each student insures operational email while enrolled in the EMS program. Each student is responsible of maintaining accurate contact information for students and instructors. Access of email may be done through a computer located in Resource Center. These computers have strong virus software and some websites will be inaccessible. Students will only access websites for information that is related to EMS education.

COUNSELING and ADMISSIONS

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. It is best if you get the most current information from a counselor before enrolling or making any change in your program. It is suggested that you call for an appointment for application information and requirements for the EMT and paramedic programs. Appointments can be made by calling (561) 964-4141.

PREREQUISITES DOCUMENTATION

All students in the EMT program are required to possess a current valid American Heart Association BLS or American Red Cross CPR for Professional Rescuer CPR card AND IN ADDITION must possess a current valid Florida Drivers License.

All Paramedic students must possess the documents required of the EMT student AND have a current valid Florida EMT certification.

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.

It is a Florida Administrative Code, (see Ch. 64E-2 FAC) that an EMT possesses a current CPR card. An expired CPR card automatically renders the EMT certification invalid, and could be cause for a fine. Do not allow the required documents to expire or immediate dismissal from the program may occur. In the event that a student is temporarily dismissed on probation for expired documentation, compliance must be met within one week of discovery. Failure to produce valid documentation within one week of discovery will be cause to be dismissed from the program permanently.

Applicants for Florida certification must sign an affidavit indicating no dependency on drugs and/or alcohol when applying.

HEALTH EVALUATION

Any student enrolled in the PMCC EMS Programs must meet health standards as determined by a current physical examination by a licensed physician. The physical examination must be current, which means within 6 months before the first day of starting the program. The physical examination must include proof of current immunizations and any blood work indicated on the Physical Examination form.

IMMUNIZATION AGAINST HEPATITIS B IS HIGHLY RECOMMENDED.

HEALTH & ACCIDENT INSURANCE

All students enrolled in the EMS Programs are expected to carry their own health and accident insurance. It is the intention of Professional Medical Career Center, Inc. and its clinical affiliates to provide a safe environment, however accidents do happen. In the 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. The clinical affiliate and/or Professional Medical Career Center, Inc. takes no responsibility for covering medical costs incurred by the student as a result of accident or illness during enrollment in the EMS Programs.

ACCIDENT INCIDENT REPORTS (Handbook Appendix)

If a student is involved in an accident at Professional Medical Career Center, Inc. or at a clinical affiliate, a form is available for documentation. This report form is necessary for all accidents on or off campus while engaged in program activities. It is the responsibility of the student to notify a member of the EMS faculty as soon as possible when an accident has occurred and file this report with Professional Medical Career Center, Inc. within 24 hours of the incident.

PERSONAL PROTECTION

EMS Programs follows the recommended guidelines of OSHA. Each clinical affiliate of the EMS Programs have their own policy regarding Biohazardous Waste and Exposure. During ALL clinical rotations, the student will have an additional uniform available in the event that the initial uniform becomes soiled with blood or other body fluids. It is the responsibility of the student to place the soiled uniform into a plastic bag and decontaminate per OSHA guidelines. Launder following manufacturer guidelines for laundry soap and bleach amounts.

A student whose initial uniform becomes soiled and has failed to bring an additional uniform to a clinical rotation will be sent home immediately. The incident will be documented by the clinical instructor/preceptor and the Lead Instructor (on-call) will be notified.

AT ALL TIMES while in the clinical setting, students will utilize the appropriate personal protective equipment as needed when there is a risk for exposure to blood and bodily fluids or chemical and biological agents exists. Failure to use appropriate PPE will result in the student being sent home immediately. The incident will be documented by the clinical instructor/preceptor and the Lead Instructor (on-call) will be notified. The student will not return to any clinical rotation until counseling has occurred and the matter has been resolved.

LIABILITY INSURANCE

All students enrolled in the EMS Programs are provided with liability insurance as part of the tuition fee while at PMCC. Students are recommended to carry personal liability insurance for participation in clinical and field activities.

CONFIDENTIALITY

Grades and transcripts are kept confidential. The release of grades and/or transcripts by Professional Medical Career Center, Inc. to outside parties including employers, classmates or family members is strictly prohibited unless

by written request of the student. Posting of grades is prohibited. Grades cannot be released over the telephone. Please do not put a faculty member in an uncomfortable situation.

Patient confidentiality shall be respected and is mandatory through HIPPA. A student may not release a name, medical condition or any other personal information to anyone except a clinical instructor/preceptor for the purpose of patient care activities while in the clinical setting. At no time will a student speak to the media.

All documentation by the student will be void of patient name and only utilized as learning tools containing medical information that is necessary for the learning process. All medically sensitive documentation will be held in the strictest confidence. Students will not photocopy or have in their possession any copy of a patient run report, medical record, chart or electronic information about a patient.

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.

SPECIAL NEEDS STUDENTS

Students in the EMS Programs are expected to be able to perform the duties and skills as outlined in the EMS Programs Performance Standards. During orientation, all students will be asked by the Lead Instructor to identify any conditions that may require reasonable accommodations. ANY student who feels that they have a need for an accommodation is requested to make an appointment with Director Administrator in order to find a suitable accommodation. ALL REQUEST FOR ACCOMODATIONS REMAIN CONFIDENTIAL.

It is worth noting that there are stipulations for the State Certification. It is suggested that you consult the State EMS Office at (850) 245-4444 if you have concerns or need reasonable accommodations for the certification examination.

COURSE COMPLETION

In order for a class to be considered for completion, there are certain things that must be done in advance. Each student will complete an "Application for Course Completion" form. This form will be signed by EMS faculty, by the program Medical Director attesting that, all requirements have been met, and that successful course completion has occurred. Once this document is executed, a course completion diploma will be issued from Professional Medical Career Center, Inc. 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.

CERTIFICATION ELIGIBILITY

Upon successful completion of all portions of the integrated EMT or Paramedic curriculum, a student may become eligible for State certification. It is the responsibility of each EMS student to complete and mail the application along with the appropriate fees required to the agency listed on the application to take the certification examination. Certification application paperwork will be distributed following completion of the "Application for Course Completion".

Consult Chapter 64-E-2 FAC for requirements. For information or to call the State EMS Office (850) 245-4444.

NON-PATIENT CARE CERTIFICATION

Any student enrolled in the EMS Programs who is physically unable to perform clinical and laboratory experiences may complete the Program by attending the class/lecture portion only. The student will be issued a Non-Patient Care Certificate of course completion.

CONVICTED FELONS

Convicted felons may obtain Florida Certification as an EMT or paramedic in certain circumstances. Consult Chapter 64-E-2 FAC for requirements or call the State EMS Office (850) 245-4444 for eligibility of certification information.

PROGRAM WITHDRAWAL (Exit Interview Form, Handbook Appendix)

A student wishing to withdraw from an EMS Program should withdraw in accordance with Professional Medical Career Center, Inc.. policy. Please refer to the Counseling Office for assistance. If the voluntary withdrawal is not properly executed, the student risks receiving an "F" on the permanent transcript.

A student may be withdrawn from an EMS Program for reasons identified throughout this Handbook. Some reasons include: excessive absences, inappropriate behavior, academic dishonesty, and weapon or drug violations.

CAREER PLANNING & PLACEMENT

As part of the curriculum, from time to time, potential employers are invited to meet with the class to recruit. Successful completion of the EMT or paramedic program does not guarantee employment. The faculty makes every effort to pass along information about employment opportunities in the local area. It is the responsibility of the student to seek employment opportunities through professional journals and associations or through visiting the Resource Center.

PROFESSIONAL ASSOCIATIONS & PUBLICATIONS

There is professional EMS organizations and associations that allow for student membership at reduced rates. Students are encouraged to seek out these organizations and become involved in EMS and Fire Rescue related activities in order to advance the profession for the future. Membership to these associations may also provide you with employment information, special discounts and CEUs. Some of the associations include:

- Florida Association of Professional EMTs & Paramedics
- National Association of EMTs
- Florida Flight Paramedics Association

There are a number of professional journals and magazines that offer reduced prices for students. It is recommended that students become familiar with their professional publications as they prove to be helpful throughout your career.

Professional journals and magazines include, but are certainly not limited to:

- Florida EMS Journal
- Emergency Medical Services
- Journal of Emergency Medical Services (JEMS)
- Emergency
- Rescue

PROGRAM EVALUATIONS

As part of the EMS Programs commitment to quality education, students are encouraged to fill out periodic evaluations. Anonymous evaluations of faculty, instructors, preceptors, clinical affiliates, program logistics and information are conducted as a means for quality improvement. The Program encourages honesty in evaluations and welcomes constructive suggestions for improvements. At anytime a student may address an issue in writing to the EMS Faculty or the Director Administrator. If a suggestion is made that can not be implemented, the student will receive an explanation as to the reason why not. Evaluations are non-punitive to the student.

TRANSPORTATION

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 at the scheduled time and to the campus on time for educational activities. Remember parking may be a challenge so leave enough time to park and meet your instructor. Failure to have the resources to support traveling to clinical activities may be cause for unsuccessful completion of the program.

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 student 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. 2Instructor 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.

PROFESSIONAL MEDICAL CAREER CENTER, INC.
EMERGENCY MEDICAL SERVICES PROGRAMS
Programs Overview

The Emergency Medical Services Programs at Professional Medical Career Center, Inc. prepares the student as an EMT or Paramedic to deliver patient care on the scene of an emergency, on an ambulance, with Fire Rescue, in an emergency department, in industry, the military and many other locations.

The Emergency Medical Technician (EMT) is a professional who delivers basic life support care. EMT is a 252-hour course, which consists of classroom (didactic), laboratory, hospital emergency department clinical, and ambulance clinical components.

EMT is offered three evenings per week with weekend and evening clinical experiences.

Upon successful completion of all components of the EMT program, the student may take the certification examination to become a State of Florida EMT and/or the National Registered EMT.

PREREQUISITE: American Heart Association BLS Provider card or American Red Cross for Professional Rescuer CPR card.

The Paramedic Program is a diploma program, which is about 1104 hours in length or approximately one year. In the Paramedic program a student will learn advanced life support patient care procedures, which builds upon the knowledge from EMT. The Program consists of classroom, lab, hospital clinical and ambulance clinical components. This Program like EMT requires a strong desire and commitment to the profession. Admission to the Paramedic Program requires a current Florida EMT certification in good standing, current American Heart Association BLS Provider care or American Red Cross for Professional Rescuer CPR card and is by separate application based on a point system. Upon successful completion of all components of the Paramedic Program, the graduate may take the certification examination to become a State of Florida and or National Registry Paramedic.

PREREQUISITES: Current American Heart Association BLS Provider card or American Red Cross for Professional Rescuer CPR card, a current Florida EMT certification in good standing, and a valid current Florida Drivers License.

Although EMS Programs are considered part time coursework, on the average at least 25 clock hours per week and a flexible schedule is required.

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, or 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) 964-4141 or by visiting the office located at 6415 Lake Worth Road, Suite 100, Greenacres, FL 33463

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.

COURSE DESCRIPTIONS

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 course has four components. (Includes HIV/AIDS, SIDS, Trauma Scorecard Methodologies for Adult and Pediatrics). Classroom, Laboratory, Clinical Rescue, Clinical Emergency Department. There is an additional component, which is the Emergency Vehicle Operator course, which most agencies require before hiring and can be obtained locally.

EMS 01C	Lecture/classroom	124 clock hours
EMS 01L	Laboratory	64 clock hours
EMS 01H	Clinical Hospital	32 clock hours
EMS 01F	Clinical Field	<u>32 clock hours</u>
		252 clock hours

Paramedic Program

1104 clock hours

This course of study is designed to prepare the graduate to function at an advanced life support level. Similar to the Emergency Medical Technician, the Paramedic program prepares the student as an entry-level paramedic for an ambulance/fire rescue crew or for a hospital emergency department. This course is approximately 1104 hours in length and requires a strong commitment while attending. The entire program is completed in 48 weeks. Anyone attending the Paramedic program must show proof of current American Heart Association BLS Provider card or American Red Cross for Professional Rescuer CPR card,

current Florida EMT certification in good standing and a valid current Florida Drivers License.

All components of the EMT and Paramedic Programs are integrated and all coursework for each term must be successfully completed simultaneously. Each component of Paramedic Phase I must be completed with a “C” or better in order to advance to Phase II and so on. Any student who does not complete one course with a “C” or better must repeat the entire PHASE before advancing to the next Phase as the coursework is integrated.

Course includes required HIV/AIDS, SIDS, Trauma Scorecard Methodologies for Adult and Pediatrics.

Fall Term PHASE I

EMS P1-1C	Prehospital Environment	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	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

Professional Medical Career Center, Inc..
 Emergency Medical Services Programs
Paramedic Clinical Hours Schedule
Fall Semester

<i>Month</i>	<i>Date</i>	<i>#Hours</i>	<i>Clinical Area</i>	<i>Location</i>
September		8	Triage	
62 hours		12	Rescue	
		12	Rescue	

	10	Psychiatric
	8	Medical Director/ Research
	6	Dispatch
	6	Morgue
October 52 hours	8	Pediatrics
	12	Rescue
	12	Rescue
	10	Emergency Dept
	10	Emergency Dept
November 56 hours	10	Emergency Dept
	10	Emergency Dept
	8	Obstetrics
	8	Pediatrics
	8	Nursery/PICU/NICU
	12	Rescue
December 30 hours	8	Obstetrics
	10	Emergency Department
	12	Rescue

Total Semester Hours Clinical and Rescue = 200 + 8 hours for case studies and clinical paperwork and 16 hours of PALS=224 hours

**Paramedic Clinical Hours Schedule
Spring Semester**

<i>Month</i>	<i>Date</i>	<i>#Hours</i>	<i>Clinical Area</i>	<i>Location</i>
January 58 hours		10	Emergency Dept	
		10	Emergency Dept	
		10	Emergency Dept	
		8	Nursing Home	
		8	Medical ICU	
		12	Rescue	
February 56 hours		4	OR-Intubations	
		4	OR-Intubations	
		4	Dialysis Center	
		10	Emergency Dept	
		10	Emergency Dept	
		12	Rescue	
		12	Rescue	
March 58 hours		4	OR-Intubations	
		8	Cardiovascular ICU & Telemetry	
		8	Cardiovascular ICU & Telemetry	
		4	Cath Lab	
		10	Emergency Dept	
		12	Rescue	
		12	Rescue	
April 30 hours		12	Rescue	

- 10 Medical Director Shadow
- 8 Community Service Project

Total Semester Hours Clinical and Rescue = 202 + 6 hours for case studies and clinical paperwork and 16 hours of ACLS=224 hours

Paramedic Field Internship Hours Schedule
Summer Semester
 240 minimum hours

<i>Month</i>	<i>Date</i>	<i>#Hours</i>	<i>Rescue Location</i>
June			
120 hours		12	
		12	
		12	
		12	
		12	
		12	
		12	
		12	
		12	
		12	
July			
120 hours		12	
		12	
		12	
		12	
		12	
		12	
		12	
		12	

12

12

12

During Field Internship students will have meeting dates at the center for EMS Seminar and to turn in clinical evaluations.

Professional Medical Career Center, Inc.
Emergency Medical Services Programs
**Paramedic Clinical and Rescue
Hours Breakdown**

<u>Paramedic I</u>	<u>Sept-Dec</u>	<u>Hours</u>	
Triage	September	8	
Psychiatric	September	10	
Morgue	September	6	
Medical Director	Sept/Oct	8	
Dispatch	September	6	
Pediatrics	Oct/Nov	16	
Obstetrics	Nov/Dec	16	
Nursery	November	8	
Emergency Dept	Sept-Nov	50	
Rescue	Sept-Dec	72	
Clinical Paperwork	Sept-Dec	8	
TOTAL HOURS			208

PALS Paramedic I 16

<u>Paramedic II</u>	<u>Jan-April</u>	<u>Hours</u>	
Medical ICU	January	8	
Nursing Home	January	8	
OR-Intubations	Feb-March	12	
Dialysis	February	4	
CVSICU-Telemetry	March	16	
Cath Lab	March	4	
MD Shadow	April	10	
Community Svs Project	April	8	
Emergency Dept	Jan-April	60	
Rescue	Jan-April	72	
Clinical Paperwork	Jan-April	6	208

ACLS Paramedic II 16

<u>Paramedic II</u>	<u>June-Aug</u>	<u>Hours</u>	
Rescue	June-July	224	224

August used for skills competencies

Total Hours for Clinical and Rescue per student 640

Students should plan to complete the following:

PALS	8 hours
PHTLS	8 hours
NRP	8 hours
Advanced Burn Life Support	8 hours
12-Lead EKG	8 hours
Employability Skills	4 hours
Stroke	4 hours
Terrorism Preparedness	8 hours
Extrication	8 hours
Water Rescue	4 hours
ACLS	10 hours if not taken in PII

78 hours

Professional Medical Career Center, Inc. will arrange for the above coursework as needed.

Classroom	256
Laboratory	168
Clinical & Rescue	640
ACLS, PHTLS, PALS, PEPP NRP, ABLIS, 12 Lead EKG	<u>40</u>

Total Paramedic Program Hours 1104 Hours

Associate of Science Degree-Emergency Medical Services

Articulation with community colleges is possible with a paramedic certification and additional college coursework. The Associate of Science (A.S.) degree is designed for the student who is committed to advancing in the field of emergency medical services.

PROFESSIONAL MEDICAL CAREER CENTER, INC. EMERGENCY MEDICAL SERVICES PROGRAMS

Student success in the EMS Programs depends upon attending all learning activities. Oversight agencies monitor programs to ensure students are receiving the required number of hours for their program of study. EMT is 250 hours and Paramedic is 1100 hours. Please do not place yourself or the program in jeopardy by not being diligent about attendance.

Class (Didactic) Attendance

Attendance is the responsibility of the student however in order to insure success in the program it is recommended that students attend all scheduled and required activities in order to receive the best integrated learning experience. Each student will sign-in (own signature) in the instructors Attendance Journal on each class day.

A student is considered absent when late for class by 15 minutes or more.

An excused absence is when the student has notified EMS faculty (in person, by phone or voice mail) that there is an emergency (medical, funeral, accident, etc.). Completion of the Excused Absence Form is required with all signatures.

A determination is made by the faculty as to whether the student receives an excused absence. A note from a physician or other supporting documentation from the student is required.

An unexcused absence is when the student fails to attend a required class lecture and does not obtain an excused absence. Each student who fails to attend a scheduled program activity will be counseled in writing by EMS Programs faculty.

Students are required to attend class on each day that there is an exam. There will only be a make-up exam offered to students who have an excused absence on the day of return to class. Arrangements must be made to take the exam and not miss that days work.

Students who are absent on a day that a quiz is given will only be allowed one opportunity for a make up on the class day immediately following the absence. It is at the instructors discretion as to the type and length of the make up quiz.

A total of three absences (excused or unexcused) in any one semester results in dismissal from the program.

Laboratory Attendance Each student is required to report to laboratory on time. Important information is given at the beginning of each laboratory meeting that will enable the learning experience for that day. A student is absent when late by 15 minutes or more and will be enforced by faculty. Each student must sign-in (own signature) for each lab attended.

Students are to attend laboratory on the scheduled day that has been assigned the first week of class.

A student may only be excused from laboratory by completing an Excused Absence form and have it approved by EMS faculty. It is required that make up work be completed for the excused absence.

An unexcused laboratory absence is more difficult to make up and will be handled on a case by case basis after a counseling session.

Two lab absences in any one term will result in dismissal from the program.

Clinical and Field The coursework for clinical and field are combined under one course number. All clinical evaluations are graded by the average of all clinical and field evaluations AND by completion of the required number of hours and skills. All clinical paperwork will be turned in on the next class day immediately following the clinical experience with all required signatures and documentation.

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.

Clinical Attendance Clinical hours are set in advance and each student is presented with their own personal clinical schedule at the beginning of each term. It is the responsibility of each student to make their own arrangements to attend each assigned clinical. Clinical agreements are made with clinical sites and schedules are set up in advance. Compromise of the clinical schedule could lead to loss of clinical sites and experiences. Students should not put themselves or the program in an awkward position with our clinical affiliates.

Each student is required to report to clinical on time. Build in time for travel to clinicals and for parking and reporting. Important information and patient assignments are given at the pre-conference before each clinical that will enable the patient care learning experience for that day.

A student may only receive an excused absence from Clinical by permission of the Program Faculty by completion of an Excused Absence Request Form. Any unexcused absence can result in dismissal from the program.

Students will not leave any clinical area without the permission of the clinical instructor.

DO NOT EXPECT TO LEAVE LECTURE, LABORATORY AND CLINICAL LEARNING EXPERIENCES EARLY. ALL COURSEWORK IS PLANNED FOR THE REQUIRED ALLOTTED TIME.

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

Didactic and Laboratory

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)	<u>30%</u>
Comprehensive Practical Final Exam (Classroom Laboratory)	
All examination instruments	100% must equal “C” or better

AND

B. All skills for the course must be completed to Mastery, before taking the Comprehensive Written Final Examination.

AND

C. Passing of the Comprehensive Written Final Examination in one attempt allows for taking of the Comprehensive Final Practical Examination.

AND

D. Passing of the Comprehensive Final Practical Examination in two attempts, allows for Medical Director conference.

AND

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,E leads to successful completion of the course. Failure of any or all (A, B, C, D, 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.

Laboratory The laboratory experience is to enhance and be integrated with didactic, clinical and field portions of the program. Skill/procedure mastery is essential to successfully apply concepts and provide care to patients.

Clinical and Field The coursework for clinical and field are combined under one course number. All clinical evaluations are graded by the average of all clinical and field evaluations AND by completion of the required number of hours and skills. All clinical paperwork will be turned in on the next class day immediately following the clinical experience with all required signatures and documentation.

Clinical Rotation Exchange Request It is realized that at times there may be a reason to change a scheduled clinical. Approval from faculty is achieved by completing a clinical rotation exchange request. The program works very hard to secure meaningful clinical experiences for students. It is imperative that the schedule slots are utilized to full capacity.

Examinations The examination format is at the discretion of the approved program faculty who reserve the right to administer examinations as essay, fill-in, multiple choice, verbal, psychomotor. Examinations will be announced to allow the student time to study and prepare for the examination.

Quizzes The instructor may announce or administer a “pop” quiz at their discretion. Format may be oral, written or performance based. Quizzes are part of the overall grade for classroom and laboratory.

Mid Term Evaluation Mid Semester each student will be given a mid term evaluation. This evaluation will assist the student in determining progress in the program and what focus areas may improve grades or performance. The mid term evaluation is a written document presented by program faculty and will be signed by the student and faculty member.

Final Examinations A final examination is comprehensive for the semester and integrates with material already learned. There is a final written examination and a final practical (putting it all together scenario). Acceptable passing scores are required for each to be advanced to the next course in the sequence.

EMS Community Service Project Professionals in the EMS field are regularly asked questions about their health. In order to provide students with a sense of planning health promotion and interface in a positive way with the community, students will select a community service project. The project can be done alone or with a team of students. The project will be completed during Phase II of the Paramedic Program.

Behavior & Conduct All PMCC students are expected to follow a student code of conduct when on campus or at a clinical facility. This code of conduct outlines what is acceptable affectively. The code of conduct is in the PMCC Catalog and students should be familiar and follow the code of conduct.

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.

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. If sufficient academic progress or continuous failure to comply with rules is not met during probation, student's enrollment will be terminated.

Counseling forms and Exit Interview forms are located in the Handbook Appendix.

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 is not "Professional" as outlined in the Description of the Profession Paramedic.

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.

A student may be withdrawn from an EMS Program for reasons identified throughout this Handbook. Some reasons which are not inclusive include: excessive absences, inappropriate behavior or conduct and academic dishonesty.

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 voluntarily withdraw from the Program are encouraged to review and sign an exit/dismissal form.

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

FIELD INTERNSHIP

Toward skill/procedure, mastery the student will follow an algorithm.

CLASSROOM DISCUSSION AND DEMONSTRATION OF PRACTICAL SKILL
--

Skills/procedures are introduced in class during didactic/classroom time. Students will learn the:

- Theory behind the skill/procedure
- Indications for the use of the skill/procedure
- Contraindications against the use of the skill/procedure
- Side effects when using the skill/procedure
- Necessary equipment needed to carry out the skill/procedure
- Sequential process for deploying the skill/procedure

The skill/procedure will be demonstrated in class by approved program faculty. Students are expected to follow the paramedic program skill sheets and make notes about the skill/procedure. The skill/procedure will be demonstrated slowly in order to allow time for questions and a clear understanding of each critical step in the process. Once the concepts of the skill/procedure are understood, a "real-time" demonstration will be performed to allow students to see the expected process for deployment of the skill/procedure.



GUIDED PRACTICE DURING THE LABORATORY EXPERIENCE

Once the skill/procedure has been discussed and demonstrated in class, the students will then apply what was learned in the laboratory. In the laboratory, students will practice the skill/procedure under the supervision of approved program faculty. Each student will follow the approved sequence of the skill/procedure and include all critical criteria in the execution of the skill/procedure. Students will be given reinforcement and constructive suggestions for improvement of the skill/procedure in the guided practice session of the laboratory experience.



EVALUATION OF STUDENT PERFORMANCE OF THE SKILL/PROCEDURE FOR MASTERY

Students will be given dates of skills/procedures evaluations. Students will come to the laboratory experience prepared to perform the skill/procedure to mastery level in order to competency. This process will allow the student to then have the clinical competency sheet “signed-off” to allow the skill/procedure to be performed in the field or in the clinical area.



SUCCESSFUL COMPLETION

UNSUCCESSFUL COMPLETION

OF SKILL/PROCEDURE MASTERY

OF SKILL/PROCEDURE MASTERY



A remediation plan will be formulated to include a review of the skill, additional guided practice and reinforcement and constructive suggestions for improvement. *The approved program faculty has the right following efforts toward remediation to determine an end to the remediation and failure of the skill/procedure to mastery.*

INTEGRATION OF THE SKILL/PROCEDURE INTO PATIENT CARE SCENARIO

Following successful completion and mastery of a skill the student will then apply the skill/procedure in combination with others in a real-time simulated patient care scenario. This process will ensure that the student understands skills/procedures in relation to one another.



INTEGRATION OF THE SKILL/PROCEDURE INTO PATIENT CARE IN THE CLINICAL AND FIELD EXPERIENCE

Once the student has completed to mastery a skill/procedure, it then can be applied as required in the clinical and field experiences. It is required at the beginning of each clinical or field experience that the student show preceptors the skills/procedures which have been mastered to be able to apply in patient care situations. Students are not encouraged to perform skills, not mastered in the laboratory and that are not listed as being “signed-off” in the skill log by approved program faculty.

Professional Medical Career Center, Inc..
Paramedic Program
Field Internship Agreement

This is an agreement by and between _____, a Paramedic Intern at Professional Medical Career Center, Inc.. and _____, Paramedic at _____ who has agreed to be a Preceptor. This Field Internship agreement begins May ____, through August ____200__ and requires 220 hours of field experience by the paramedic intern and the preceptor.

This agreement identifies the following goals and objectives to meet the goals for the Field Internship Phase of the Paramedic Program.

The Goals for Internship by the paramedic intern are: (at least 3)

The Objectives to meet the goals are: (describe how to meet each of the 3 goals)

The goals and objectives for this Field Internship has been agreed upon by:

_____, Paramedic Intern. Date: _____

_____, Paramedic Preceptor. Date: _____

The shifts are based on 12 hour intervals/or 18 shifts equaling 224 hours.
 The following is the schedule for the Field Internship developed by the Preceptor and Paramedic Intern:

<u>Shift #(12 hours)</u>	<u>Day</u>	<u>Date</u>	<u>Shift</u>	<u>Time</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

If scheduled for a 24 hour shift, the paramedic intern will complete reports for the first 12 hours and the second 12 hours.

This schedule has been agreed upon for this Field Internship by:

_____, Paramedic Intern. Date: _____

_____, Paramedic Preceptor. Date: _____

Professional Medical Career Center, Inc..
Emergency Medical Services Programs

**Student Attendance
Absence/Tardy Report**

Name: _____ Student Number: _____

Date(s) of missed attendance: _____ Tardy Absent

Hours missed in Class _____, Laboratory _____, Clinical _____, Field _____

Total program hours missed: _____

Are you asking for these hours to be excused? Yes No

Reason for missed hours: _____

Supporting Documents (attached): _____

What are your plans to complete missed work?_

Student Signature: _____ Date: _____

.....

Instructor Comments and plans for completion of missed assignments:

Request for excused absence is approved () is denied ()

Instructor Signature:

_____ Date: _____

Professional Medical Career Center, Inc..

Emergency Medical Services Programs

Clinical Rotation Exchange Request

I, _____ request to exchange my EMT PM clinical rotation

at _____ on _____ from _____

hours to _____ hours with _____ . It is

realized by both, that there are a required number of clinical rotations/hours for

each semester. It is the responsibility of each student to ensure meeting the

clinical requirements of the program. It is understood that the student agreeing to

the exchange clinical rotation is responsible for this clinical as scheduled.

Requesting Student: _____ Date: _____

Agreeing Student: _____ Date: _____

Clinical Coordinator: _____ Date: _____

Professional Medical Career Center, Inc..
Emergency Medical Services Programs

Clinical Rotation Logsheet

Clinical Site: _____ Clinical Area: _____

Clinical Faculty: _____ Title: _____

Date of clinical: _____ Time In: _____ Time Out: _____

Skills books checked: _____ Clinical Evaluations Completed: _____

Student Name	Time In	Initials	Prepared	Time Out	Initials

Student Issues: _____

Clinical Issues: _____

Number of Student Clinical Evaluation Sheets Attached _____.

**PROFESSIONAL MEDICAL CAREER CENTER, INC.
EMERGENCY MEDICAL SERVICES PROGRAMS**

INFORMED CONSENT

Initial spaces

_____As a student enrolled in the EMS Programs at Professional Medical Career Center, Inc. and performing clinical experiences as part of my course of study, I understand that I may be exposed to environmental hazards to include but not limited to, Tuberculosis, Hepatitis B, HIV/AIDS and other diseases and hazardous materials.

_____Neither Professional Medical Career Center, Inc. nor any of the clinical affiliates used for clinical experiences assumes liability if during the course of training the student receives an injury or illness as a result of the clinical experience unless the injury or illness is a direct result of negligence by Professional Medical Career Center, Inc. or the clinical affiliate. I understand that it is my responsibility to provide my own health and accident insurance during the course of my training.

_____I understand that Professional Medical Career Center, Inc. and the EMS Programs recommends that I become immunized, at my own expense, against Hepatitis B and that it is my personal choice to decide to or not. I further understand the risks of not being immunized and performing patient care during clinical experiences.

_____I understand the inherent risks of receiving my education in a health profession. I further agree to comply with the policies, procedures and rules and Hold Harmless Professional Medical Career Center, Inc. and the EMS Programs.

Printed-student name

Signature of student

Student number

Date signed

Witness: _____ Print

Date signed: _____

Witness: _____ Sign

Professional Medical Career Center, Inc.

Significant Exposure and Needlestick Policy

Universal precautions must be applied by all PMCC students and 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 students and employees. 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.

The above controls will be maintained by the Laboratory Coordinator at PMCC. Controls will be in place at each clinical site as determined by their policies.

After removal of personal protective gloves, employees and students 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 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. The student or 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 or employee and the student or employee's physician. If the patient to whom the student or 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 or 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 student or employee and her/his physician will know the test results. The student's or 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 or employee.

i. If the patient to whom the student or employee was exposed is shown to be HBsAg negative, no further Hepatitis B testing or therapy is needed. If the patient to whom the student or 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 or employee was exposed is shown to be HBsAg positive and the student or 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 or 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.

<p style="text-align: center;">Guidelines for Needlestick and Body Fluid Exposures for PMCC Students & Employees</p>

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.

I certify that I have read and understand the PMCC, Inc. Significant Exposure Policy and the Guidelines for Needlesticks for PMCC, Inc.

Print Name _____

Signature _____

Date _____

Employee **Student** **(check one)**

**PROFESSIONAL MEDICAL CAREER CENTER, INC.
EMERGENCY MEDICAL SERVICES PROGRAMS**

STUDENT HANDBOOK AGREEMENT

I certify that I have read and agree to comply with the policies, procedures and rules listed in the EMS Student Handbook, the Professional Medical Career Center, Inc. Student Handbook and the Professional Medical Career Center, Inc. Catalog. I am aware that if I am negligent, disobey or otherwise have an infringement upon the policies, procedures or rules of Professional Medical Career Center, Inc. or the Emergency Medical Services Programs I am subject to dismissal or withdrawal from the Emergency Medical Services Programs and/or Professional Medical Career Center, Inc.

Printed-student name

Signature of student

Student number

Date signed

Witness: _____
Printed

Date signed: _____

Witness: _____
Signature