



HCI

— COLLEGE —

EMT STUDENT HANDBOOK 2023

www.HCI.edu

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INTRODUCTION

Dear Emergency Medical Technician Student,

We are pleased to welcome you to the Emergency Medical Technician (EMT) Program! This is the time for you to apply theory into practical experiences. The HCI EMT program is committed to assisting you in achieving your educational goals of successfully completing the program and passing the National Registry of Emergency Medical Technicians (NREMT®) Exam.

This Handbook has been developed to serve as a guide to provide essential program-specific information for your clinical/ride-time and laboratory/simulation rotation including policies and procedures, expectations of students, program of study details and resources available to facilitate your learning experiences.

It is in your best interest to make the time to familiarize yourself with the content and adhere to its policies and procedures. It is ultimately the responsibility of the student to review this very important handbook. Students are responsible for becoming familiar with and acting in accordance with the policies and procedures set forth in this publication. The curriculum, policies and procedures of the EMT program are reviewed periodically and are accurate and current as possible. The student will receive copies of revised policies, procedures and/or revised editions. The student should review this handbook at the beginning and throughout each semester.

If you have questions, please feel free to consult with your faculty, the Director of EMS, or the Dean of Academic Affairs for additional clarification or assistance. We are here to support and assist you in meeting your goals.

Best Wishes,

The HCI College EMS Department

ACADEMIC ADMINISTRATION

West Palm Beach (Main Campus)

Group Campus President/COO	David Shelpman, Jr., <i>MHRM</i>
Senior VP of Academic Affairs	Celeste Blackwell, <i>M.Ed.</i>
Dean of Academic Affairs	Avis Chapman-Reese, <i>Ph.D.</i>
Associate Dean of Academic Affairs	Alecia Dennis
Director of EMS	Yvette Evans, <i>M.S.</i>
Clinical Coordinator	Nick Gordon

Fort Lauderdale (Branch Campus)

Group Campus President/COO	David Shelpman, Jr., <i>MHRM</i>
Senior VP of Academic Affairs	Celeste Blackwell, <i>M.Ed.</i>
Campus Director	Nichole Walsh, <i>M.S.</i>
Dean of Academic Affairs	Kim Phillips, <i>Ed.D</i>
Director of EMS	Yvette Evans, <i>M.S.</i>
Clinical Coordinator	Jarette Fitzgerald

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 patient's 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 wellbeing.
- 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

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 can be found at the Bureau of Emergency Medical Services website.

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 www.HCI.edu:

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

HCI College highly recommends that students become familiar with this information.

For more information, please 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 EMT

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 (I-XI):

I. 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.

II. 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.

III. 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.

IV. Mobility

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

V. Gross and Fine Motor Skills

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

VI. 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.

VII. Visual Ability

- Sufficient for observation and assessment.

VIII. Manipulative/Tactile Skills

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

IX. 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).

X. Conscientious

- Not sacrificing principles of self-accountability.

XI. 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 & 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 College 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 the HCI College Catalog for the EMT 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 i.e., 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 with an 80% or better for the course, a comprehensive written and comprehensive practical examination at the conclusion of the program.

Grade Point Value

Chapter Tests	20%
Homework	15%
Class Assignments	20%
Attendance and Participation	10%
Lab Attendance, Timeliness, and Hands-On Skills	10%
Midterm	25%
FISDAP Comprehensive Final	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.

STUDENT ADVISEMENTS

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 advisements. 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/Coordinator, 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 believe 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 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

- Hair must be off the collar, clean, and well-groomed/appropriately arranged. Long hair must be worn up, away from the face. Large ornaments, ornate clasps, and ribbons may not be worn while in uniform.
- No excessive hair colors.
- 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.

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 tattoos **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/guidelines to ensure that students develop their knowledge and skills for entry-level positions in the field.

Guidelines are as follows:

- Students must adhere to the HCI College Policies and Procedures as outlined in the College Catalog.
- Any supplies or equipment that are owned by the College and are taken out of the College 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. 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 aspects 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 HCI College.
- Forgery of any documentation may be grounds for dismissal from the program.
- Students actively enrolled at the college may not sign any documentation for another student whether or not the student actively works for the organization in which the student is conducting ride times or clinicals. In no circumstance may any student sign another student's documentation validating any hours conducted. This may be grounds for dismissal.
- HCI College has a zero tolerance for weapons of any kind on College property.

If a student demonstrates inappropriate behavior, the student may be placed on Behavioral Warning. If the inappropriate behavior continues or other inappropriate behavior develops, the student may be placed on Behavioral Probation. Further continuation of this behavior may result in dismissal from the course, the program, and/or the College. 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 College of any information that may have changed since the student's initial application.
 - Purchasing or otherwise obtaining required supplies.
 - Maintaining College 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 College Clinical and/or Field Internship Representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by the College.
- Failure to comply with policies and procedures listed in the current College Catalog and the EMS program student handbook.
- Conduct prejudicial to the class, program, or College.
- The student may also be dismissed for improper conduct including:
 - Willful destruction or defacement of College 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 College property.
 - Disruptive or otherwise inappropriate behavior.

EXPOSURE TO BLOOD BORNE PATHOGENS & COMMUNICABLE DISEASES

The EMT 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 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 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 EMT 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 College 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 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.
- **Skills 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.**
- **Clinical/Field Site-Evaluation Form.**

ALL CLINICAL INFORMATION MUST BE ENTERED INTO FISDAP WITHIN SEVENTY-TWO (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

Clinical rotations are scheduled by the EMS Clinical Coordinator for various local hospitals. Students are limited to the observation and application of those skills learned throughout the EMT course. 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 are to meet their instructor ten (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 (7) 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 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 EMT Clinical Hours

The EMT student must complete a total of ninety-four (94) hours of externship to be eligible for graduation.

This requirement includes:

- Seventy (70) hours of Fire Rescue rides
- Twenty-four (24) hours in an Emergency Room.

Field (10 hrs.)	Clinical (8 hrs.)
70 (7)	24 (3)

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.

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”.

FISDAP

Students have seventy-two (72) hours to upload and complete all documents for a ride and/or clinical.

THERE ARE NO EXTENSIONS ON THIS TIME FRAME.

- Students are required to complete 100% of their clinicals and ride times, have all documents uploaded in FISDAP within the 72 hours allotted after shift, in order to move on/graduate.
- All students must sign up for all their rides and clinicals in FISDAP within the first two weeks of the semester.
- If a student misses a clinical or a ride time, emergency documentation must be submitted to the Program Director/Coordinator. Program Director/Coordinator will decide if the absence is an excused absence. If it is not excused, then the student may be terminated from the program.

GRADING

Passing grade for the EMT program is 80%.

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.

If the student misses the 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 Class Lab 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 the 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, the student will be allowed TWO (2) make-up scenarios. The third attempt can only be approved by the EMS Program Director/Coordinator. Should the student fail the make-up scenario, the student will fail that semester.

FISDAP Comprehensive Final:

The FISDAP Comprehensive Final is a Pass/Fail exam.

If the student fails, the first attempt at the FISDAP Comprehensive Final the student will receive ONE (1) additional attempt. If the student fails the second attempt, the student fails the semester.

- FISDAP Final – 2 attempts

Final Semester Scenarios:

Final semester scenarios are pass/fail. If a student fails a final scenario, the student will be allowed another attempt. The second attempt at the scenarios will be with a different evaluator but can have the same witness. If the student fails a second attempt, the student must get approval from the EMS Program Director/Coordinator. **The maximum number of attempts for the Final Scenarios are THREE (3) attempts. No exceptions.**

GRADUATION REQUIREMENTS

The student must complete the following to be eligible for graduation. These requirements must be completed to graduate:

Requirements to Graduate

1. Complete course with an 80% cumulative grade.
2. Complete Lecture and lab hours. 150 hours of lecture and 56 hours of lab.
3. Complete required hours of externship. 24 hours clinical, 70 rides.
4. Pass the Final Scenario's (lab practical exam).
5. Pass the FISDAP comprehensive final with a 70%.

***** INCOMPLETE FORMS AND/OR HOURS WILL RESULT IN A FAILURE OF THE CLINICAL/FIELD ROTATION AND SUBSEQUENTLY FAILURE OF THE EMT PROGRAM. *****



**Emergency Medical Technician Student
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): _____



**Emergency Medical Technician Student
PLACEMENT RECORD**

Clinical/Field Site: _____

Address: _____

City: _____

Telephone: _____

Contact Person: _____

Start Date: _____

Days of Operation: _____

Hours of Operation: _____

.....
Directions:



Emergency Medical Technician Student 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 two (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 EMT 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 **cannot** 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 HCI 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 FISDAP 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 understand that it is my responsibility to review the EMT Student Handbook in its entirety and seek clarification on any questions, concerns or points in which I need clarification.

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

_____ I understand that the EMT Student Handbook may be amended and/or changed during my enrollment.

_____ In the event of any change or amendment during my enrollment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand.

_____ I understand that it is my responsibility to follow all policies and procedures as outlined.

_____ I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

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