



HCI COLLEGE

EMT

STUDENT HANDBOOK

WELCOME

On behalf of the Faculty and staff at HCI College, we are pleased to welcome you to the Emergency Medical Technician EMT Program! This handbook is a supplement to the Institute's Catalog. It contains valuable information to assist students with their academic and professional goals as EMT students.

OVERVIEW

Program Philosophy

The Department for EMS Education believes in providing professional Emergency Medical Services education by incorporating cognitive, psychomotor, and affective competence into the conceptual and technical components of the program. In addition, the program concentrates on academic skills to improve critical thinking and problem solving and prepares the student for lifelong learning and developing mastery in the EMS profession.

Program Goals and Objectives

This program prepares students for entry-level positions as Emergency Medical Technicians. The courses in this program provide students with the basic skills necessary to function as emergency medical technicians at the basic life or a paramedic functioning at an advanced level with an ambulance service or other specialized service. After successful completion of this program, students will be capable of performing the following functions at the minimum entry level:

- Recognize the nature and seriousness of the patient's condition or extent of injuries to assess the requirements for emergency medical care
- Administer appropriate emergency medical care based on assessment findings of the patients condition
- Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury
- Perform safely and effectively the expectations of the job description
- To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

DESCRIPTION OF PROFESSION

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMT's). Incidents as varied as automobile accidents, heart attacks, drowning, childbirth, and gunshot wounds all require immediate medical attention. EMT's and paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility.

In an emergency, EMT's and paramedics typically are dispatched to the scene by a 911 operator, and often work with police and fire department personnel. Once they arrive, they determine the nature and extent of the patient's condition while trying to ascertain whether the patient has preexisting medical problems. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient.

CODE OF ETHICS

The National Association of Emergency Medical Technicians

Professional status as an Emergency Medical Technician and Emergency Medical Technician is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician, I solemnly pledge myself to the following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The EMT provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The EMT does not use professional knowledge and skills in any enterprise detrimental to the public well being.

The EMT respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The EMT, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The EMT shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

An EMT assumes responsibility in defining and upholding standards of professional practice and education.

The EMT assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.

An EMT has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.

The EMT, or groups of EMT's who advertise professional service, do so in conformity with the dignity of the profession.

The EMT has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician

The EMT will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.

The EMT refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

EMT OATH

The National Association of Emergency Medical Technicians

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

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

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

Written by: Charles B. Gillespie, M.D.

Adopted by the National Association of Emergency Medical Technicians, 1978

PROFESSIONAL ORGANIZATION

The National Association for Emergency Medical Technicians (NAEMT) is the professional organization nationally recognized by practicing Emergency Medical Technologists in the United States. More information about the profession of emergency medical technology and the NAEMT can be found at

<http://www.naemt.org/>

National Association for Emergency Medical Technicians
P.O. Box 1400
Clinton, MS 39060-1400

Physical Address:
132-A East Northside Dr.
Clinton, MS 39056

Phone: 601-924-7744
Toll Free: 1-800-34-NAEMT
Fax: 601-924-7325

The Bureau of Emergency Medical Services is responsible for the statewide regulation of emergency medical technicians (EMTs) and paramedics; EMT and paramedic training programs; and ambulance services and their vehicles.

The Florida Statutes and Administrative Code regulating Emergency Medical Services may be found at:
<http://www.fl-ems.com/RulesStatutes/rulesreghome.html>

Chapter 401, F.S.

http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&URL=Ch0401/ch0401.htm

Chapter 64J-1, F.A.C.

<http://www.fl-ems.com/RulesStatutes/RulesPDFS/042506rulefinal.pdf>

The In highly recommends that students become familiar with this information.

For more information, contact:

Florida Department of Health
Bureau of Emergency Medical Services
4052 Bald Cypress Way, Bin #C18
Tallahassee, Florida 32311-1738
(850) 245-4440

FLORIDA LAWS GOVERNING EMS

Florida EMS is regulated by Section 401 of the Florida State Statutes and Chapter 64-J of the Florida Administrative Code. Both documents can be viewed upon the students request and also can be found at the Bureau of Emergency Medical Services web site

<http://www.doh.state.fl.us/DEMO/EMS/RulesStatutes/rulesreghome.html>

EXPECTED BEHAVIORS AND TECHNICAL STANDARDS OF THE EMT-P

Emergency Medical Technology is a practice of discipline with cognitive, sensory, affective, and psychomotor performance requirements. Patient safety is dependent on the student's ability to meet the following Behavioral and Technical Standards. These standards are a part of the program:

Critical thinking

- Coping ability sufficient for clinical judgment.
- Identify cause-effect relationships in clinical situations.
- Display good coping mechanisms.
- Ability to make fast decisions in stressful situations in a professional manner.

Interpersonal skills

- Sufficient to interact with individuals and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Establish rapport with patients and colleagues.
- Give directions and explanations to patients.
- Consider the patient as a person and not a procedure.

Communication

- Abilities sufficient for interaction with others in verbal and written form.
- Explain procedures to colleagues.
- Effective radio communication skills to hospitals and other agencies.

Mobility

- Ability to move in confined spaces in the back of emergency vehicles and to be able to lift heavy objects.

Gross and fine motor skills

- Sufficient to provide safe and effective care.
- Position patients.
- Manipulate and use equipment.

Auditory ability

- Sufficient to assess needs.
- Hear blood pressure accurately.
- Hear emergency alarms.
- Accurately hear instructions in a noisy environment.
- Sufficient hearing and vision to see and hear patient signs and symptoms.

Visual ability

- Sufficient for observation and assessment.

Manipulative/ tactile skills

- Sufficient to feel for assessment of task being performed.
- Turn dials.
- Operate special equipment.
- Feel temperature changes.

- Strong eye-hand coordination.

Strength / stamina

- Sufficient to provide patient care and related responsibilities for extended periods of time.
- Adapt to shift (8-24 hours).
- Lift without restriction from a standing position.
- Administer cardiopulmonary resuscitation.
- Ability to perform physical work (lifting, standing, walking).

Conscientious

- Not sacrificing principles of self-accountability.

Ethical

- Utilize ethical principles, moral values, and professional codes as a basis for making decisions and solving problems.

PROGRAM EXPECTATIONS OF THE STUDENT

- Meets standards/competencies for course completion.
- Completes all assignments.
- Maintains classroom work area, equipment, and supplies in a manner conducive to efficiency and safety.
- Participates fully in lecture, laboratory, cooperative learning activities, and clinical experiences.
- Meets attendance requirements for class, laboratory, and externships.
- Maintains personal appearance and hygiene.
- Complies with dress code.
- Demonstrates effective written and oral communication.
- Displays socially appropriate behaviors.
- Demonstrates problem solving skills.
- Travels to clinical/field sites.
- Follows all procedures and policies of clinical/field sites.
- Maintains patient/client confidentiality.
- Follows the proper chain of command to resolve problems.
- Meets the technical standards (determination is made on an individual basis as to whether or not necessary accommodations or modifications can be made reasonably while assuring patient safety).
- Complies with the rules and regulations of the program and functions only under the direct supervision of an EMS preceptor during field experience.

CONFIDENTIALITY POLICY

In accordance with HIPPA regulations, students of the Emergency Medical Technician Program must maintain the confidentiality of all patient medical records and information they encounter at a clinical/field education site or at the Institute as part of their educational process.

- The student must follow all state and federal statutes and regulations regarding patient medical record and medical information.

- The student must follow the clinical/field experience site's policies and procedures regarding patient medical records and medical information.
- When a student must use a patient's medical information the student must use it properly and in the correct setting.
- The student must not disclose any of a patient's medical record information to a non-healthcare provider. The healthcare provider must be medically involved with the patient for the student to provide the patient's medical record information.
- Failure of the student to follow state and federal statutes and regulations and improperly using confidential patient medical record information may cause the student to be withdrawn from the EMT-B Program.

COURSE DESCRIPTIONS

Please see current Institute catalog for EMS course descriptions.

CLASS ATTENDANCE AND WITHDRAWAL POLICY

1. If a student fails to attend class they will be withdrawn and an academic failure will be entered into their permanent record.
2. If a student is absent more than 2 times in a semester the student is automatically withdrawn.
3. Three tardy events or leaving early is equal to one absence.
4. A student is allowed only 1 clinical or Field absence per semester. A 2nd absence will result in failing the clinical portion of the course and academic withdrawal.
5. Voluntarily, a student may withdraw before 40% of the semester is completed in order for the student to qualify for the prorated refund, however the student must fill out and sign the applicable withdrawal form. Refunds are calculated from the withdrawal form date completion ie. Signed by the student and turned into HCI.

EMT

COURSES/SKILLS LAB

Psychomotor Skills:

For the lab component of courses, students are evaluated on successful completion of skills using skill check-off sheets. It is the student's responsibility to schedule additional practice time with an instructor if the skill(s) is (are) not mastered during lab hours. The skills lab component is graded based on the completion of the skill check-off sheets, a lab final medical scenario, and final trauma scenario, comprehensive practical exam.

Patient Scenarios: Throughout the program, students are instructed on how to safely and effectively assess and treat both medical and trauma patients. The students, using knowledge and skills acquired in the program, will be required to perform the following:

1. Identify the patient's problem.
2. Control the scene.
3. Take a leadership role.
4. Care for and properly prepare the patient for transport to the hospital.

Cognitive Skills:

The theory component of the course is graded based on a letter grade. Students will be expected to pass 80% or better, a comprehensive written and comprehensive practical examination at the conclusion of the program.

Exams	Weight
6 exams	35%
Midterm	25%
Final Exam	35%
MyBradyLab	5%
Total	100%

Affective Skills:

Students will also be evaluated on skill competency as well as professionalism, conscientiousness, attendance and interest in learning in the classroom and field/clinical.

STUDENT CONFERENCES

Because of the varied demands of the practice of Emergency Medical Technology, the program requires considerable communication between the instructors and students. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. Students who are having difficulties in the clinical/field setting may be required to meet with the clinical coordinator more often.

STUDENT CONCERNS

If a student has a complaint concerning a decision of an EMT instructor or the EMS Department and the decision affects him/her personally, the following procedure should be implemented by the student:

- Step 1 Discuss the concern with the appropriate instructor within one day of the occurrence (next day of class or before). A meeting between the instructor and the student should occur immediately (the first mutually agreeable time and date for both the instructor and student).

- Step 2 If the student is not satisfied, the student may then address the concern with the Program Director. The meeting should occur within one day (or before) of the meeting between the faculty and the student.

- Step 3 If the student is not satisfied with the decision after discussing the problem with the instructor and Program Director; the student is then advised to discuss the concern with the Director of Education. The meeting should occur within one day (or before) of the meeting between the Program Director and student.

STUDENT DRESS CODE POLICY

The personal appearance of EMS students affects the image that is projected to patients, staff members, and the community. The EMS faculty at HCI College believes that it is important to present oneself in a way that promotes a positive image of the EMS Programs. The EMS Program has developed a student dress code that will help the student develop a professional look and demeanor. Students are expected to follow the dress code policy during all classroom, laboratory, and clinical/field components of the program. Students are responsible for the cost of their uniforms. The students' uniforms must always be clean and neat. While participating during the Field Experience component of the program, students must adhere to any departmental dress code policies. If a student arrives to class or his/her clinical/field site not dressed in proper uniform, the student may be sent home to change.

Shirt

- HCI College EMT

Pants

- Black or Navy blue BDU Pants (i.e., Dickies), worn with a black belt.

Shoes

- All black shoes or all black boots, plain toe (no decorative stitching). Preferably safety toe shoes (composite or steel). Black socks if they can be seen. No tennis shoes.

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Hair

Men

- Hair must be off the collar, clean, and well-groomed. Long hair must be worn up.
- Facial hair must be well-trimmed (must not interfere with any equipment that must be worn on the face) or freshly shaven. No beard under any circumstances.
- No excessive hair colors.

Women

- Hair must be appropriately arranged and, if long, away from the face. Large ornaments, ornate clasps, and ribbons may not be worn while in uniform. Long hair must be worn up.
- No excessive hair colors.

Jewelry

- If earrings are worn, they must be a post type (non-dangling) and only one earring is permitted per ear.
- Any visible body piercing must also be removed.
- Other jewelry is limited to wedding rings.

Other

- The use of perfumes or cologne is prohibited during Clinical/Field Experiences.
- Make-up should be in moderation.
- Fingernails must be short and clean. No nail polish, acrylic nails, gels, overlays, etc.
- No false eyelashes.
- Personal hygiene must always be maintained .
- **ALL VISIBLE TATOOS MUST BE COVERED DURING CLINICAL AND FIRE-RESCUE ROTATIONS.**
- All students are required to have their student identification badge on during all classroom, lab, and externship experiences. This badge must be displayed above the waist.

STUDENT PROFESSIONAL BEHAVIOR POLICY

The EMT Program has established a set of professional behavior expectations to ensure that students develop their knowledge and skills for entry-level positions in the field.

The guidelines are as follows:

- Students should adhere to the HCI College's Policies and Procedures as outlined in the Institute catalog.
- Any supplies or equipment that are owned by the school and are taken out of the school by a student could result in dismissal from the program and or prosecution.
- Students should adhere to the Program Policies and Procedure as outlined in the EMS Program Student Handbook.
- If a student has a concern with a course, he or she should first talk to the course instructor. If the concern is not resolved, the student should next talk to the program director; and thereafter the Director of Education.
- Adhere to the policies and procedures of the clinical and/or field internship education site when assigned. If a student has a concern with a course, the student should first talk to the instructor. If the concern remains unresolved, the student should speak to the program director. Chain of command should always be utilized for prompt resolution. HCI College does however maintain an open-door policy.
- Students must be punctual. Punctuality is a demonstration of professional behavior. Students are expected to be in class on time.
- Students should demonstrate responsibility and accountability in all aspect of the educational process.
- Students should demonstrate appropriate communication, interactions and behavior toward patients, other students in the program, HCI faculty field internship/clinical staff.
- Students are not allowed to bring visitors to class or the clinical/field sites. This includes relatives, friends, acquaintances, or pets.
- The use of cellular phones is prohibited in the classroom/labs/ and at field internship and clinicals at all times. During field experience, cell phones/tablets/laptops should be out of sight, on silent mode and students will limit any use to studying the text or MyBradyLab activities, solely during down times. **Under no circumstances, will cell phones be answered on the scene, hospital and/or in the rescue vehicle.** If the preceptor is conducting any EMS related activities (checking supplies, restocking, cleaning/checking equipment and or the vehicle) the student should also be participating. Student who are at a field internship site should be engaged in truck duties anytime the preceptors are engaged. If an emergency was to arise, family members or friends should be instructed in advance to contact the receptionist at the front desk of HCI.
- Disruptive behavior of any kind including but not limited to, inter-classmate chatting, the discussion of other classmates' grades, or the abilities of another classmate, could also result in a Behavior Warning.

- Students must demonstrate academic integrity. Cheating may be grounds for dismissal from the program and will not be tolerated.
- Plagiarism of any type is not tolerated by HCI College.
- Forgery of any documentation may be grounds for dismissal from the program.
- There is a zero tolerance for weapons of any kind on school property.

If a student demonstrates inappropriate behavior, the student may be placed on Behavior Warning. If the inappropriate behavior continues or other inappropriate behavior develops, the student may be placed on Behavior Probation. Further continuation of this behavior may result in dismissal from the course, the program, and/or the Institute. The program reserves the right to withdraw a student at any time if the demonstrated inappropriate behavior is deemed extreme.

Academic and Administrative Dismissal

A student may be dismissed from HCI College for a variety of reasons, including but not limited to the following:

- Disregarding administrative policies.
- Failure to meet minimum educational standards in the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
 - meeting deadlines for academic work and tuition payments
 - providing documentation, corrections and/or new information as requested
 - notifying the Institute of any information that may have changed since the student's initial application
 - purchasing or otherwise obtaining required supplies
 - maintaining Institute property in a manner that does not destroy or harm it
 - returning library books in a timely manner and paying any necessary fine that may be imposed
 - obtaining required educational and financial clearance prior to graduation
 - complying with all parking regulations
- Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or Institute, clinical or field internship representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by the Institute.
- Failure to comply with policies and procedures listed in the current Institute catalog and the EMS program student handbook.
- Conduct prejudicial to the class, program or Institute.
- The student may also be dismissed for improper conduct including:
 - Willful destruction or defacement of Institute or student property.
 - Improper or illegal conduct.
 - Use or possession of alcoholic beverages or illegal drugs while on campus.
 - Cheating and plagiarism.
 - Theft of student or Institute property.
 - Disruptive or otherwise inappropriate behavior.

EXPOSURE TO BLOOD BORNE PATHOGENS AND COMMUNICABLE DISEASES

The Emergency Medical Technician -Basic Program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials to minimize the risk of the transmission of blood borne pathogens or communicable diseases.

- Training: Basic information regarding blood borne pathogens and universal precautions will be provided to all students in the EMT-B Program.
- Universal Precautions to prevent the acquisition of infection by the student:
 - Hands must be washed between every direct patient contact
 - Non-sterile gloves must be used if contact with blood, body fluids, secretions or excretions are anticipated.
 - Gloves must be changed between patients.
 - Gown and facial protection must be worn when doing procedures which may cause splatter & aerosolization of body fluids
 - Disposable needles & syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent, or broken before disposal.
 - In all cases, safety needles should be used.

Didactic training in the classroom or at an extern site necessitates the use of real patients and real patient specimens, which could result in an occupational exposure to blood and other potentially infectious materials. That exposure could result in the transmission of blood borne pathogens or communicable diseases.

- Exposure associated tasks for Emergency Medical Technician students include:
 - Patient hygiene/elimination.
 - Environmental/equipment cleaning.
 - Specimen collection.
 - Specimen transport.
 - Waste/linens management.
- Incident reporting:
Should an exposure incident occur in the classroom or during the student's clinical/field experience, the student should inform his/her instructor or the supervisor at the site and the campus Clinical/Field Coordinator so that appropriate action and follow up can be made available.

EXPOSURE/INJURY INCIDENT POLICY

Occupational Exposure is defined as a reasonably anticipated skin, eye, mucous membrane, or parenteral contact (i.e., needle stick) with blood or other potentially infectious materials that may result from the performance of an employee's/student duties.

Reporting

- Students with an exposure incident are to report immediately to their instructor or Clinical/Field Coordinator and the Site Supervisor at the clinical/field site.
- Students on externship will also be required to report the incident to the Clinical/Field Coordinator/Program Director.

Medical Care

- The student will be advised to seek medical attention within 24 hours of the incident.
- The student should see their primary physician and have the necessary testing, evaluation and follow-up performed. If the student does not have a primary physician available, the Clinical/Field Coordinator will direct the student to a medical facility where testing, evaluation and follow-up can be done.
- During the student's visit with their physician, a baseline blood sample may be collected immediately following the incident with subsequent periodic samples taken at a later date. The results of the student's blood test are confidential and will be known only to the contacting physician and the exposed student.
- Counseling and other features of post-exposure evaluation may be offered whether or not the student elects to have baseline HIV/HBV/HCV serological testing.

RECORDS CONFIDENTIALITY POLICY

In accordance with HIPPA regulations, EMT students must maintain the confidentiality of all patient medical records and information they come in contact with at a clinical education site or at the Institute as part of their educational process. Feel free to review the site www.hhs.gov/ocr/privacy/

- The student must follow all state and federal statutes and regulations regarding patient medical record and medical information.
- The student must follow the clinical education site's policies and procedures regarding patient medical records and medical information.
- When a student must use a patient's medical information the student must use it properly and in the correct setting.
- The student must not disclose any of a patient's medical record information to a non-health care provider. The healthcare provider must be medically involved with the patient for the student to provide the patient's medical record information.
- Failure of the student to follow state and federal statutes and regulations and improperly using confidential patient medical record information may cause the student to be withdrawn from the EMT or Paramedic Program.

CLINICAL/FIELD EXPERIENCE

Clinical/Field Records

Some clinical/field records are virtually irreplaceable. Their loss may prevent students from completing the clinical/field portion of the program.

Clinical /Field Evaluation Forms (all forms are located in the Appendix section of this handbook).

- Patient Care Reports – Hospital 3 per day minimum but PCRs should be done on all patient contacts.

- Patient Care Reports – Fire/Rescue 1 report per call.
- Skill Verification form: Students MUST have the preceptor or instructor fill out this form and sign it for each hospital or field rotation.
- Hospital or Fire Rescue log: These forms are completed every time a student completes a hospital or fire rescue rotation.
- Self-Evaluation form.
- Site Evaluation form.

EMT-All clinical information MUST be entered into Platinum Planner within 72 hours of clinical completion. Failure to do so will result in an absence recorded for that rotation and all hours/patient contact/skills voided. A repeat offense could result in dismissal from the program

Clinical Rotations

The clinical rotations are scheduled by the EMS faculty for various local hospitals. Students are limited to the observation and application of those skills learned throughout the EMT courses. Students are under the direct supervision of a HCI College instructor while participating in the hospital clinical experiences. No student is to enter the Hospital/Emergency Room if the instructor is not present. Students will meet their instructor 10 minutes prior to the start of the rotation in the area designated by the clinical instructor. In the event an instructor does not arrive in a timely manner, the students are to wait 30 minutes and then call 561-586-0121 and speak to the clinical coordinator or leave a message. All forms must be signed by the appropriate supervisor upon completion of the rotation.

Fire/Rescue Field Rotations

The Fire/Rescue field rotations are also scheduled by the EMS faculty local Fire/Rescue Agencies. The field experience is designed to allow students to use the skills acquired in the program in a real-life fire/rescue setting. The student is expected to arrive at the designated EMS station on time and in proper professional attire. The student must report to the station officer for instructions. The Fire/Rescue field experience will be under the supervision of the Paramedic Crew. Students are limited to observation and application of only those skills learned and passed throughout the EMT courses. The student will be required to have a minimum of three patient contacts, but reports should be completed on all patients being accompanied to the hospital. Students function only under the direct supervision of the EMS Preceptor during field experiences. Students may not be in the patient compartment alone during patient transport.

Incomplete forms and/or hours will result in a failure of the clinical/field rotation and subsequently failure of the EMT-B course.

*****ANY STUDENT WHO ARRIVES TO A CLINICAL ROTATION 15 MINUTES LATE WILL BE SENT HOME AND NOT RECEIVE CREDIT FOR THE CLINICAL.**

BREAKDOWN OF CLINICAL HOURS EMT

The EMT student must complete a total of 94 hours of externship to be eligible for graduation. This requirement includes 70 hours of Fire Rescue rides and 24 hours in an Emergency Room.

If a clinical or Fire Rescue rotation is missed for any unexcused reason, the student will receive an absence for that day and MUST make the hours up. This absence will count towards the attendance rules and policy per the HCI Handbook.

STUDENT STATUS AND BEHAVIOR AT CLINICAL/FIELD SITES

Clinical training sites and EMS Department supervising instructors (preceptors) are generally not paid to train students. They provide this service for a variety of reasons, including the potential to recruit excellent students for staff positions or a desire to share their experience and knowledge. Students are expected to behave appropriately at all clinical/field sites in consideration of their “guest” status at these sites. The clinical/field site rotations may expose students to a variety of methods, equipment, and policies; however, student should always follow those methods taught in the program via the DOT.

- Under no circumstances are you allowed to participate in any games (even with permission) while riding at an EMS agency.
- Under no circumstances are you allowed to sleep during a rotation.
- No student is allowed close to a hazardous scene or condition during a rotation. Under these circumstances Students must remain in the vehicle until instructed otherwise.
- No use of cell phones and/or tablets/laptops for any other use than to study assigned materials from the program. No texting/games/video uses allowed while in the clinical/field sites. Students should be involved in EMS equipment and rescue truck duties.
- Any inappropriate or unsafe act may be grounds for IMMEDIATE withdrawal from the program.
- Students will not be in patient compartment alone during patient transport and students are not used to meet staff requirements.

Students may not leave a clinical/field practicum under any circumstances without the explicit permission of their designated preceptor/supervisor. The student must immediately notify their clinical and clinical coordinator prior to leaving any site before the end of the ride rotation.

While participating as a student in clinical/field rotations students are not considered an employee of the clinical/field site and are not entitled to the full range of rights and privileges that employees of the site(s) receive. While performing in the capacity of students in supervised learning activities, students will not be paid a stipend or receive compensation of any type.

Students must stay within their scope of practice which can be defined as “the skills that you have passed and proved competency performing”.

GRADING

If a student does not score an 80% or higher on any given exam a Student Action Plan will be created, and remediation will be offered by an HCI College instructor. All remediation sessions must be scheduled. It is the student's responsibility to schedule and follow through with remediation sessions. Failure to do so will be documented and placed in the student's academic file.

A STUDENT MUST PASS EACH "FINAL EXAM WITH AN 80% OR BETTER TO MOVE ON TO THE NEXT SEMESTER. STUDENTS MUST PASS THE COMPREHENSIVE FINAL EXAM WITH AN 80% OR BETTER TO BE ELIGIBLE FOR GRADUATION.

IF A STUDENT DOES NOT OBTAIN AN 80% OR HIGHER ON A FINAL EXAM AND THEY HAVE MAINTAINED AN 80% OR HIGHER EXAM AVERAGE A RE-TAKE WILL BE ALLOWED. THE AVERAGE OF THE TWO EXAMS MUST EQUAL 80% OR HIGHER TO BE CONSIDERED SUCCESSFUL HOWEVER THE MAXIMUM SCORE RECORDED WILL BE AN 80% FAILURE TO MEET THE FINAL EXAM CRITERIA ABOVE WILL RESULT IN ACADEMIC DISMISSAL FROM THE PROGRAM.

GRADUATION REQUIREMENTS

The student must complete the following to be eligible for graduation. These requirements must be completed before taking the final exam:

- Complete all classes, labs and clinical/fire-rescue hours.
- Maintain an 80% course average or better and pass both the mid-term and cumulative exam with an 80% or higher.
- Demonstrate competencies in required critical tasks including passing the comprehensive final scenarios.
- All required paperwork turned in.
- Meet all financial requirements.
- Complete all clinical and field requirements.

**HCI COLLEGE
EMERGENCY MEDICAL TECHNICIAN**

Emergency Contact Sheet

(To be placed in the Clinical/Field Folder)

Provide the Clinical/Field Coordinator and HCI College the active numbers that may be contacted in case of an emergency.

Name: _____ Relationship: _____

Phone: _____ Other Phone: _____

Name: _____ Relationship: _____

Phone: _____ Other Phone: _____

Name: _____ Relationship: _____

Phone: _____ Other Phone: _____

By my signature below, I am indicating that, in case of an emergency, I would like the above person/persons contacted on my behalf.

Student Signature: _____ Date: _____

Student Name (printed): _____

**HCI COLLEGE
EMERGENCY MEDICAL TECHNICIAN**

Placement Record

Clinical/Field Site: _____

Address: _____

City: _____

Telephone: _____

Contact Person: _____

Start Date: _____

Days of Operation: _____

Hours of Operation: _____

.....
Directions:

General Rules Regarding Written Tests and Exams in EMS Programs:

Prior to administering any test or exam, the instructor must read and make clear the “Compulsory Rules for Taking Exams” found in each class binder.

All test/exams are scheduled, on the syllabi, with chapters covered and date of test/exam.

EMT

The passing grade for each and all EMT exams is an 80%.

If a student fails the retake exam the student will be academically withdrawn.

The student is allowed two failed tests/exams total each semester.

If a student fails more than two tests/exams total within a semester, he or she will be academically withdrawn.

If the student does not pass a test or exam:

- Although a student can fail up to two tests per term, only one retest will be allowed for each student in the program. A student cannot retest for any midterm or final written exam.
- The student must contact the EMS department to schedule a time to take make-up test.
- The make-up test or exam must be taken prior to the next class meeting.
- If the student does not retake the exam within this time it will constitute a failed test or exam and the student will be withdrawn from the program.
- The make-up must be passed with a minimum score of an 80% for EMT.
- When a student retakes a test, he or she will only receive a maximum score of 80% for EMT.

If the student misses the scheduled exam:

- If the student does not have an excused absence, the student must call the school and make arrangements to take the make-up exam prior to the next class meeting. If the student does not retake the exam within this time it will constitute a failed test or exam and the student will be withdrawn from the program.
- The student will be given a 0% for the scheduled test/exam missed.
- The student will be given the make-up test/exam. The make-up must be passed with a minimum score 80% for EMT.
- When the student passes the make-up, they will receive a score of 80% which will be averaged into their grades, not the make-up score.

General Rules Regarding Lab Scenarios in EMS Programs:

Students are to attend all labs as scheduled. Skills are to be assessed and signed off by instructors as students show proficiency.

Student skill sheets will be maintained in a Class lab Folder and given to the lead lab instructor for that day.

All sheets and folder are to be returned to the office at the end of the class.

All skill sheets assigned must be completed prior to sitting for the semester final exam. Failure to complete required skills sheet will result in an “I” (Incomplete) for that semester and the student will not be permitted to register for the next semester. Final semester scenarios will be pass/fail. If a student fails a

final scenario, student will be allowed one make-up scenario. Should the student fail the make-up scenario, the student will fail that semester.

HCI COLLEGE
EMERGENCY MEDICAL TECHNICIAN
Acknowledgement of Responsibilities

By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI COLLEGE Catalog _____

HCI College Admission Documentation, Clinical/Field/Classroom Training, and Attendance Policy..... _____

Current HCI College Emergency Medical Technician Student Handbook..... _____

I acknowledge that the HCI College has familiarized me with Section 401, Florida Statute and Chapter 64J-1 Florida Administrative Code and have made these documents available to me upon my request.
..... _____

I understand that I must meet all requirements to participate in clinical rotations including completion of the health screening requirements
..... _____

I understand that I am to only function under the direct supervision of the EMS Preceptor during all field experiences..... _____

I understand that I will not be in the patient compartment alone during patient transport and that I will not be used to meet staffing requirements at the field agency..... _____

****I understand that attendance is mandatory for the 2 hours of Trauma scorecard methodology, and SUIDS, and that if I fail to attend, I am not eligible to complete the program..... _____**

I understand that the minimum passing grade for any Paramedic course is an overall score of 80% or higher.
..... _____

I acknowledge that I have been fully advised that my program of study requires performing airway management, wound care, possible exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending class/clinical/field sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of my instructor or externship coordinator _____

I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College
..... _____

I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding clinical/field facility patients, as well as any other confidential information of the facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel, any specific information regarding any patient. I further agree not to reveal to any third party any confidential information from the facility..... _____

I understand that I can **not** be subject to call/duty in any way during didactic, skills, or clinical/field portions of the program
..... _____

I understand that I may be required to submit to a drug and/or background check prior to going out on the clinical/field experience portion of the program. The results of the drug and/or background check may have an impact on my placement at a clinical/field site and completion of the program. I understand that I am responsible for the cost of these tests..... _____

I understand that I am required to complete a physical exam and provide proof of said exam prior to the start of the program, and that results of the exam may influence my acceptance into the program
.....

I understand that I must pass a comprehensive written exam as well as a final practical exam in order to graduate from the program.....

I understand that after successful completion of the program I will receive a letter of completion or certificate within 14 days. I am then eligible to sit for the state exam.
.....

I understand that I must always have my HC College student badge visible while serving in the capacity of an EMS student.....

I understand that all of my clinical data must be entered into FIDAP within 72 hours of clinical completion. I understand that failure to comply will result in an absence being recorded for the first offense with all clinical data voided for the day. I also understand that a repeat offense could result in dismissal from the program.
.....

I have read and acknowledged the “General rules regarding written tests and exams in the EMS program” section of this handbook.
.....

I have read and understand the information contained in this document. Furthermore, I understand that failure to meet and comply with the requirements of this program may result in my termination from the program.

Student Printed Name

Student Signature

Date

Instructor/Witness Signature

Date