



HCI COLLEGE

PARAMEDIC

STUDENT HANDBOOK

2022

WEST PALM BEACH #2077

(MAIN CAMPUS)

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WELCOME

On behalf of the Faculty and staff at HCI College, we are pleased to welcome you to Paramedic Program! This handbook is a supplement to the College's Catalog. It contains valuable information to assist students with their academic and professional goals as paramedic 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 Paramedics. The courses in this program provide students with the basic skills necessary to function as 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 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 Paramedics Incidents as varied as automobile accidents, heart attacks, drowning, childbirth, and gunshot wounds all require immediate medical attention. Paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility.

In an emergency, 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. Some paramedics are trained to treat patients with minor injuries on the scene of an accident or at their home without transporting them to a medical facility. Emergency treatment for more complicated problems is carried out under the direction of medical doctors by radio preceding or during transport.

CODE OF ETHICS

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

A fundamental responsibility of the Paramedic 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 paramedic provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

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

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

A Paramedic assumes responsibility in defining and upholding standards of professional practice and education.

The Paramedic 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.

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

The Paramedic 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 Paramedic 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.

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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

<https://www.floridahealth.gov/licensing-and-regulation/emt-paramedics/index.html>

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.

Please find details regarding the below agencies at HCI.edu.

- The Florida Statutes and Administrative Code regulating Emergency Medical Services
- Chapter 401, F.S.
- Chapter 64J-1, F.A.C.

The Institute 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

EXPECTED BEHAVIORS AND TECHNICAL STANDARDS OF THE PARAMEDIC

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 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.

HIPPA

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 Program.

COURSE DESCRIPTIONS

Please see current HCI College 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. All absences must be made up.
5. Voluntarily, a student may withdraw before 40% of the semester is completed 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.

EMERGENCY MEDICAL TECHNICIAN-P

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 assess and treat both medical and trauma patients safely and effectively. 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:

If a student does not maintain an 80% or higher after mid-term the student will be dropped from the program.

Grade Point Value

Homework/eLectures	10%
eBook Quizzes/Quizzes	10%
Chapter Test	35%
Midterm	45%
FISDAP Comprehensive Final (70% Passing)	Pass/Fail
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.

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”.

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

Passing grade for Paramedic program is 80%.

If the student does not achieve at least an 80% percent average after completing the mid-term exam, the student will be academically withdrawn.

If the student misses a scheduled exam:

- In the case of an extenuating circumstance, the student must notify the instructor and the Director of EMS via email of the situation.
- If the student does not make the instructor and Director of EMS aware of the circumstance, there is no guarantee that the student will be granted a make-up test.
- If the student is given an opportunity to make up the exam, a date and time will be given to the student that must be adhered to.
- If the student does not make-up the exam at the date and time given 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.

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.

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 a Paramedic 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 Dean of Academic Affairs. 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 Paramedic Student Polo (Golf) shirt.

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.

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 be maintained at all times.
- **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 Paramedic 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 must adhere to the Health Career Institute 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 must adhere to the Program Policies and Procedure as outlined in the EMS Program Student Handbook.
- If a student has a concern with a particular 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 Dean of Academic Affairs.
- 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 particular course, the student should first talk to the instructor. If the concern remains unresolved, the student should speak to the program director, and thereafter the Dean of Academic Affairs.
- Chain of command should always be utilized for prompt resolution. Health Career Institute 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 Academic Learning 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. Students 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 Health Career Institute.
- 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 Paramedic 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 Paramedic 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 Paramedic 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, Paramedic 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.

- 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 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 5 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.

PARAMEDIC- All clinical information MUST be entered into FISDAP 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 Paramedic courses. Students are under the direct supervision of a Health Career Institute 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 contact the clinical coordinator. The student will be required to have a minimum of SEVEN patient contacts, but reports should be completed on all patients being accompanied to the hospital. 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 and 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 Paramedic courses.

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.

Students are only allowed to ride on advanced life support vehicle, other than an ambulance, only if student currently works for a Fire Department. Student can only complete 20% of field internship aboard an advanced life support vehicle other than an ambulance.

***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 PARAMEDIC

The Paramedic student must complete a total of 540 hours of externship to be eligible for graduation. This requirement includes 340 hours of Fire Rescue rides and 200 hours in an Emergency Room. Each month of each semester has a minimum requirement that **MUST** be met. The breakdown is as follows:

Semester Breakdown

<u>Semester</u>	<u>RIDE</u>	<u>Hospital</u>
1	7x 10hrs=70	13x 8hrs=104
<u>Semester</u>	<u>RIDE</u>	<u>Hospital</u>
2	9x 10hrs=90	12x 8hrs=96
<u>Semester</u>	<u>RIDE</u>	<u>Hospital</u>
3 (Capstone)	18 x10hrs=180	0
Total Hours:	340	200

*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 College 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 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.

STUDENT STATUS DURING CLINICAL/FIELD TRAINING

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”.

GRADUATION REQUIREMENTS

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

Requirements to Graduate

- 1. Complete course with an 80% cumulative grade.**
- 2. Complete Lecture and lab hours. 422 hours of lecture and 150 hours of lab.**
- 3. Complete required hours of externship. 200 hours clinical, 340 rides.**
- 4. Complete the requirements for CoAemsp in FISDAP.**
- 5. Pass the Final Scenarios (lab practical exam).**
- 6. Pass the FISDAP comprehensive final with an 70%.**

**HCI COLLEGE
EMERGENCY MEDICAL SERVICES PARAMEDIC PROGRAM**

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
PARAMEDIC PROGRAM**

Placement Record

Clinical/Field Site: _____

Address: _____

City: _____

Telephone: _____

Contact Person: _____

Start Date: _____

Days of Operation: _____

Hours of Operation: _____



Directions:

HCI COLLEGE
PARAMEDIC PROGRAM
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 Paramedic 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 if I am not a certified Florida EMT-B upon enrollment into the Paramedic program, I MUST obtain Florida EMT-B certification by the end of Phase I of the Paramedic program which is defined as the completion of Semester 1. I acknowledge that if I do not obtain Florida EMT-B certification by phase I that I can no longer remain enrolled in the Paramedic program.

_____ 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 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 have my HCI COLLEGE student badge visible at all times 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 Name

Instructor/Witness Signature

Date