



# EMT PROGRAM HANDBOOK

Version 8.0

# **Camsen Career Institute**

## ***Policies and Procedures***

The course policies and procedures for Camsen Career Institute are to be referred to as guidelines governing the EMT program. It is your responsibility as a student to be familiar with these policies and procedures and to adhere to them throughout the program duration.

### **Program Hours**

See particular class schedules for class dates, topics and exam dates. Classes are generally 4 to 9 hours in length. The 1 day per week class meets 9 - 6 pm, the night class meets Monday, Wednesday and Thursday from 6 pm to 10:00 pm and the 3 day per week class meets Monday, Wednesday and Friday from 9 am -1:00 pm.

The student will schedule clinical and field externship hours. Externship hours must be completed prior to sitting for the Final Exam.

### **Office Hours**

Office hours are from 8:30 a.m. - 6 p.m., Monday through Friday. Phone numbers for staff will be provided at orientation for emergencies.

### **Appointments**

Should you require a meeting with any administrative staff, an appointment is necessary.

### **Mission Statements**

At Camsen Career Institute our mission is to successfully prepare our graduates for new career opportunities.

Our goals are:

- Offer our graduates career opportunities by providing a quality education based upon the requirements of perspective employers.
- Create a positive learning environment that recognizes an individual's learning style and one that will meet their unique learning goals.
- Use diverse instructional methods to foster a desire to learn.
- Maintain a qualified staff dedicated to the professional development of the individual student.
- Use the latest methods of instruction by constantly training our faculty and staff through continuing education.
- To invoke a personal desire for each student to want to be a life-long learner and constantly meet expectations.

We believe that training and education is the foundation that a successful career will be built upon.

We will help develop this philosophy by:

- Believing that all students should be treated as individuals and will always be encouraged to develop to their potential
- Acknowledge that education must be responsive to the needs of the industry that the student intends to enter or advance
- Acknowledge that each student shares the responsibility for his or her own achievements and successes
- Providing each individual with the tools needed to achieve their career goals
- Including all faculty members in the decision process regarding development and changes in curriculums

### **Program Hours**

Didactic/Testing/Skills	176 hours
Rescue/Ambulance	100 hours
Hospital	24 hours

### **Faculty**

The Camsen Career Institute faculty is made up individuals who are experts in their field. The instructors in each discipline specialize in their knowledge of the subject matter. Instructors and guest speakers will include doctors, nurses, paramedics and subject matter experts.

### **Injury/Exposure Protocol**

Students must be covered by Workman's Compensation or personal health coverage while enrolled in the course and during field or hospital externships.

The procedure to follow for an injury or exposure is as described below:

1. The student is to immediately inform the Instructor or Preceptor, who will then inform administrative staff.
2. Complete a Written Report (obtain from Camsen Career Institute staff).
3. Report to the Emergency Department if deemed necessary.
4. If student is covered by their agency, they must follow agency policy.
5. Return completed paperwork to administrative staff to determine course of direction.

### **Required Pre-Course Paperwork**

All required student paperwork is to be turned in no later than **14 (fourteen) days** after the start of class. Failure to comply will result in immediate suspension. The student may return to class, once paperwork is received. Attendance policy will apply to any missed class hours due to suspension.

## **Property Damage**

Any damage to equipment that involves a student must be reported to the Lead Instructor. The student, who damages any equipment or property, may be responsible for its replacement or repair cost.

## **Infection Control**

Universal Standards:

- Students **MUST** wear gloves any time they are in contact with patients during externships.
- If the patient is coughing, or vomiting, goggles and masks must be used.
- In case of exposure consult “Injury / Exposure protocol” above
- Gloves will be worn at the discretion of the Lead Instructor during class or lab times

All students **must complete all required immunization requirements prior to attending any externship.** All potential exposures/needle sticks must be reported to the program coordinator immediately and follow the policies outlined in the Camsen Career Institute’s Exposure Control Plan.

## **Attendance**

Students are responsible for the material covered in ALL scheduled classes. Students will be responsible for all content of the textbook(s).

If the student misses class hours, he or she will be responsible for all material covered during the absence. The instructor is not responsible for providing the student with any handouts or notes that are covered during the absence. It is up to the student to make arrangements to obtain the material missed.

**Students are only permitted to miss a maximum of 8 lecture/lab hours.** Make up time must be completed outside of scheduled classroom hours, at the discretion of the Lead Instructor.

**\*\*ANY STUDENT WITH MORE THAN 8 HOURS OF ABSENCES WILL AUTOMATICALLY BE PLACED ON ACADEMIC PROBATION. \*\***

Absences will be considered per hour missed, this includes time when the student arrives late or leaves early. Excessive tardies will be addressed by the lead instructor and MAY result in disciplinary action by the Director. Students may not be responsible for responding to calls, while in class.

## **Hurricane Procedures**

Camsen Career Institute will determine the activities of the school on a daily, or sometimes, hourly basis when a Hurricane is involving the North Florida region. If there are any questions, please contact the school for direction.

## **Conduct**

Students are expected to arrive for class prepared and ready to begin class at the time posted. Late arrivals are disruptive to the class. After each classroom session, the area shall be free of trash and other unnecessary materials. After lab sessions, the student is expected to assist the Instructors in returning the area back to an orderly fashion. Each class may elect a class leader. The class leader will be responsible for making sure the area is restored to a presentable state. The class leader will also work with the lead instructor to address class problems and work as a liaison between the class and the instructors.

Class lectures can be recorded with approval of the instructor.

This is a **TOBACCO FREE** facility. Smoking is allowed only in designated areas outside of the building. The use of tobacco products is *not* allowed in the building at any time, *including e-cigarettes/vaping*.

Any conduct that reflects negatively on the program or Camsen Career Institute will result in dismissal from the EMT Program. Any violation of the medical ethics for patient care and patient confidentiality will result in a meeting with the Program Director. The meeting will determine the proper course of discipline or dismissal.

Examples of infractions, which may result in disciplinary action or dismissal from class, are:

- Cheating or any type of dishonesty
- Unprofessional behavior during class or any field externships
- Harassment of any kind toward students or staff
- Falsification of any documents pertaining to the campus or program
- Breach of patient confidentiality

Failure to comply with the campus rules and regulations will be considered reason for the students' dismissal from the program. The student may appeal a suspension or dismissal within 72 hours to the President, CEO. The decision of this meeting will be final. If the student is reinstated, the time missed will be made up at the discretion of the instructor. The student will be under a probationary period, not to exceed 3 weeks, after reinstatement.

Camsen Career Institute does not allow the possession of any object deemed a weapon of any kind on campus. This includes any object capable of inflicting serious harm.

Camsen Career Institute has a Zero Tolerance drug and alcohol policy. All students will receive Drug and Alcohol testing prior to attending any externship. Failure of the initial testing will result in the student retaking the test within two weeks of initial screening. A positive result on the second screening will result in immediate dismissal from the program. The cost of the second screening will be solely a responsibility of the student.

Students will also be subject to random drug and/or alcohol screening or anytime that Camsen Career Institute staff deems it necessary. The cost of this screening will be solely upon the school.

**Any student who refuses a drug and/or alcohol screening will be dismissed from the program.**

### **Conditions for Reinstatement**

Once a student has been dismissed for any of the reasons listed, they may seek reinstatement through a personal interview with the Course Coordinator and/or Program Director. If the Course Coordinator and/or Program Director feel the student will return and comply with the schools rules and regulations, a probationary period, not to exceed three (3) weeks, will be arranged.

### **Counseling / Grievance**

Students who violate Course Policies shall be counseled by the Program Director. A counseling form, which includes the problem, corrective action and student's comments, will be completed and signed by the Program Director and the student. A copy will be given to the student and the original will be placed in the student's personal file.

Any grievance deemed necessary by the student shall be in writing to the Campus Director. If the meeting between the Campus Director and the student remains unsatisfactory a meeting between the student and the Campus President/CEO will be scheduled. Any dispute that remains unresolved can be taken to the Commission for Independent Education through a grievance procedure.

## **Electronic Devices**

Electronic devices will be allowed for use in class as long as they are used for class activities. A device that is used for disruption of the class will be terminated from use.

## **Dress code for Classroom and Lab:**

- School issued Polo shirt or school issued T-shirt may be worn during normal class days. If a jacket is necessary, it shall have no writing or design that is considered an advertisement or offensive in any way.
- Black, dark blue or khaki pants, NO Shorts or Legging/Yoga Pants.
- Shoes must be sturdy and form fitting to the foot and be black in color. Black athletic shoes are acceptable. No open toe shoes, sandals or flip-flops are allowed.
- Watches and wedding rings are allowed. Earrings must not hang from the ear. No visible piercing is allowed.
- Good personal hygiene and appearance must be maintained at all times. Hair that exceeds collar length must be tied up and be above the collar.
- Name tags, student ID's, are worn in class at the discretion of the lead instructor
- A watch with second hand must be brought to all classes; stethoscopes are at the discretion of the lead instructor for classes.

Any student found not wearing the appropriate "uniform" may be sent home and will not receive hours the class time missed. NO DEVIATIONS from the dress code will be allowed.

## **Dress Code for Externships**

- School issued Polo. If a jacket is necessary, it shall have no writing or design that is considered an advertisement or is offensive in any way. No T-Shirts.
- Pants shall be black or khaki in color. NO JEANS.
- Shoes must be sturdy and form fitting to the foot and be black in color. Black athletic shoes are acceptable. No open toe shoes, sandals or flip-flops are allowed.
- Watches and wedding rings are allowed. Use caution when riding units with wedding rings. Earrings must not hang from the ear. No visible piercing is allowed.
- Good personal hygiene and appearance must be maintained at all times. Hair that exceeds collar length must be tied up and be above the collar.
- Nametags, student ID's, must be worn and visible at all times. Student must be readily identified as a student by the public at all times. ID's must be worn above the waist.
- A watch with a second hand **AND** Stethoscope must be with the students at all times during the externship.

Any student found not wearing the appropriate "uniform" may be sent home and will not receive hours the class time missed. NO DEVIATIONS from the dress code will be allowed.

During externships, the facilities dress code may supersede Camsen Career Institutes policies. If this is the case, the student must conform to that facilities dress code. Agencies allowing externships at their facilities have the right to dismiss the student for not adhering to the dress code.

## ***Externship Requirements***

### **Hospital Externship Time:**

Students are required to complete 24 hours of hospital externship time. The student will schedule externship time. ***A minimum of 12 patient contacts*** is necessary for the ER externship, and objectives must be completed. All reports and evaluations must be completed and turned in to your instructor within 7 days of externship or they will not be counted.

The preceptor will counsel any student who is late for a hospital externship. The preceptor will then determine whether or not the student is allowed to attend the externship. A student that fails to show up for a scheduled hospital externship, without prior cancellation notice **will be assessed a rescheduling fee of \$50.00** and/or disciplinary action, subject to the discretion of the lead instructor and externship coordinator. The externship cancellation form must be filled out at least one week prior to the date of cancellation. If the form is received less than one week in advance of externship date the student will be assessed the rescheduling fee of \$50.00.

**If a faculty member is late without prior notification, students must make all efforts to contact the instructor or externship coordinator. If no contact is made within 30 minutes, the students may leave the facility.**

Students will not receive credit for the externship, so it is in the best interest of the student to make contact with the externship coordinator, so that he/she may schedule someone to appear for the externship to continue. All handbook tasks must be completed in each area as described. Successful completions of clinical and field externships are necessary for course completion.

### **Field Externship Time:**

Students are required to complete 100 hours total on ALS permitted (transport) vehicles. The student **MUST** be accompanied by a Paramedic at all times when providing patient care in the unit. Times for completing clinicals on ALS transport units will be specific to the agreement by contract with each agency. Contact your instructor or externship coordinator for questions. A student that fails to show up for a scheduled Field Externship, without prior cancellation notice **will be assessed a rescheduling fee of \$50.00** and/or disciplinary action, subject to the discretion of the lead instructor and externship coordinator. The externship cancellation form must be filled out at least one week prior to the date of cancellation. If the form is received less than one week in advance of externship date the student will be assessed the rescheduling fee of \$50.00.

During the required Externship Hours, each student must also make the required minimum number of patient contacts (30) as follows; contacts will be documented on paper form:

- Adults: 20 Contacts
- Pediatrics: 5 Contacts
- Geriatric: 5 Contacts
- Medical Complaint: 15 Contacts
- Trauma Complaint: 5 Contacts

Externships may be scheduled after all required paper work has been completed and is in the student's file. These are:

- Proof High School Diploma or equivalent
- Be at least 18 years of age upon graduating from the program
- Completion of registration form and enrollment agreements
- Documentation of U.S. Citizenship

- Proof of good physical condition by a licensed Physician
- Proof of MMR Vaccination, current TB Test, Hepatitis B Vaccine
- Fulfillment of all admission requirements
- Must maintain certification in BLS Healthcare Provider level CPR by the American Heart Association or equivalent

ALL required externship paperwork must be on file before the student will be allowed to take the comprehensive final written examination.

### ***Testing***

Each student will take chapter exams, skills exams and ***Unit Exams***, along with quizzes as outlined in the schedule. Exams will be computer based to help prepare each student for the NREMT Exam. Minimal score on each exam is 75%. No retakes on chapter and hands on skills exams.

***Unit Exams*** will have a cut off score based on National Average for each exam. This cut off score will be posted prior to the exam. If a student fails to meet the cut off score, they must repeat this exam. Students must complete their personal learning matrix for that exam ***before*** authorization of retake is allowed. The higher of the two test scores will be logged in the grade book for that exam. Unit Exam retakes must be completed within the same week of the original exam. Unit Exam retakes can only be taken in the testing center at the school during normal business hours. Failure to meet this requirement may result in Academic Dismissal from the program.

***Satisfactory Academic Progress*** (SAP) reports will be given out every 4 weeks during the program. If your GPA falls below at 75% you will be given an ***Academic Warning*** in writing. Students who were previously placed on “Warning” but have not improved since their last SAP evaluation are placed on ***Probation***. Students on “Probation” are counseled and an ***academic plan for improvement*** and success is implemented. The maximum time period an individual Academic Improvement Plan will be implemented is *three weeks*. While on an Academic Improvement Plan, the student is required to attend tutoring sessions with the Lead Instructor or Program Director. If the student is improving in accordance with written academic plan the status of “Probation” will be removed.

Students that are on academic “Probation” and fail to meet the conditions and time frame set forth for removal of probation status will be dismissed from the program. ***Academic Dismissal*** requires involvement from the lead Instructor, Program Director, President/CEO and if needed the Medical Director.

### **Final Written Exam**

Students must have an overall average of 75% to be eligible to sit for the final written and practical exams.

Students ***must meet or exceed the cut off score*** the FINAL comprehensive final written exam. Cut off score will be based on National Average for that exam. Required score will be posted prior to the exam. If a student fails to meet the cut off school, they must repeat this exam. Students must complete their personal learning matrix for the final exam ***before*** authorization of retake is allowed. If cut off score is not met on the retake exam, the student will be ***Academically Dismissed*** from the program.



## **Final Practical Exam**

The final practical exam criteria is as follows:

- All skill sheets used for practical testing will be averaged together and be considered **one** exam score.
- Students **must pass** the final practical testing with an overall average 70% for all 8 skills sheets.
- The practical score will be averaged with the written score and **must be a minimum of 75%**.
- If the student fails to achieve an overall average of 75% on the written and practical exams he or she will be dismissed from the program.
- The following skills will be tested for **final exam**:
  - Medical Assessment
  - O2 Administration
  - BVM Ventilation
  - Cardiac Arrest with AED
  - Trauma Assessment
  - Bleeding Control and Shock Management
  - Long Bone Immobilization **or** Joint Immobilization

## ***Graduation requirements***

The student must complete the following to be considered for graduation. These requirements must be completed prior to taking the Final Exam.

1. Class/Lab 176 hours
2. Externship **124 hours total**
  - a. Emergency Department 24 Hours
  - b. Field Externships 100 Hours
3. Maintain an overall average of 75% prior to final exam.
4. Successful completion of the comprehensive final written and practical exams.
5. Complete required competency evaluations from all externship.
6. Demonstrate competencies in required critical tasks, as outlined in skills lab, clinical area and field externships.
7. Complete all goals/competencies as outlined in this handbook.
8. Must be financially cleared with the Institution prior to receiving diploma.

## **Issuance of a certificate of completion**

Diplomas will be issued within 14 days of meeting all graduation requirements. The Lead Instructor, Program Director and ultimately the Medical Director shall determine the final decision as to whether a student passes or fails the course. Each candidate for a diploma will be reviewed by the Program Director on an individual basis. The decision for successful completion will not be determined by grade point average alone.

# Camsen Career Institute

## *Field Externship Requirements*

### Conduct

- Student conduct and attitude should convey a message of serious interest in the care of the patient and the procedure performed.
- Professional conduct shall reflect respect and consideration. Patient confidentiality shall be respected. Any discussion of the physical or social life of patients, EMS personnel, or personnel from other assisting agencies is strictly unethical.
- Constructive criticism and suggestions are welcome. If the student notices things that the student does not understand or that is questionable, please talk to the person involved first. Additional clarification or information may be obtained from supervisors, training staff, or the EMS Coordinator. Use good judgment for the appropriate time to ask a question.

### Student Responsibilities

1. The student should be on time and dressed in uniform.
  - a. **LATE POLICY** - A student who reports for an assigned shift who is late on three (3) separate occasions will be disciplined, up to removal from the program
  - b. The student may complete a maximum of 12 hours within a 24-hour time frame.
2. Report to the assigned station/preceptor.
3. If the uniform becomes soiled with blood or body fluids, it is to be removed and the student is responsible for decontamination per OSHA guidelines. If further information is needed regarding decontamination, contact should be made with any EMS Faculty.
4. A second uniform is recommended. If the student does not have an additional uniform to change into once the initial uniform has become soiled, the student will be sent home immediately.
5. The student is to perform only those duties as identified on the List of Objectives, under **DIRECT** supervision of preceptor.
6. Hand washing is to be completed between each response and as indicated.
7. Use of personal protective equipment (ppe), (i.e. gloves, face shield, gowns) as needed when exposure to blood and body fluids exists.

**NOTE: FAILURE TO USE PPE WILL RESULT IN STUDENT BEING SENT HOME FOR REMAINDER OF SHIFT.** Preceptor will document the incident and the EMS Coordinator is to be notified.

8. Valid AHA BLS-HCP or Equivalent certification and proper identification (DL) must be carried at all times.

### Preceptor Responsibilities

1. Direct supervision of students at all times.
2. Review of operational procedures and policies, standing orders, and medical protocol.
3. Review of ALS/BLS equipment as determined in daily goals.
4. Confirm patient consent for permission of student to administer patient care.
5. Critique calls as soon as possible after completion of run.
  - a. Include: evaluation and scene control, patient assessment, and history taking communication/documentation skills, teamwork, judgments/treatment skills use of equipment, establishment of priorities
6. Problems of concerns should be brought to the attention of the EMS Coordinator. Problems of a serious nature should be brought to the attention of the on-duty supervisor and the EMS Coordinator

**IMMEDIATELY.** (i.e.: unprofessional conduct/manner, improper uniform, student continually late, noncompliance with PPE, student/patient injury).

7. Complete daily student evaluation and review with student.

### **List of Objectives**

During the field internship, the student should have the opportunity to gain experience and develop proficiency in the following skills:

1. Physical assessment, patient history, and documentation in compliance with policy for all age groups.
2. Recognize and react appropriately to scene/safety hazards.
3. Vital and diagnostic signs: recognition and significance.
4. Aseptic techniques and universal precautions.
5. Observation of Peripheral IV insertion.
6. Observation of Drug therapy: IV, IM, SQ, SL, ET, and drug administration.
7. Cardiac arrest procedures.
  - a. CPR
  - b. Airway management
  - c. Defibrillate/Cardioversion/External Pacing
  - d. Observation of Pharmacology management
8. Management of trauma, medical, peds, psychiatric, geriatric, OB/GYN emergencies.
9. Airway management including: insertion of oral airways, suctioning, oxygen therapy, and oral/nasal.
10. Use of cardiac monitors and interpretation of rhythms.
11. Use of PPE recognition and application.
12. Proper needle disposal and infectious waste disposal/decontamination following OSHA guidelines.
13. Emotional support of patient and family.
14. Use of IV Pumps
15. Wound care and bandaging
16. Splinting of extremity fractures.
17. Cervical immobilization and proper extrication. (Students are **not** allowed to use heavy rescue extrication equipment such as jaws, etc.)
18. Didactical understanding and practical application of all BLS equipment carried on EMS units.

***\*\*\*STUDENTS MUST BE UNDER DIRECT SUPERVISION AT ALL TIMES\*\*\****

### **Station Responsibilities**

1. Students are expected to actively participate in daily station cleaning duties (i.e.: mopping floors, dusting, etc.) with EMS crewmembers.
2. Assist with cleaning, stocking, and inventory of ambulance.
3. Study and work with preceptor daily.
4. Utilize self-motivation and initiative for ultimate learning experiences.

### **Notification Procedures**

- **LATE or SICK** - notify preceptor, and EMS Coordinator; if not in office, leave message on voicemail.
- **INJURY** - this includes any injury to self or patient, notify preceptor and EMS Coordinator.
- **INFECTIOUS DISEASE EXPOSURE** - complete Exposure Form and turn into EMS Coordinator
- **EMS PRECEPTORS** - notify on-duty supervisor of any operational problems, and the EMS Coordinator of any externship concerns.

## Student Restrictions

1. Students will not be allowed to drive any vehicles.
2. Students will not be allowed to participate in any fire-related activities.
3. Students may perform radio communications.
4. Any employees who are students may count their on duty time towards the Externship only if they are assigned to a 3 person crew. The student **must** be clearly identified as a student at all times.
5. Employees performing clinicals on any shift other than their regular assigned shift must wear the Student Uniform.
6. Fire service employees riding on units performing as a student must wear the uniform.
7. Fire service employees who must return to fire-related duties (brush fires, house fires, etc.) must remove uniform and cease hour time log towards required externship hours.
1. Students are not allowed to smoke or use tobacco products on EMS clinical time
2. The student must call the preceptor if he or she is going to be late. The student must notify the EMS Coordinator for tardiness or absence.
3. All shifts must be scheduled.
4. If a student must leave prior to the end of the scheduled shift, (due to illness or personal reasons), the EMS Coordinator and preceptor must be notified.
5. The student must complete all hours assigned on an ALS units. Ride time may be extended based on below average documented performance evaluations and failure to meet listed objectives.
6. The preceptor is ultimately responsible for patient care. Students are reminded not to take a procedural denial personally.

# Camsen Career Institute

## *IN-HOSPITAL Externships*

### EMERGENCY DEPARTMENT OBJECTIVES

During clinical rotations in this area, the EMT student should have the opportunity to gain experience and develop proficiency in the following skills:

1. Triage
2. Physical assessment, patient history, documentation in compliance with hospital policy for all age groups.
3. Vital and diagnostic signs: recognition and significance.
4. Aseptic techniques and universal precautions.
5. Observation of Peripheral IV insertion
6. Observation of Drug therapy: IV, IM, SQ, PO, SL, and ET - drug administration
7. Cardiac arrest procedures.
8. Management of trauma, medical, peds, OB/GYN emergencies.
9. Airway management including insertion of airways, suctioning, oxygen therapy
10. Use of cardiac monitors
11. Observation of Venipuncture for blood specimens
12. Observation of Proper needle disposal following hospital/OSHA guidelines
13. Emotional support of patient and family.
14. Use of IV pumps.
15. Recognition of safety hazards, and implementation of safety procedures. (i.e.: using bedside rails)
16. Wound care and bandaging.

In addition to the above, the EMT student should observe and assist with the following procedures as the opportunity arises:

1. Pacemaker insertion
2. Spinal tap
3. Traction, splinting, pin insertions
4. Central and jugular line insertions
5. Twelve lead EKGs
6. Ventilator and respiratory treatments
7. CT and Nuclear scans

### **Students must be under DIRECT supervision at all times.**

- No student or Clinical Instructor is to accept total responsibility for patient care. All patients will remain under control of the Emergency Department staff.
- EMT Students are not allowed to discharge a patient from the Emergency Department.
- Students may go to in-house codes with the approval of the Clinical Instructor. Student may not attend a code without direct supervision of the ER physician or the Clinical Instructor.
- Students will stay in the Emergency Department unless otherwise assigned by the Clinical Instructor.
- Students should assist Emergency Department staff in all aspects of patient care including changing beds, transferring patient to floor or X-ray, giving urinals or bedpans, etc. At **NO** time will the student be allowed to document on the patient's chart.
- A clinical experience in the Emergency Department requires the cooperative effort of the students, staff, physicians, and the clinical instructor. Any problems should be brought to the attention of the Clinical Instructor immediately.

# **Camsen Career Institute**

## ***OBJECTIVES FOR THE EMT STUDENT***

***Upon completion of the EMT program, the graduate will be able to:***

1. Recognize and perform in the role, function, and responsibilities of an Emergency Medical Technician (EMT) in both the emergency care and operational aspects of EMTs in the health care delivery system as defined by Chapter 401 Florida Statue, Chapter 64J Florida Administration Code, and other Florida Statues as referred to in these areas.
2. Safely demonstrate competence in patient assessment and in skills as referenced to the current 1994 National Standard Curriculum for Emergency Medical Technicians, and the state of Florida Department of Education Curriculum Frameworks.
3. Use effective communication skills in written and verbal situations.
4. Demonstrate an ability to use computers.
5. Demonstrate an ability to apply legal and ethical principles in a variety of situations.
6. Recognize and properly respond to the affective needs of the patient.
7. Demonstrate competence in the use and care of the equipment required for optimum patient care and safety.
8. Demonstrate basic Awareness Level skills involving Hazardous Materials.
9. Recognize and be able to properly respond to Weapons of Mass Destruction incidents.
10. Demonstrate ability to follow directions and protocols.
11. Meet all qualifications to take the State of Florida approved certification examination.

## **MODULE AND UNIT OBJECTIVE SUMMARY**

### **MODUEL 1 PREPARATORY**

- **LESSON 1-1 INTRODUCTION TO EMERGENCY MEDICAL CARE**

Familiarizes the EMT-Basic candidate with the introductory aspects of emergency medical care. Topics covered include the Emergency Medical Services system, roles and responsibilities of the EMT Basic, quality improvement, and medical direction.

- **LESSON 1-2 THE WELL BEING OF THE EMT**

Covers the emotional aspects of emergency care, stress management, introduction to Critical Incident Stress Debriefing (CISD), scene safety, body substance isolation (BSI), personal protection equipment (PPE), and safety precautions that can be taken performing the role of an EMT.

- **LESSON 1-3 MEDICAL/LEGAL AND ETHICAL ISSUES**

Explores the scope of practice, ethical responsibilities, advance directives, consent, refusals, abandonment, negligence, duty to act, confidentiality, and special situations such as organ donors and crime scenes. Medical/ legal and ethical issues are vital elements of the EMT-Basic's daily life.

- **LESSON 1-4 COMMUNICATIONS**

Discusses the components of a communication system, radio communications, communication with medical direction, verbal communication, interpersonal communication, and quality improvement.

- **LESSON 1-5 DOCUMENTATION**

Assists the EMT-Basic in understanding the components of the written report, special considerations regarding patient refusal, the legal implications of the report, and special reporting situations. Reports are an important aspect of prehospital care. This skill will be integrated into all student practices.

- **LESSON 1-6 THE HUMAN BODY**

Enhances the EMT- Basic's knowledge of the human body. A brief overview of body systems, anatomy, physiology and topographic anatomy will be given in this session.

- **LESSON 1-7 EVALUATION: PREPARATORY MODULE**

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

### **MODULE 2 PATIENT ASSESSMENT**

- **LESSON 2-1 GENERAL PHARMACOLOGY**

Provides the student with a basic knowledge of pharmacology, providing a foundation for the administration of medications given by the EMT-Basic and those used to assist a patient with self-administration.

- **LESSON 2-2 SCENE SIZE –UP**

Enhance the EMT- Basic's ability to evaluate a scene for potential hazards, determine by the number of patients if additional help is necessary, and evaluate mechanism of injury or nature of illness. This lesson draws on the knowledge of Lesson 1-2.

- **LESSON 2-3 INITIAL ASSESSMENT**

Provides the knowledge and skills to properly perform the initial assessment. In this session, the student will learn about forming a general impression, determining responsiveness, assessment of the airway, breathing and circulation. Students will also discuss how to determine priorities of patient care.

- **LESSON 2-4 FOCUSED HISTORY AND PHYSICAL EXAM- TRAUMA PATIENTS**

Describes and demonstrates the method of assessing patients' traumatic injuries. A rapid approach to the trauma patient will be the focus of this lesson.

- **LESSON 2-5 FOCUSED HISTORY PHYSICAL EXAM- MEDICAL PATIENTS**

Describes and demonstrates the method of assessing patients with medical complaints or signs and symptoms. This lesson will also serve as an introduction to the care of the medical patient.

- **LESSON 2-6 DETAILED PHYSICAL EXAM**

Teaches the knowledge and skills required to continue the assessment and treatment of the patient.

- **LESSON 2-7 ON-GOING ASSESSMENT**

Stresses the importance of trending, recording changes in the patient's condition, and reassessment of interventions to assure appropriate care.

- **LESSON 2-8 LIFTING AND MOVING PATIENTS**

Provides students with knowledge of body mechanics, lifting and carrying techniques, principles of moving patients, and an overview of equipment. Practical skills of lifting and moving will also be developed during this lesson.

- **LESSON 2-9 PRACTICAL SKILLS LAB: PATIENT ASSESSMENT**

Integrates the knowledge and skills learned thus far to assure that the student has the knowledge and skills of assessment necessary to continue with the management of patients with medical complaints and traumatic injuries.

- **LESSON 2-10 EVALUATION: PATIENT ASSESSMENT MODULE**

Conduct written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.



## **MODULE 3 AIRWAY**

- **LESSON 3-1 AIRWAY**

Teaches airway anatomy and physiology, how to maintain an open airway, pulmonary resuscitation, variations for infants and children and patients with laryngectomies. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be discussed in this lesson.

- **LESSON 3-2 RESPIRATORY EMERGENCIES**

Reviews components of the lesson on respiratory anatomy and physiology. It will also provide instruction on assessment of respiratory difficulty and emergency medical care of respiratory problems, and the administration of prescribed inhalers.

- **LESSON 3-3 PRACTICAL SKILL LAB: AIRWAY**

Provides supervised practice for students to develop the psychomotor skills of airway care. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be included in this lesson.

- **LESSON 3-4 UNIT EXAM: AIRWAY MODULE**

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## **MODULE 4 CARDIOVASCULAR**

- **LESSON 4-1 CARDIOVASCULAR EMERGENCIES**

Review of the cardiovascular system, an introduction to the signs and symptoms of cardiovascular disease, administration of a patient's prescribed nitroglycerin, and use of the automated external defibrillator.

- **LESSON 4-2 PRACTICAL SKILL LAB: CARDIOVASCULAR**

Provides supervised practice for students to develop the psychomotor skills of cardiovascular care. The use of cardiac monitors/AED, CPR, and resuscitation devices will be included in this lesson.

- **LESSON 4-3 UNIT EXAM: CARDIOVASCULAR MODULE**

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## **MODULE 5 MEDICAL EMERGENCIES**

- **LESSON 5-1 GASTROINTESTINAL, UROLOGICAL AND HEMATOLOGIC EMERGENCIES**

Reviews of the signs and symptoms of Gastrointestinal Emergencies, Urological Emergencies, Immunological Emergencies, Toxicology and Hematologic Emergencies.

- **LESSON 5-2 DIABETES/ALTERED MENTAL STATUS**

Reviews of the signs and symptoms of altered level of consciousness, the emergency medical care of a patient with signs and symptoms of altered mental status and a history of diabetes, and the administration of oral glucose.

- **LESSON 5-3 DIABETES/ALTERED MENTAL STATUS**

Teaches the student to recognize the signs and symptoms of an allergic reaction, and to assist the patient with a prescribed epinephrine auto-injector.

- **LESSON 5-4 TOXICOLOGICAL EMERGENCIES**

Teaches the student to recognize the signs and symptoms of poisoning and overdose. Information on the administration of activated charcoal is also included in this section.

- **LESSON 5-5 EVALUATION: MEDICAL EMERGENCIES**

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

- **LESSON 5-6 BEHAVIORIAL EMERGENCIES**

Develops the student's awareness of behavioral emergencies and the management of the disturbed patient. Restraining the combative patient will also be taught in this lesson.

- **LESSON 5-7 GYNECOLOGIC EMERGENCIES**

Reviews the anatomical and physiological changes that occur during pregnancy, demonstrate normal and abnormal deliveries, summarize signs and symptoms of common gynecological emergencies, and neonatal resuscitation.

- **LESSON 5-9 UNIT EXAM: MEDICAL EMERGENCIES MODULE**

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

### **MODULE 6 SKILLS TESTING**

Practical skills testing on Patient Assessment for the Medical Patient, Oxygen Administration, Ventilation with a BVM and Cardiac Arrest with AED.

### **MODULE 7 TRAUMA**

- **LESSON 7-1 BLEEDING AND SHOCK**

Reviews the cardiovascular system, describes the care of the patient with internal and external bleeding, signs and symptoms of shock (hypoperfusion), and the emergency medical care of shock (hypoperfusion).

- **LESSON 7-2 SOFT TISSUE INJURIES**

Continues with the information taught in Bleeding and Shock, discussing the anatomy of the skin and the management of soft tissue injuries and the management of burns. Techniques of dressing and bandaging wounds will also be taught in this lesson.

- **LESSON 7-3 MUSCULOSKELETAL CARE**

Reviews of the musculoskeletal system before recognition of signs and symptoms of a painful, swollen, deformed extremity and splinting are taught in this section.

- **LESSON 7-4 INJURIES TO THE HEAD AND SPINE**

Reviews the anatomy of the nervous system and the skeletal system. Injuries to the spine and head, including mechanism of injury, signs and symptoms of injury, and assessment. Emergency medical care, including the use of cervical immobilization devices and short and long backboards will also be discussed and demonstrated by the instructor and students. Other topics include helmet removal and infant and child considerations.

- **LESSON 7-5 ENVIRONMENTAL EMERGENCIES**

Covers recognizing the signs and symptoms of heat and cold exposure, as well as the emergency medical care of these conditions. Information on aquatic emergencies and bites and stings will also be included in this lesson.

- **LESSON 7-6 PRACTICAL SKILLS LAB: TRAUMA**

Provides practice of the assessment and management of patients with traumatic injuries.

- **LESSON 7-7 UNIT EXAM: TRAUMA MODULE**

Conducts a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

### **MODULE 8 INFANTS AND CHILDREN**

- **LESSON 8-1 INFANTS AND CHILDREN**

Presents information concerning the developmental and anatomical differences in infants and children, discuss common medical and trauma situations, and also covered are infants children dependent on special technology. Dealing with an ill or injured infant or child patient has always been a challenge for EMS providers.

- **LESSON 8-2 PRACTICAL SKILLS LAB: INFANTS AND CHILDREN**

Provides the EMT-Basic student with the opportunity to interact with infants and children, and to practice the knowledge and skills learned thus far concerning this special population.

- **LESSON 8-3 UNIT EXAM: OB/INFANTS AND PEDS**

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

### **MODULE 9 OPERATIONS**

- **LESSON 9-1 AMBULANCE OPERATIONS**

Presents an overview of the knowledge needed to function in the prehospital environment. Topics covered include responding to a call, emergency vehicle operations, transferring patients, and the phases of an ambulance call.

- **LESSON 9-2 EXTRICATION AND INCIDENT COMMAND SYSTEM**

Provides the EMT student with an overview of rescue operations along with the break down of the Incident Command System that is used Nationwide by first responders. Topics covered include roles and responsibilities at a crash scene, equipment, gaining access, and removing the patient. Responding to multiple casualty incidents and multiple response incidents.

- **LESSON 9-3 TERRORISM**

Reviews an overview of Terrorism and response to possible terrorist events.

- **LESSON 9-3 OVERVIEWS**

Provides the EMT-Basic student with information on hazardous materials, incident management systems, mass casualty situations, and basic triage.

- **LESSON 9-4 UNIT EXAM: OPERATIONS**

Conduct a written and skills evaluation will be done to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## EMS Clinical Scoring Criteria

The scoring system on the reverse side of this page was developed to provide clinical preceptors with a comprehensive evaluation tool to measure a trainee's performance. When properly used, this tool will help to pinpoint the person's strengths and weaknesses. Please familiarize yourself with the individual parameters for each level of the scoring system.

### 4 **Excellent** **Independent**

This rating is used to identify a trainee whose knowledge/skill level is highly refined, who is extremely competent, is very accurate when diagnosing problems and is able to function safely and efficiently on their own with virtually no prompting or assistance from the preceptor. Trainees who are given this rating are ready to function on their own without a preceptor.

### 3 **Competent** **Supervised**

This rating is used to denote a trainee who has above average knowledge/skills, accurate most of the time, knows when to ask for assistance, and requires minimal prompting for the preceptor. Trainees who are given this rating are nearly ready to function on their own but require occasional guidance and/or assistance from the preceptor.

### 2 **Tentative** **Assisted**

This rating is used to identify a trainee who, with frequent prompting or assistance from the preceptor, is able to perform tasks safely and accurately. Trainees who are given this rating require considerable assistance and/or guidance from the preceptor and are not ready to function on their own.

### 1 **Needs more training Provisional**

This rating is used to identify a trainee who possesses both a fundamental knowledge and/or skill level but requires constant prompting and assistance from the preceptor to perform tasks safely and accurately. Trainees who are given this rating are capable of initiating patient care but are unable to function on their own without constant assistance and guidance from the preceptor.

### 0 **Unpredictable** **Dependent**

This rating is used to identify a trainee who lacks basic knowledge, is unskilled, and is unable to perform in a safe or accurate manner. Trainees who are given this rating are considered unable to initiate or assume any portion of patient care on their own, necessitating constant intervention on the part of the preceptor.

#### **Observed**

This rating is used when the trainee remained in an observer role only and did not actually participate or perform a particular skill.

#### **Not Applicable**

This rating is used when the trainee was not able to observe, participate or perform a particular skill.

**4 Excellent Independent**

- \_\_\_\_\_ Performs safely and accurately every time
- \_\_\_\_\_ Does not require supportive or directional cues from the preceptor/instructor
- \_\_\_\_\_ Consistently demonstrates a high level of skill, dexterity and proficiency
- \_\_\_\_\_ Manages time effectively (spends minimal amount of time on each task)
- \_\_\_\_\_ Appears relaxed and confident
- \_\_\_\_\_ Consistently applies theoretical knowledge accurately
- \_\_\_\_\_ Focuses on patient while providing care

**3 Competent Supervised**

- \_\_\_\_\_ Performs safely and accurately most of the time, requires minimal assistance
- \_\_\_\_\_ Requires minimal supportive or directive cues from the preceptors/instructor
- \_\_\_\_\_ Demonstrates an above average skill level, is coordinated and proficient most of the time
- \_\_\_\_\_ Spends reasonable amount of time on each task, occasionally expends energy unnecessarily
- \_\_\_\_\_ Appears relaxed and confident most of the time, outward anxiety noted occasionally
- \_\_\_\_\_ Appears theoretical knowledge accurately most of the time, requires minimal cues
- \_\_\_\_\_ Initially focuses on patient, as complexity of case increases – attention is diverted to task

**2 Tentative Assisted**

- \_\_\_\_\_ Performs safely and accurately with frequent assistance
- \_\_\_\_\_ Requires frequent supportive or directive cues from the preceptors/instructor
- \_\_\_\_\_ Skill level is average, appears awkward and requires assistance to ensure proficiency
- \_\_\_\_\_ Requires frequent prompting to utilize time efficiently, consistently wastes time
- \_\_\_\_\_ Appears nervous but able to maintain composure with reassurance, occasionally turns over care to preceptor/instructor
- \_\_\_\_\_ Identifies theoretical principles but requires direction for application
- \_\_\_\_\_ Focuses primarily on task, must be prompted to focus on patient

**1 Needs more training Provisional**

- \_\_\_\_\_ Requires continuous assistance to perform safely, not always accurate
- \_\_\_\_\_ Requires continuous supportive and directional cues from the preceptor/instructor
- \_\_\_\_\_ Consistently demonstrates a lack of skill, is uncoordinated and requires considerable assistance
- \_\_\_\_\_ Does not complete tasks in a timely manner; activities are disrupted or omitted
- \_\_\_\_\_ Questions ability, requires on-going reassurance, frequently turns care over to preceptor/instructor
- \_\_\_\_\_ Identifies fragments of theoretical principles, applies them inappropriately
- \_\_\_\_\_ Focuses entirely on task, must be repeatedly prompted to focus on patient

**0 Unpredictable Dependent**

- \_\_\_\_\_ Performs in an unsafe or inaccurate manner, situation requires intervention by the preceptor/instructor
- \_\_\_\_\_ Unable to perform without directional cues from the preceptor/instructor
- \_\_\_\_\_ Performs in an unskilled manner and is not proficient
- \_\_\_\_\_ Is non-productive, is unable to manage time effectively or does not complete tasks
- \_\_\_\_\_ Demonstrates overall lack of confidence, does not respond to reassurance, preceptor/instructor must assume care
- \_\_\_\_\_ Unable to identify theoretical principles or the ability to apply them
- \_\_\_\_\_ Unable to focus on patient or task despite cues