



**PALM BEACH STATE**  
**COLLEGE**

# **EMS PROGRAM PROFESSIONAL STANDARDS AND STUDENT POLICIES\***

*These policies are in addition to and in conjunction with  
each course's syllabus posted on  
the instructor's web page.*

*\*Subject to change each subsequent semester or per  
College / State / Accreditation needs.*

<b>MISSION STATEMENT .....</b>	<b>4</b>
<b>COVID – 19 .....</b>	<b>5</b>
<b>PROFESSIONAL STANDARDS .....</b>	<b>6</b>
<b>DISCIPLINARY PROCEDURES .....</b>	<b>8</b>
<b>CRIMINAL BACKGROUND CHECK .....</b>	<b>9</b>
<b>DRUG/ALCOHOL SCREENING .....</b>	<b>11</b>
<b>MEDICAL EXAMINATION .....</b>	<b>12</b>
<b>AFFECTIVE PROFESSIONAL BEHAVIOR EVALUATIONS .....</b>	<b>13</b>
<b>DRESS CODE .....</b>	<b>16</b>
<b>OUTERWEAR .....</b>	<b>18</b>
<b>ROLL CALL .....</b>	<b>19</b>
<b>FRATERNIZATION WITH INSTRUCTORS .....</b>	<b>20</b>
<b>CELL PHONES .....</b>	<b>22</b>
<b>HOUSEKEEPING .....</b>	<b>23</b>
<b>INFECTIOUS DISEASES .....</b>	<b>24</b>
<b>DECLARED PREGNANT STUDENT .....</b>	<b>25</b>
<b>SAFETY EQUIPMENT POLICY .....</b>	<b>26</b>
<b>MEDICAL DIRECTOR / FINAL AUTHORITY .....</b>	<b>27</b>
<b>COLLEGE EMAIL .....</b>	<b>28</b>
<b>SUBJECT TO CALL / STUDENT SUPERVISION .....</b>	<b>29</b>
<b>COMPUTER USAGE .....</b>	<b>30</b>
<b>GRADUATION / LETTERS OF COMPLETION .....</b>	<b>31</b>
<b>FAILURES / WITHDRAWALS.....</b>	<b>32</b>
<b>ASSISTANCE LAB POLICY .....</b>	<b>33</b>
<b>ATTENDANCE / CLASS &amp; LAB (PARAMEDIC) .....</b>	<b>35</b>
<b>ATTENDANCE / CLINICAL ORIENTATION (PARAMEDIC) .....</b>	<b>38</b>
<b>REQUIRED CLINICAL GOALS (PARAMEDIC) .....</b>	<b>39</b>
<b>DEFIBRILLATORS (PARAMEDIC).....</b>	<b>40</b>
<b>LAB SKILLS CHECK-OFF POLICY (PARAMEDIC) .....</b>	<b>41</b>
<b>BLS – BASIC LIFE SUPPORT (PARAMEDIC).....</b>	<b>43</b>
<b>EXAMS / BASIC EKG (PARAMEDIC) .....</b>	<b>44</b>

<b>EXAMS / 12 LEAD EKG (PARAMEDIC).....</b>	<b>45</b>
<b>ACLS – ADVANCED CARDIAC LIFE SUPPORT (PARAMEDIC) .....</b>	<b>46</b>
<b>PHTLS – PRE-HOSPITAL TRAUMA LIFE SUPPORT (PARAMEDIC).....</b>	<b>47</b>
<b>FINAL WRITTEN EXAMS (PARAMEDIC) .....</b>	<b>50</b>
<b>FINAL LAB SKILLS (EMS2620C) PARAMEDIC .....</b>	<b>51</b>
<b>RE-ADMISSION TO PROGRAM (PARAMEDIC) .....</b>	<b>53</b>
<b>ATTENDANCE / CLINICAL ORIENTATION (EMT).....</b>	<b>57</b>
<b>REQUIRED SKILLS / CLINICAL – GRADUATION (EMT) .....</b>	<b>58</b>
<b>FINAL EXAMS – LAB SKILLS &amp; SCENARIOS (EMT) .....</b>	<b>59</b>
<b>RE-ADMISSION TO PROGRAM (EMT) .....</b>	<b>61</b>
<b>PSYCHOMOTOR EVALUATION APPEAL (SKILLS/SCENARIOS) .....</b>	<b>62</b>
<b>PROFESSIONAL STANDARDS AND AFFECTIVE BEHAVIORAL PERFORMANCE EVALUATION ACKNOWLEDGEMENT PAGE .....</b>	<b>64</b>
<b>EMS DISCIPLINARY PROCEDURE APPEALS SIGNATURE PAGE .....</b>	<b>65</b>
<b>INFECTIOUS DISEASE POLICY .....</b>	<b>70</b>
<b>SIGNATURE PAGE.....</b>	<b>70</b>
<b>HEPATITIS B VACCINATION .....</b>	<b>71</b>
<b>DECLINATION STATEMENT .....</b>	<b>71</b>
<b>SEASONAL FLU VACCINE VACCINATION DECLINATION STATEMENT .....</b>	<b>72</b>
<b>SAFETY EQUIPMENT SIGNATURE PAGE .....</b>	<b>73</b>
<b>PHOTOGRAPHY RELEASE POLICY AND SIGNATURE PAGE.....</b>	<b>74</b>

# MISSION STATEMENT

---

## ***EMS Program:***

The mission of the Palm Beach State College EMS Program is to provide the community with EMS training of the highest standard. We accomplish this with a completely certified, dedicated faculty and staff with expertise in advanced pre-hospital emergency care and services. Through our alliances with the Fire/EMS Partnership Council, the Palm Beach County EMS Providers Association, the Palm Beach County EMS Advisory Council, and the Palm Beach County Fire Chiefs Association, we remain on the cutting edge of educational and emergency medical developments.

Our goal is to prepare competent, professional entry-level EMT-B and EMT-P personnel with advanced cognitive, psychomotor, and affective learning domains.

## ***Palm Beach State College:***

### **VISION**

Palm Beach State College is nationally recognized as an innovative academic leader advancing student success through its unparalleled commitment to excellence, engagement, and dynamic partnerships.

### **MISSION**

PBSC provides student-centered learning experiences that transform lives and strengthen our community.

# COVID – 19

---

The EMS Program at Palm Beach State College recognizes the impact Covid – 19 has on a student's life as well as their education. We remain committed to providing our students the highest level of pre-hospital education while remaining vigilant to their safety and well-being. This EMS Program Student Policies and Professional Standards Manual was developed prior to Covid – 19. However, some revisions have been made and are noted. Any changes, modifications, or adjustments will come explicitly from the Director of EMS and be delivered through the EMS Department Chair and/or EMS Faculty.

# PROFESSIONAL STANDARDS

---

*All items in this Professional Standards and Policy Manual either directly reflect, refer to, or are in addition to the current Palm Beach State College's Student Handbook*

<https://www.palmbeachstate.edu/studenthandbook/>.

Emergency Medical Services is a practice of discipline with cognitive, sensory, affective and psychomotor performance requirements. Students enrolled in the EMS Program at Palm Beach State College must possess the necessary intellectual, physical, emotional, social and communication skills to provide pre-hospital emergency care that is safe for the patient, other health care providers, and themselves. In addition to the college Student Handbook, the EMS Program has expectations and industry-set standards for which the students are expected to adhere. Behavior is always expected to be professional in the classroom, laboratory, and clinical setting. Behavior that is disruptive or dishonest will not be tolerated. These professional standards are guidelines for the EMS student's behavior and are to be applied while in the classroom, lab, hospital, fire rescue setting, or any other time the student is under the auspices of Palm Beach State College. All students in the EMS Program at Palm Beach State College SHALL:

- Adhere to the PBSC Handbook and its policies and procedures. It is the responsibility of the student to be familiar with the PBSC handbook.
- Always act in a professional manner. Additionally, any behavior or conduct, by act or omission, deemed inappropriate or unacceptable by any EMS Instructor, Coordinator, or Director of EMS shall be subject to progressive discipline as outlined in this manual.
- Adhere to the EMS Program dress code as outlined in this manual. Any debate over the appropriateness of the student's attire shall be decided by the authorized instructor/preceptor, not the student.
- Follow the Chain of Command as described in this manual.
- Follow the Attendance policy as described in this manual.
- NOT Smoke (including E-style), vape, or chewing tobacco at any time while in uniform or representing Palm Beach State College and/or the EMS Program.
- Enter FISDAP data within 24 hours of occurrence.
- NOT Alter given registration information or documentation.
- Always cancel any assistance labs in accordance with the policy outlined in this manual.

- NOT leave any assigned area to include classroom, lab, or clinical setting without notifying instructor.
- NOT perform duties and/or skills outside the scope of practice as a student.
- NOT perform any unauthorized examination of a patient without an instructor or preceptor present.
- Adhere to OSHA Guidelines by properly maintaining Body Substance Isolation (BSI) and/ or proper utilization of Personal Protective Equipment (PPE).
- Always be respectful and refrain from any insolent, or exhibit abusive conduct directed at staff, instructors, guest speakers, visitors, clinical staff, classmates or other students. Any dispute between a student and clinical staff will be settled by the EMS program staff, not the student.
- NOT use any electronic devices, including but not limited to laptops, tablets, cellular telephones, iPod/MP3 while in a classroom, lab, or clinical without prior consent from an instructor. Additionally, use of these devices in a manner not deemed appropriate by an instructor is prohibited. All cellular phones must be set in the 'off' or 'silent' mode.
- Always show respect and professionalism while at a clinical site. Any student removed from a clinical site at the request of an affiliated hospital or fire rescue department due to affective behavior issues will be subject to progressive discipline as outlined in this manual.
- Shall immediately notify BOTH the Director of EMS and Clinical Coordinator if they are dismissed from a clinical site for any reason.
- NOT wear any part of the EMS uniform (as outlined in this handbook) while drinking alcohol, smoking, vaping, or participating in any other inappropriate behavior.
- Notify the Director of EMS within 72 hours of any arrests while enrolled in the program.
- Notify the Director of EMS of any status change in licensure required during enrollment in the program.
- NOT use the college name/logo or any property of the college in a fraudulent or unauthorized manner.
- NOT perform skills on patients in which the student has not yet been designated competent in skills lab and signed-off by instructor.
- Comply with the Health Insurance Portability and Accountability Act (HIPAA).
- Adhere to program accreditation standards or state statute requirements.
- Use all college or program property in a responsible manner, without causing intentional damage or destruction of property.
- NOT Violate or directly cause the program's violation of FL Statute 401.2701 or FL Administrative Code 64J-1.020

# DISCIPLINARY PROCEDURES

---

The EMS Program at Palm Beach State College adheres to a progressive discipline policy. However, the disciplinary process may begin at any step, up to and including suspension from the program. In each instance, these levels of discipline are designed to be fair, just, and proportionate to the seriousness of the offense.

The levels of discipline are as follows:

1. **Record of Conversation:** Documented EMS Program Counseling Form and acknowledged via e-mail. Any EMS Program Instructor can initiate this level of documentation and shall be forwarded to the student's primary instructor and OSE.
2. **Verbal Counseling:** Documented on EMS Program Counseling Form. Any EMS Program Instructor can initiate this level of documentation and shall be forwarded as outlined in step 1 and copied to Department Chair of EMS, Psychomotor Coordinator, Clinical Coordinator, and respective Faculty member.
3. **Written Counseling:** Documented on EMS Program Counseling Form. Provides the student with a final warning to reconcile their action with the understanding that failure to do so will result in possible suspension from the program. This level of documentation can only be initiated by the Director of EMS, Department Chair of EMS, Faculty Member or Coordinators.
4. **Program Suspension:** Only the Director of EMS may suspend a student. Any EMS student who is suspended from the Program will be advised of the reason(s), given copies of any and all pertinent documentation, and be required to sign documentation citing the reason for their suspension and their acknowledgment of said suspension. The Dean of Student Services (or designee) and Associate Dean of Public Safety will be notified (via email) of any EMS Student that is suspended. All documentation will be forwarded to the Dean of Student Services (or designee) pending an investigation by Student Services, who will have up to 5 business days to complete their investigation and render a decision. Any didactic, laboratory, or clinical work missed, or absences incurred from the effective suspension date through the date of reinstatement will be considered unexcused and result in a zero entered in the grade of record.



# CRIMINAL BACKGROUND CHECK

---

Students will provide, at orientation, a notarized affirmation attesting to the status of their criminal history. This affirmation statement will be provided by the program. All students must submit, at their own expense, a criminal background check, including Level II fingerprinting. An authorization form will be signed to allow the designated agency permission to conduct the investigation.

1. Social Security Number verification
2. Criminal background search (15 years or up to 5 searches)
3. Violent Sexual Offender and Predator Registry search
4. Health Human Services (HHS) / Office of Inspector General (OIG) List of Excluded Individuals / Entities
5. General Services Administration (GSA) List of Parties Excluded from Federal Programs
6. Employment verification (including the reason for separation and eligibility for re-employment for each employer)
7. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
8. Applicable state exclusion list

Upon completion of the background search, any students with felony convictions will only be considered on a case-by-case basis. Students with felony convictions relating to crimes involving physical assault, use of a dangerous weapon, sexual abuse or assault, abuse of children, the elderly or infirm, and crimes against property, including robbery, burglary, and felony theft, will not be permitted into the EMS Program. Please consult the Health Sciences/EMS Criminal Background, Drug, and Health Screening requirements and the NREMT Felony Policy for further details [www.nremt.org/rwd/public/document/policy-criminal](http://www.nremt.org/rwd/public/document/policy-criminal). Students with Dispensation Documents pertaining to any past arrests must provide these documents to the Clinical Coordinator.

**ALL EMS Program students are responsible for notifying (in writing via college email) the EMS Program Director of any arrests, regardless of adjudication, that occurs after beginning the program within 24 hours (provided they are not still in custody).**

Failure to promptly notify the EMS Program Director shall be grounds for suspension from the program and subject to disciplinary procedures. Pending the resolution of an arrest, the student may be suspended from clinical sites. A student convicted of any of the above-stated crimes, while enrolled, will be removed from the program. Students that do not accurately convey any related information will be immediately removed from the program.

# DRUG/ALCOHOL SCREENING

---

All EMS students will submit to a drug/alcohol screening prior to full acceptance into the program and as a condition of participating in the clinical setting. Students will be provided a notice to appear for a drug screening. This is to be accomplished at the collection site authorized by the Palm Beach State College EMS Program by the deadline stated in the notice. The screening will be done at the student's expense. Any "diluted" results will not be accepted and must be redone within 72 hours at the student's expense.

Verification of having submitted to the drug/alcohol screening must be provided to the EMS Program by the deadline stated in the notice. Upon completion of the drug/alcohol screening, students with any positive results will not be permitted in the EMS Program. Students are granted an appeal process as per the Health Sciences "Criminal Background, Drug, and Health Screening Requirements;" a copy is attached to the student acceptance letter.

Once enrolled, if there is reasonable suspicion of drug or alcohol use, the student is obligated to report to the Palm Beach State College EMS Program authorized collection site immediately. If travel is necessary, the student may not drive but is required to obtain their own transportation. Expenses are the burden of the student. Pending the resolution of any testing, the student may be suspended from both classroom and clinical sites. A student subsequently found to have positive test results will be removed from the program.

The student is obligated to notify the EMS Program Director and Clinical Coordinator of any request by an affiliated agency for additional testing due to reasonable suspicion. If tested by an affiliating agency, the student shall provide his/her Program Director with a copy of any test results. Failure to promptly notify the EMS Program Director shall be grounds for suspension from the program and subject to disciplinary procedures. Expenses are the burden of the student. Students that do not accurately convey any related information will be suspended from the program and subject to disciplinary procedures.

Drug/Alcohol screenings performed at the collection site authorized by the Palm Beach State College EMS Program are valid for six (6) months from the date of the screening.

# MEDICAL EXAMINATION

---

All EMS students are required to submit a medical examination form completed within 12 months prior to the start of class and are required to begin clinical rotations. The deadline for the completed exam and requisite lab work will be the **scheduled date specified during the mandatory orientation**. The program's EMS medical examination form must be used.

Medical exam includes:

- Immunizations
  - Hepatitis B Vaccination or Signed Declination Statement
  - Influenza Vaccine or Signed Declination Statement
    - **A flu shot is required for classes held from Nov. 1<sup>st</sup> to May 31<sup>st</sup>**
- Diagnostic Tests (actual results must be presented)
  - Tetanus-Diphtheria Pertussis (Tdap) Titer\*
  - Rubeola Titer\* or two doses of MMR
  - Rubella Titer\* or two doses of MMR
  - Varicella Titer\* or 2 Varivax or evidence of positive history
  - PPD [within past 6 months\*\* (Chest x-ray within 1 year for positive result)]
- Confirmation of good physical and mental health
- Ability to lift 100 pounds

\*If titers are not positive for immunity, the student must obtain the appropriate vaccination (MMR or Varivax) prior to starting the EMS program. New titers must be drawn prior to the beginning of the EMS program.

\*\* 6 Months prior to the start of clinical.

Evidence of vaccinations, titers, or other medical declarations must be presented. Students must also complete the Medical Information form attesting to their mental and physical fitness. Keep a copy of everything that you submit; the program will not provide copies after submission.

# AFFECTIVE PROFESSIONAL BEHAVIOR EVALUATIONS

---

The Affective Professional Behavior Evaluation (APBE) is an important part of the EMS students' overall performance within the EMS Program, as well as a requirement for CoAEMSP accreditation. There are two primary purposes of the APBE:

1. To verify competence in the affective domain
2. To serve as a method to effect change in a student's behavior

Although affective evaluation can be used to possibly suspend a paramedic student for unacceptable patterns of behavior, that is not the primary purpose of the APBE. The EMS Program at Palm Beach State College does recognize that there are some behaviors that are so serious (abuse of a patient, gross insubordination, illegal activity, arriving to class or a clinical site under the influence of drugs or alcohol, etc.) that it merits immediate suspension from the program with subsequent reporting to the Dean of Student Services.

The APBE that follows was developed to represent extensive experience in the evaluation of the EMS student's affective domain. The nature of this type of evaluation makes it impossible to achieve complete objectivity, but the APBE attempts to decrease the subjectivity and document affective evaluations. In attempting to change behavior, it is necessary to identify, evaluate, and document the behavior that reflects the Professional Standards associated with the EMS Profession. It is impossible to enumerate all the possible behaviors that represent professional behavior in each of the seven areas listed below. Therefore, examples of acceptable and unacceptable behavior in each of the seven attributes are listed but *emphasize that these are examples and do not represent an all-inclusive list.*

The Primary Instructor (with input from the OSE and lab instructors) will perform an APBE for each student at the mid-point and end of each Term. The focus is on patterns of behavior, not isolated instances that fall outside of the student's normal performance. For example, student who is consistently on time and prepared may have demonstrated competence in time management and should not be penalized for an isolated emergency that makes him late for one class. On the other hand, if the student is consistently late for class, he/she should be counseled and if the behavior continues, rated as "1" or "2," which denotes "unsatisfactory" or "needs improvement" (respectively) in time management. This continued behavior may result in disciplinary action as noted in these standards. However,

should the Primary Instructor or any EMS staff member identify unsatisfactory performance in one of the above-listed categories during the semester, an evaluation will be done at that time and a performance improvement plan will be initiated. As outlined below, the score received based on this APBE will be entered into each student's overall semester grade.

The Professional Behavior Evaluation includes 4 levels of achievement:

- Exceeds Expectations (score of 4)
- Meets Expectations (score of 3)
- Needs Improvement (score of 2)
- Unsatisfactory (score of 1)

There are 7 categories which include: **Integrity & Accountability, Quality of Work, Communications, Self Confidence & Motivation, Attendance & Time Management, Safety, Appearance.**

<b>CRITERIA</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
<b>Integrity &amp; Accountability</b>	Does not participate, constantly makes excuses or blames others for actions.	Frequently makes excuses, debates if skills or performance was adequate	Acknowledges some mistakes and is determined to take corrective action.	Consistently answerable for actions of self and agrees to areas of improvement.	
<b>Quality of Work</b>	Work is frequently inconsistent and has many errors due to poor judgement, very unorganized, needs to be told every step.	Needs to be prompted more than others, sometimes unorganized, appears to be disinterested.	Quality of work is equal to most students	Produces work that is above standards and has little to no errors.	
<b>Behavior &amp; Communications</b>	Creates conflict due to inappropriate behavior and/or communication. Asked to leave class or a clinical site because of behavior or communication.	Has some difficulty communicating properly in a professional manner.	Interacts well with others. Behavior and communication is appropriate.	Has behavior that is exemplary and serves as a role model for other students. Communicates clear and concise.	

<b>Self Confidence &amp; Motivation</b>	Overconfident, unaware of limitations or surroundings.	Indecisive, difficult proceeding at task without reassurance	Occasionally indecisive, rarely needs reassurance	Approaches assignments, program, and peers with assurance. Does so without appearing or sounding arrogant.	
<b>Attendance &amp; Time Management</b>	Consistently late, prolonged breaks, leaves class, lab, or clinical frequently OR has exceeded allowable absences or tardies.	Often late to class, lab or clinical. Takes extended breaks. Occasionally departs early. Reached maximum allotted absences and/or tardies.	Usually on time. Takes breaks appropriately. Does not depart early from class, lab, or clinical. Has few absences and/or tardies	Always on time. Seldom takes extended breaks. Never departs early and has no absences or tardies.	
<b>Safety</b>	Unsafe. Has been told several times to stop during a procedure due to unsafe acts.	Sometimes unsafe. Verbally counseled about safety.	Performs in a safe manner most of the time. Rarely reminded of safety.	Maintains a safe work environment for themselves and others.	
<b>Appearance</b>	Consistently out of uniform. Must be told frequently about adhering to dress code.	Often out of uniform. Often told about adhering to dress code.	Complies with dress code regularly and rarely in violation.	Always maintains a professional appearance. Never violates dress code.	

**Grading Scale:**

28 = 100  
 27 = 96  
 26 = 93  
 25 = 89  
 24 = 86  
 23 = 82  
 22 = 79  
 21 = 75

20 = 72  
 19 = 69  
 18 = 64  
 17 = 61  
 16 = 57  
 15 = 54  
 14 = 50  
 13 = 46

# DRESS CODE

---

Students will always dress in a professional manner. This dress code applies while in the classrooms, labs, hospitals, fire rescue, and any other college-related activity.

- Clothing – will be stain-free and wrinkle-free.
  - Pants will not be carried below the hips.
  - Pants will be worn so that the bottom of the pant leg is over the top of the student's duty shoes (no blousing).
  - Uniform shirts will be tucked in.
  - A black belt must be worn; plain buckle.
  - Black duty shoes (with black socks that cover ankles) or boots; no gym shoes. Shoes will be zipped up or tied always.
  - No hats or sunglasses indoors.
  - EMS program approved navy blue short or long-sleeve plain t-shirts may be worn under the uniform shirt.
- Watch – if worn must be solid black with a solid black wrist band.
  - Clinicals may vary.
- Jewelry – only wedding band may be worn; no earrings; no facial or tongue jewelry or piercings. No necklaces or wrist bands (Medical information bands are the exception).
- No smoking, vaping or chewing tobacco while in school uniform.
- Make-up (if worn) – must conservative and natural in appearance.
- Tattoos – offensive body art must be covered.
- Hair – will be of natural color and well-managed; worn above the collar to present a professional image; hair accessories for women must be plain and non-distracting; designs cut into the hair are not permitted; hair will not be more than 2 inches high.
- Facial Hair – men will be clean-shaven (facial hair will be consistent with the HEPA/N95 mask fit); sideburns cannot extend lower than the earlobe; mustaches will not extend beyond corners of the mouth; beards of any kind are not permitted. No goatees are permitted.
- At Fire Rescue, the traffic safety vest, HEPA/N95 mask, and goggles are considered part of the students' uniform.
- Proper hygiene will be maintained.
- Students can only wear clear fingernail polish.
- Students must carry a current CPR card on them always.



- Any discrepancies or need for clarification will be addressed by the Clinical Coordinator, Psychomotor Coordinator, EMS Department Chair or EMS Program Director.
- Any possible exceptions to the above can only be made on a case by case basis at the discretion of the EMS Program Director.
- Due to Covid-19, the following will be implemented until deemed unnecessary by the Program Director:
  - All students must wear a facial covering. Facial coverings shall be of solid color only with no designs. Students may wear any facial covering distributed by Palm Beach State College, Palm Beach County, or the Health Care District of Palm Beach County. Students who are employed by a Fire Rescue Agency may wear department issued facial coverings.
  - All students must always have a primary and secondary facial covering in possession. In the event that their primary facial covering breaks or is lost, any student who does not possess their secondary facial covering will be sent home and marked as absent for the remainder of the day in accordance with the attendance policy outlined in this manual.
  - Students must possess and bring their own personal stethoscope to class, labs, and clinical every day. Failure to do so will cause the student to be in violation of the dress code outlined in this manual and be subject to possible discipline.

# OUTERWEAR

---

Students enrolled in any Palm Beach State College EMS Program will be permitted to wear a jacket, sweatshirt, or hat provided the following conditions are met:

## **NON-FIRE RESCUE EMPLOYEES:**

- Sweatshirts and Jackets:
  - Must be the zip-up type. No pullovers.
  - Must be a solid Navy-Blue color.
  - Must be without ANY logos, designs, patches, insignias, or lettering.
- Sweatshirts and Jackets with a hood/hoodie are acceptable. However, hoods are not to be worn over the head in any building.
- Hats are permitted to be worn outdoors only, provided they have the approved EMS Program logo.

## **FIRE RESCUE EMPLOYEES:**

- Fire Department issued jackets/sweatshirts and hats are permitted provided the student is a Fire Department employee.

# ROLL CALL

---

Both EMT and paramedic students will line up prior to class for roll call. They will gather in formation at the specified location, as designated by the Primary Instructor. The formation will be by squads with an arm's length spacing from the front, back, right, and left of the person adjacent to them. They will stand feet shoulder-width apart with student ID and safety glasses in hand. Roll call will commence promptly at the start time of class. At that point the instructor will ask squad leads if they're ready for roll call and inspection. Once inspections start there will be no talking permitted by the students unless addressed by the instructor. At no time will backpacks and/or personal items be permitted anywhere but in the classrooms. If the student is not present at the start time of class, he or she will be marked according to the attendance policy. During the roll call the instructor will also inspect each student's appearance to ensure compliance with the dress code as outlined in this manual.

# FRATERNIZATION WITH INSTRUCTORS

---

**Fraternization** - to spend time with someone in a friendly way especially when it is considered wrong or improper to do so.

All EMS Program instructors/staff will maintain, always, the highest level of professionalism, and unquestionable integrity while engaged in Palm Beach State College activities. Furthermore, all interactions between EMS Program instructors/staff with ALL Palm Beach State College students will be conducted in a professional, respectful manner that properly reflects the instructor/student relationship. At no time, and under no circumstances, will any fraternization between EMS Program instructors/staff and EMS Program students be tolerated.

When determining whether fraternization between EMS Program instructors/staff and students has occurred, factors considered will include whether the interaction between the two parties has:

- compromised the chain of command
- resulted in the appearance of partiality
- undermined good order, discipline, authority, or morale
- damaged the ability of the program to accomplish its mission

Furthermore, the circumstances regarding the fraternization must be such as to lead a reasonable person with leadership experience to conclude that the good order and discipline of the program have been prejudiced.

To prevent either purposeful or unintended fraternization from occurring, all interactions between EMS Program instructors/staff and students will be confined to program-related activities, at program approved locations, for the full duration of the student's enrollment. Instructor lead or monitored study groups and assistance labs will only be permitted on campus. Fire Rescue study sites may be granted with explicit permission from the EMS Program Director.

Texting that is non-college related and interaction on social media networking that is non-college related (including, but not limited to, Facebook, Twitter, Snapchat, Instagram, etc.) between EMS Program instructors/staff and students is also prohibited.

Per Palm Beach State College Board Policy 6Hx-18-5.87: A consensual relationship is defined as a relationship that is of a romantic and/or sexual nature between faculty members and students they currently teach or supervise or between supervisors and subordinates. **Consensual relationships are prohibited.** Full disclosure is expected by the student of any non-college relationship with an instructor, regardless of nature, e.g. business, neighbor, prior relationship, etc. Any EMS Program instructor/staff member or EMS student who becomes aware of an inappropriate relationship or fraternization between another EMS Program instructor/staff member and student shall immediately report the situation to the Director of EMS.

To be clear... while you are enrolled at Palm Beach State College as a student of the EMS Program, your personal time (to include lunch) is never to be spent with an instructor, without explicit permission from the Director of EMS.

# CELL PHONES

---

The use of a cellular telephone (including texting) while in the classroom, lab, clinical, or fire rescue settings, without the consent of an instructor or preceptor is strictly prohibited. **All cellular phones must be set in a 'SILENT' mode.** Additionally, they will not be answered during lecture, lab, hospital, or fire rescue clinical without prior authorized notification of need. Cell phones may only be used during formal class breaks, outside of the building (the second and third-floor breezeways are acceptable), unless authorized by their primary instructor.

Students caught using their cell phones for non-EMS program related reasons during a lecture or lab will be subject to Disciplinary Procedures referenced in this manual. Additionally, students may have their phone confiscated by the instructor until the lecture/lab is completed.

Cell phones and "smart" watches may not be brought into a class or the computer lab during any formalized testing days to include scheduled exams/quizzes, BLS, ACLS, PHTLS, PALS, Final Skills, and Final Exams. All phones will be collected and secured by the primary instructor until after exams and testing days.

## Photos:

Taking photographs with any device during hospital or fire rescue clinicals is strictly prohibited. Posting photographs of patients on any public forum or social media constitutes a HIPPA violation and is strictly prohibited. At the discretion of the Primary Instructor or designee, one student per squad may be assigned to take pics/video during lab time or during the "call of the day".

# HOUSEKEEPING

---

As a proud department of Palm Beach State College, we are fortunate to have modern, accommodating facilities. As professionals, we will respect the property of the College. Furthermore, as members of a team, we share in the responsibility to maintain a safe and clean learning environment.

Classrooms and labs will be kept in a neat and orderly fashion. The policy on food and beverages is as follows:

- NO FOOD of any type is allowed in the Classrooms, Labs, or Computer Lab (PSC 312)
- No Beverages are allowed in the Labs, or Computer Lab (PSC 312)
- Water or beverages contained in a commercial “spill-proof” container (i.e. travel mug, blender bottle, reusable water bottle) are allowed in the classrooms and lab Only.

Regarding any equipment used in the course of an EMS Program, and to maintaining order and cleanliness in the classrooms and labs, the following general guidelines should be practiced:

- If you use it, put it back.
- If you break it, let an instructor know.
- If you make a mess, clean it up.
- If your team makes a mess, clean it up as a team.

All EMS Program equipment, manikins, and facilities are to be strictly used in the manner for which they are intended, and in which the students have been instructed. They are not to be used for practical jokes, pranks, or in any other inappropriate manner. Students in the EMS Program who utilize any EMS Program equipment for practical jokes, pranks, or in any other inappropriate manner shall subject to Disciplinary Procedures referenced in this manual.

# INFECTIOUS DISEASES

---

## **AWARENESS**

It is the policy of the EMS Program at Palm Beach State College that all students participating in the EMS clinical/fire rescue settings be aware of the potential threat of infectious disease exposure. It is a threat that is always present when caring for the sick and injured.

## **VACCINATIONS**

The student shall also be aware that vaccinations are available to protect them against various infectious diseases. It is strongly recommended that, if not already obtained, each student receive the Hepatitis B and Influenza vaccinations\*\*. This is in addition to the other required testing and/or immunizations for Diphtheria/Tetanus/Acellular Pertussis, Measles (Rubeola)/German Measles (Rubella)/Chicken Pox (Varicella) and PPD (Tuberculosis) prior to the start of clinical rotations at hospital and fire rescue sites.

\*\*The Influenza vaccination is required for students who will be attending clinical sites from November 1<sup>st</sup> to May 31<sup>st</sup>.

## **RESPONSIBILITY**

It is the student's responsibility to obtain and keep current vaccination records. It is not the responsibility of Palm Beach State College and/or its clinical/fire rescue affiliates to provide these vaccinations. The student shall be aware of all the health risks and assume the liability if he/she chooses to decline these vaccinations.

## **UNIVERSAL PRECAUTIONS**

During all phases of training, the student must adhere to the Universal Precautions as outlined by the CDC and OSHA Bloodborne Pathogens (29 CFR Part 910.1030). Failure to follow these precautions will be subject to Disciplinary Procedures referenced in this manual.



# DECLARED PREGNANT STUDENT

---

EMS Program students who have declared their pregnancy while participating in the clinical portion of the program must provide clear, written instructions from their physician. These instructions from the physician must attest to the student's ability to fully participate in clinical rotations and must list any physical limitations (i.e., lifting, radiation exposure, fumes from cold sterilization agents or other chemicals, etc.) that pertain to the student. Physician-directed limitations may require the student to withdraw from the program.

Palm Beach State College may request subsequent clearance notes from the doctor, as the pregnancy progresses, for the student to continue their participation in clinical rotations. Pregnancy is not a disability, and therefore the declared pregnant student does not qualify for reasonable accommodation under the Americans with Disabilities Act (ADA).

# SAFETY EQUIPMENT POLICY

---

**EMS PROGRAM SAFETY AWARENESS** - It is the intent of the EMS Program at Palm Beach State College that all students participating in fire rescue field clinicals be aware of the safety and exposure hazards associated with administering patient care in the field. The hazards are not limited to but include traffic hazards as well as exposure to blood-borne pathogens.

**EMS PROGRAM SAFETY INITIATIVE** - To help ensure the safety and protection of EMS students at Palm Beach State College while operating in the field, the EMS students will be required to purchase (1) traffic safety vest and (1) set of protective safety glasses. The traffic vest and safety glasses shall be considered part of the student's uniform.

**EMS STUDENTS RESPONSIBILITY** - It shall be the responsibility of each student to obtain a traffic safety vest and safety glasses prior to their first fire-rescue clinical and shall be required to have their traffic safety vest and glasses with them at each fire-rescue clinical. The student shall be required to wear their traffic safety vest anytime a traffic hazard is present or additionally as directed by their preceptor. Students must wear their safety glasses anytime patient care or scene hazards (i.e., intubation, oral suctioning, extrication, establishing landing zones, etc.) poses a risk of exposure or injury and/or anytime deemed necessary by the clinical preceptor. Failure to bring your safety equipment with you to a clinical shall constitute the student as being out of uniform, and the student may be subject to the EMS Program Disciplinary Procedures as outlined in this manual.

**EQUIPMENT CARE / LOSS OR DAMAGE** - It is the responsibility of the student to make sure the traffic safety vest and/or safety glasses purchased meet the requirements of the program for clinical usage and as with ANSI/ISEA 107-2010. If the equipment purchased by the student does not meet safety requirements or is deemed unsafe or unusable by the clinical preceptor, the student shall be considered out of uniform and dismissed from the clinical site. If the student loses their traffic safety vest or safety glasses, or there is damage to the traffic safety vest or safety glasses which will inhibit their performance, the student is required to purchase new ones before they may attend fire/rescue clinical sites.

**HEPA/N95 MASKS** - EMS Program students must be properly fitted with an N95 HEPA mask prior to clinical rotations. All students are required to have an N95 HEPA mask with them when attending any clinical site (hospital or fire-rescue). If the student uses their N95 HEPA mask and needs to be issued a new one, it is their responsibility to inform the **Clinical Coordinator** (868-3418) so one can be issued.

# MEDICAL DIRECTOR / FINAL AUTHORITY

---

**Per FS401.2701 (1) (a) 4 a:**

The medical director shall have the duty and responsibility of certifying that graduates have successfully completed all phases of the education program and are proficient in basic or advanced life support techniques, as applicable.

# COLLEGE EMAIL

---

Students will keep and maintain a Palm Beach State College email address throughout their duration as an EMS Program student. Furthermore, EMS Program students will check their College email daily. This does not include Blackboard.

Students will also be contacted through their College email after graduation for one year. Please ensure that you complete the CoAEMSP survey.

**Palm Beach State College email access:** [www.palmbeachstate.edu/PantherWeb](http://www.palmbeachstate.edu/PantherWeb)

**Help with email:** (561) 868-4000

**Student E-mail FAQ:** [www.palmbeachstate.edu/servicedesk/Student-Help.aspx](http://www.palmbeachstate.edu/servicedesk/Student-Help.aspx)

**How can I forward College e-mail to another e-mail account:**

The Microsoft Outlook Web App Help page for forwarding messages to another account is located at:

[help.outlook.com/en-US/140/ms.exch.ecp.LearnRedirectTo](http://help.outlook.com/en-US/140/ms.exch.ecp.LearnRedirectTo)

# SUBJECT TO CALL / STUDENT SUPERVISION

---

EMS Program students must function in the **student capacity ONLY**, regardless of previous affiliations or employment with the clinical site. Although employers are free to compensate students for clinical rotations, students must function 100% of the time as a student. Students are not to be substituted for paid personnel.

## Per 64J-1.020 Training Programs

- (1) (a) "Each applicant shall demonstrate that EMT and paramedic students are not subject to call while participating in class, clinical or field sessions."
  
- (1) (b) "Each applicant shall demonstrate that each EMT and paramedic student function under the direct supervision of an EMS preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements."

# COMPUTER USAGE

---

Computers of any type (personal or PBSC) will be off during lectures unless explicit permission is given by the Primary Instructor or designee. Any utilization of the computers (including EMS Testing or Blackboard) toward academic-dishonesty purposes will result in immediate discipline as outlined subject to Disciplinary Procedures referenced in this manual. With respect to computer usage, all EMS Program students shall adhere to the following:

- No food, gum, candy, or beverages allowed near computers.
- Internet usage is limited to EMS/Fire academia only, even during breaks.
- No writing on hardware or desks.
- Headphones will be used with care.
- Caution will be used near electrical cords and computer cables/wires.
- No tampering with hardware or peripherals.
- No tampering with operating configurations.
- The use of unauthorized software is not permitted.
- No cosmetics, creams, or perfumes allowed near computers.

It is the EMS Program student's responsibility to read and understand that Palm Beach State College provides access to the Internet and the World Wide Web for purposes directly related to education in an environment where:

- Access to the resource is shared equitably among all College Users.
- Which is conducive to learning and free of illegal or malicious acts.
- Which shows respect for others through proper network etiquette.
- To transmit information containing harassing, threatening, obscene, discriminatory, indecent, lewd or lascivious material whether by email or other Internet resources.
- To access information containing obscene, indecent, lewd or lascivious material.
- With a login account assigned to someone else. Forgery or attempted forgery of email messages is prohibited.
- In such a way as to interfere with or disrupt network users, services or equipment.
- To transmit any material in violation of any U.S. or state laws or regulations such as Copyright Law.

By using these resources, the student agrees to comply with the statements above. Failure to comply may result in disciplinary action. Any hardware damage will be repaired/replaced at the student's expense.

# GRADUATION / LETTERS OF COMPLETION

---

Per State of Florida requirements listed in 64J-1.201 (1)(d): “Course directors shall submit a roster of students eligible to take the state certification examination to the department within 14 days after course completion but not before course completion. This roster shall be signed by the Program Director.”

Furthermore, the program is to issue the students their letter of completion no later than 14 days from the date of program completion (as loaded in the PantherNet system).

If the ceremonial graduation occurs prior to this deadline, blank certificates will be handed out. It is the student’s responsibility to acquire the official letter from the Program Director, either directly or by submitting a self-addressed envelope.

# FAILURES / WITHDRAWALS

---

If any component of a given course within the EMS Program is not completed successfully, the student must then successfully repeat that entire course prior to progressing in the program. Once a student has ceased being enrolled in an EMS Program prior to program completion, they must re-enter the EMS Program the next time that course is offered or must restart the program in its entirety.

Any student seeking readmission to the EMS Program must submit an *EMS Program Request for Readmission Form* to the EMS Program Director. Any placement of repeating students will be contingent upon seat availability, and recommendation of the EMS Program Director. Placement is not guaranteed.

Only two attempts at any given course are permitted. Exceptions to this policy may be made at the discretion of the EMS Program Director only.

Should a student fail to successfully complete a Lecture/Lab component of the Paramedic program, but is successful in completing the co-requisite Clinical component, that student must audit the Clinical component while repeating the Lecture/Lab.

- For example, should a student fail EMS2620C, but pass EMS2664 –
  - The student repeats EMS2620C
  - The student audits EMS2664

The purpose of this policy is so that the skills learned and practiced during clinical rotations do not diminish to such a degree that the student is unprepared for the rigors of the subsequent clinical component or the Field Internship (Capstone). Any student who is removed from the EMS Program due to the disciplinary procedures because of failure to uphold the Professional Standards as outlined in this manual will not be allowed to re-enter the EMS Program.



# ASSISTANCE LAB POLICY

---

It is the policy of the EMS Program at Palm Beach State College, and the recommendation of CoAEMSP, to ensure that all students participating in EMS Programs are offered opportunities to receive voluntary personalized instructional assistance throughout the program.

Utilization of “Open Assistance Labs” is purely voluntary on the part of the student, and not required for successful completion of the EMS Program. Any hours spent in Assistance Labs WILL NOT offset hours missed during regular program lab time. It shall be the responsibility of students to recognize their individual needs and schedule themselves to attend these voluntary open Assistance Labs. Any student demonstrating deficiencies in the lab or field may be referred to Assistance Labs by their Primary Instructor, Occupational Skills Evaluator (OSE), Clinical Instructor, or Fire Rescue Instructor (FRI). This referral is a recommendation only, and attendance is not mandatory. The referral is to ensure that the student is aware of their deficiencies as well as the remedial assistance options available to them. Students who attend labs must schedule a time with either an OSE or Primary Instructor. If a student signs-up and is late or a “no show” they will be subject to Disciplinary Procedures referenced in this manual.

Any EMS Program student who is late for a scheduled Assistance Lab, or cancels a scheduled Assistance Lab, twice within any given semester will forfeit their right to attend any future Open Assistance Labs for the remainder of that semester.

Any EMS Program student who fails to attend a scheduled Assistance Lab and does not notify the program through the approved means at least 24 hours prior to the scheduled time that they are going to be absent, will forfeit their right to attend any future Open Assistance Labs for the remainder of that semester.

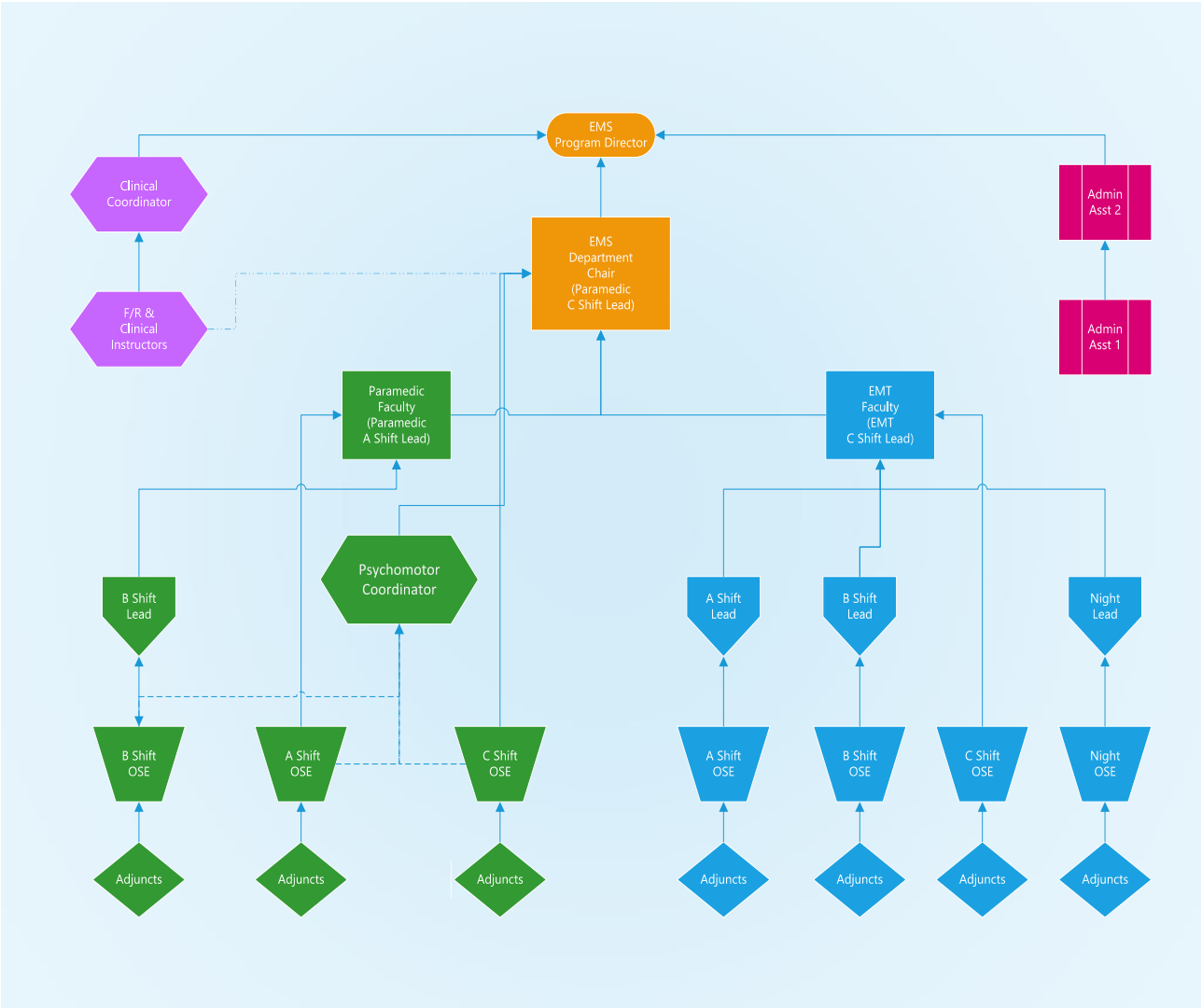
Any EMS Program student who cancels a scheduled Assistance Lab, and wishes to have the absence excused, must submit documentation to the respective Faculty member. The EMS Program Director will make the final determination if an absence is “excused” or not.

Any EMS Program student who fails to attend a scheduled assistance lab for retesting a skill will forfeit that attempt, regardless of the reason, unless approved by the respective Faculty member. This forfeiture will not alter the skills deadline dates.

EMS Program students are required to dress in uniform for all Assistance Labs.

# EMS PROGRAM CHAIN OF COMMAND

Students will follow the chain of command always during their enrollment in the EMS Program. All students will try to resolve any issue at the lowest point in the chain. If the issue cannot be resolved, the student may escalate the issue to the next point/person in the chain. However, the student must notify the initial contact person that they are escalating the issue to the next level. If a problem exists that involves a person in the chain, an exception will be made, and you may skip that person and address your issue with the next person in the chain.



# ATTENDANCE / CLASS & LAB (PARAMEDIC)

---

Excellent student attendance at lecture, lab, and in the clinical settings is paramount for success in the EMS Program. Students can miss the following number of days of their scheduled classes/labs or mandatory meetings:

EMS2620C = 2 days; EMS2621C = 2 days; EMS2622C = 1 day

EMS Students shall NOT be absent or tardy for a designated lecture, lab, or clinical, without prior notification. To maintain the integrity of our testing procedures and parameters, tardiness (of any duration) will not be acceptable on any Final Testing Days (skills or scenarios) OR Day 2 of any AHA/NAEMT Provider Days (BLS, ACLS, PHTLS, PALS). Tardiness on these days will result in the forfeiture of your initial attempt. Additionally, tardiness on any testing make-up days will result in the forfeiture of that option.

A tardy is defined as arriving after official class time has begun OR leaving before official class time has ended. Three tardy episodes will result in one Full Day Absence being entered in the student's grade book. Any tardiness greater than 30 minutes will be considered a half-day absence. Written, dated evidence must be produced for the following absences to be excused (only after allowable days are utilized):

- Job interviews/testing for Fire/EMS - Pre-authorized by Program Director or Department Chair
- Death in the family
- Military obligations
- Other emergencies, subject to approval by the EMS Program Director or Department Chair

Students ARE NOT excused, for any reason, during the following:

- All AHA and NAEMT testing (BLS, ACLS, PHTLS, PALS)
- SUIDS
- Trauma Score Methodology

Students are responsible for any/all missed information and/or assignments.

# ATTENDANCE / CLINICAL (PARAMEDIC)

---

Excellent student attendance at lecture, lab, and in the clinical settings is paramount for success in the EMS Program. Hospital and Fire Rescue assignments will be at the discretion of the Clinical Coordinator and may be altered at any time for program needs.

Students will not be allowed to attend any clinical without having the required medical exams and drug screens completed within the given deadline. As well, the comprehensive criminal background checks must also have been completed, and clinical orientation attended. Clinical is a co-requisite to lecture/lab classes.

## Department Policy

Students can miss the following number of days of their scheduled clinical:

EMS2664 = 2 days  
EMS2665 = 2 days  
EMS2658 = 1 day  
EMS2659 = 1 day

A tardy is defined as arriving after official clinical time has begun OR leaving before official clinical time has ended. Three tardy episodes will result in one Full Day Absence being entered in the student's grade book. Any tardiness greater than 30 minutes will be considered a half-day absence. Written, dated evidence must be produced for the following absences to be excused (only after allowable days are utilized):

- Job interviews/testing for Fire/EMS - Pre-authorized by Program Director or Department Chair
- Death in the family
- Military obligations
- Other emergencies, subject to approval by the EMS Program Director or Department Chair

# **ATTENDANCE / CLINICAL (PARAMEDIC)**

---

Students ARE NOT excused, for any reason, during their scheduled Medical Director rotation. Nor will any absence for a scheduled OR Rotation be excused. If an absence does occur for the above listed, it must be re-scheduled. If the absence occurs due to illness, a doctor's note must be submitted to return to clinical.

Students are required to attend clinical orientation, in accordance with the Attendance/Clinical Orientation (Paramedic) Policy, which includes HIPAA training (successful completion of online test is required to begin clinical assignments).

Students are responsible for any/all missed information and/or assignments.

# ATTENDANCE / CLINICAL ORIENTATION (PARAMEDIC)

---

Attendance for clinical orientation is mandatory, as referenced in the Paramedic syllabus.

If the student is absent for orientation, it will count toward their total absences for EMS2664. Furthermore, they must, on their own time, acquire all missed information from the Clinical Coordinator, before the first day of clinical rotations.

Per the Attendance/Clinical (Paramedic) Policy, a tardy is defined as arriving after the official class time has begun or leaving before official class time has ended. Any tardiness greater than 30 minutes will be considered a half-day absence.

Any returning student, previously enrolled in the program, must also attend a clinical orientation before they attend or audit clinical, as policies and procedures are updated each semester.

# REQUIRED CLINICAL GOALS (PARAMEDIC)

---

Evidence of progression of clinical skills is required for success in the EMS Program. As such, students are required to complete all minimums as noted in CoAEMSP Appendix G. Appendix G and its requirements will be provided to students during their clinical orientation as conducted by the Clinical Coordinator.

Future changes to these “minimums” may be required in accordance with CoAEMSP Appendix G. Students will be aware of any changes as soon as practical.

# DEFIBRILLATORS (PARAMEDIC)

1. The purpose of this policy is to advise the students that the EKG defibrillation/monitors used in the Palm Beach State College EMS Program are to be used according to the skills sheets provided by the program and in no other manner.
2. The monitors used in the EMS Program may be marked as training monitors, but this in NO WAY means that the monitors are not active. They can be fatal to the user or others if not properly used.
3. The monitors used by Palm Beach State College are fully active and can produce an electrical charge of 360 joules.
4. Any purposeful discharge without direction from an instructor will result progressive discipline as outlined in the disciplinary procedures within this manual.
5. There is to be a verbal warning of "I'm clear, you're clear, everyone clear" with visual confirmation of no less than 2 feet around the manikin prior to any discharge from the monitors.
6. Instructors are always to supervise their students to ensure there are no accidental discharges. Instructors are to make students aware of the possible injuries that may occur from an electrical discharge of any of the defibrillators used in the program.
7. If a student is unfamiliar with the defibrillator/monitor he/she is using, instruction is available in class or in assistance labs.

If used properly these are great learning tools, but if used incorrectly, they can be deadly. Remember to think before you do – SAFETY FIRST!



# LAB SKILLS CHECK-OFF POLICY (PARAMEDIC)

---

As required under the National EMS Education Standards Curriculum, students are required to successfully complete a variety of practical skills assessments demonstrating a minimum skill competency benchmark before being permitted to perform those skills in the clinical setting on live patients, as well as to obtain a certificate of program completion.

Students are required to show up to the testing location prepared. This is not the time to practice technique or “learn” how to perform the skill. The student will bring the appropriate skill sheet to their lab instructor before commencing. The instructor will grade the sheet using Pass/Fail criteria. To pass a skill the student must show competency in performing and verbalizing the entire skill; if the student is unable to show competency, they will fail the skill. Additionally, must meet peer to peer minimums as identified in the Student Portfolio in Fisdap prior to testing.

Successfully completed sheets must be turned in to the testing lab instructor at the time of check-off. The instructor will retain possession of the skill sheet from each student tested and turn them into the assigned OSE. The OSE will record the grades of each student and then return the skill sheets to the students to utilize as a reference for the remainder of the semester.

If the student fails, an Incomplete Skills form (which includes a deadline) must be filled out by the instructor and signed by the student; they must then schedule with an OSE to re-take the skill during an Assistance Lab. The student must present their original skill sheet for subsequent attempts. If the student fails the skill on subsequent attempts, another deadline will be given. If the student does not perform (try) the skill by any given deadline, the student may be subject to discipline as outlined in this manual. All skills need to be passed prior to the first day of final skills testing. If a student has two failures on any skill, the student must print out another skill sheet (of the failed skill) for subsequent retesting.

At the end of each semester, the OSE will provide to the Primary Instructor, a skills grade which will be entered into a student’s overall semester grade. Additionally, the OSE will print out the skills tracking worksheet and attach an attestation sheet signed by the Primary Instructor and assigned OSE to account for student proficiency in all skills throughout the semester.

# EXAMS / HIV (PARAMEDIC)

---

Students must pass the HIV / Bloodborne Pathogens exam with a score of eighty percent (80%) or greater, to successfully pass EMS2620C.

They may re-take the HIV exam as many times as necessary prior to starting EMS2664. Students will not be allowed to participate in clinical until this requirement is met.

# **BLS – BASIC LIFE SUPPORT (PARAMEDIC)**

---

Students will take the American Heart Association (AHA) BLS Provider course only through their Palm Beach State College Paramedic class and must have the current AHA BLS Provider textbook to participate.

Students will be randomly assigned a scheduled time for testing. No requests will be accepted; however, accommodations will be provided to those students working for a Fire Department and on shift the day prior to testing provided those requests are made six days prior to testing.

Students must pass the written examination per AHA standards. If unsuccessful, the student will be afforded one additional attempt on a comparable AHA BLS Provider exam on the same test day.

Students must also prove competency on all practical portions (adult, child, infant) per AHA standards. Students will have the opportunity to re-take the practical skills test one time only, again on the same test day.

If the student fails BLS Provider after exhausting the above chances, the student will not be permitted to continue in the EMS Program. With permission from the EMS Program Director, the student may submit an appeal to the Limited Access Programs Admissions office to be placed in the next scheduled Paramedic I EMS2620C and Clinical I EMS2664.

The Medical Director has definitive authority over the BLS Provider practical skills final.

# EXAMS / BASIC EKG (PARAMEDIC)

---

Students must demonstrate proficiency in interpreting EKG rhythms to participate in the ACLS Provider course. Therefore, students shall pass the Basic EKG Exam, administered during EMS2621C, with a score of eighty percent (80%) or greater.

Students who fail the initial (first) exam administered may re-test on Basic EKG two (2) times for a total of three (3) attempts. However, they may not take an exam more than once on any given day. Furthermore, a passing score must be achieved prior to their scheduled ACLS Provider Day 1.

Any student who achieves a passing score on the initial (first) exam will have that score entered into the grade book as their grade of record. Students who fail the initial (first) exam will take the Basic EKG Exam Re-Test, and the scores from both exams will be averaged. The average score of the two exams (*not to exceed 79%*) will be entered into the grade book as their grade of record.

Any student who must re-test a third and final time will take the Basic EKG Exam again and the average of all three attempts (*not to exceed 79%*) will be entered into the grade book as their grade of record.

Any student who is tardy or absent during the time in which a Basic EKG Exam (initial or retest) is administered will forfeit that attempt. Therefore, if a student is absent or tardy when the initial Basic EKG Exam is administered, they will only be allowed two (2) attempts at the exam. If a student fails the initial Basic EKG Exam and their first retest, but then is tardy or absent from their scheduled second retest, no third attempt will be allowed.

Per the program's Medical Director, any student who is not successful on the third re-test will not be allowed to participate in ACLS, and therefore will not be eligible to remain in the program.

# EXAMS / 12 LEAD EKG (PARAMEDIC)

---

Students must demonstrate proficiency in interpreting 12 Lead EKG rhythms to progress into the third semester of the program – EMS2622C. Therefore, students shall pass the 12 Lead EKG Exam, administered during EMS2621C, with a score of eighty percent (80%) or greater.

Students who fail the initial (first) exam administered may re-test on 12 Lead EKG for a total of 3 attempts. However, they may not take an exam more than once on any given day. Furthermore, a passing score must be achieved prior to the end of EMS2621C.

The student's score on the initial (first) exam administered will be entered into the grade book as their grade of record.

Any student who is tardy or absent during the time in which a 12 Lead EKG Exam (initial or retest) is administered will forfeit that attempt. Therefore, if a student is absent or tardy when the initial 12 Lead EKG Exam is administered, they will only be allowed two (2) attempts at the exam. If a student fails the initial 12 Lead EKG Exam and their first retest, but then is tardy or absent from their scheduled second retest, no third attempt will be allowed.

Per the program's Medical Director, any student who is not successful on the third re-test of the 12 Lead EKG Exam will not be allowed to continue into the third semester of the program – EMS2622C and EMS2658.

# ACLS – ADVANCED CARDIAC LIFE SUPPORT (PARAMEDIC)

---

Students will take the AHA Advanced Cardiac Life Support (ACLS) Provider course only through their Palm Beach State College Paramedic class. All students must have the current ACLS Provider Manual to participate. All students must also attend both days, ACLS Provider Day 1 and ACLS Provider Day 2, of the AHA ACLS Provider course. Lastly, all students must attend ACLS Provider Day 1 prior to attending ACLS Provider Day 2 (testing). There will be no make-up for any student who misses ACLS Provider Day 1.

Students will be randomly assigned a scheduled time for testing. No requests will be accepted; however, accommodations will be provided to those students working for a Fire Department and on shift the day prior to testing provided those requests are made six days prior to testing.

Students must pass the ACLS written examination per the AHA. If the student fails their initial attempt, they will have one opportunity to pass a re-test on the given make-up day.

Students must pass the mega-code (based on ACLS standards/Palm Beach State College Medical Director approved Algorithms). Should they fail their initial attempt, students will have an opportunity to re-take the mega-code one time on the original ACLS Provider Day 2. If the student fails both mega-codes, they will be afforded a third, and final, mega-code attempt on the given make-up day.

Students who forfeit the scheduled ACLS Provider Day 2, regardless of the reason, will be required to attempt the mega-code on the scheduled make-up day for their respective class. The students will have one opportunity to re-take the mega-code should they fail the initial attempt. NO third attempt will be granted to the student. If any student fails ACLS after exhausting the above chances, the student will not be permitted to continue in the EMS Program. With permission from the EMS Program Director, the student may submit an appeal to the Limited Access Programs Admissions office to be placed in the next scheduled Paramedic II (EMS2621C) and Clinical II (EMS2665).

The Medical Director has definitive authority over the Palm Beach State College mega-code final.

# PHTLS – PRE-HOSPITAL TRAUMA LIFE SUPPORT (PARAMEDIC)

---

Students will take the NAEMT Prehospital Trauma Life Support (PHTLS) Provider course only through their Palm Beach State College Paramedic class. All students must have the current PHTLS textbook to participate. All students must also attend both days, PHTLS Provider Day 1 and PHTLS Provider Day 2, of the PHTLS Provider course. Lastly, all students must attend PHTLS Provider Day 1 prior to attending PHTLS Provider Day 2 (testing). There will be no make-up for any student who misses PHTLS Provider Day 1.

Students will be randomly assigned a scheduled time for testing. No requests will be accepted; however, accommodations will be provided to those students working for a Fire Department and on shift the day prior to testing provided those requests are made six days prior to testing.

Students must pass the PHTLS written examination per the NAEMT. If the student fails their initial attempt, they will have one opportunity to pass a re-test on the given make-up day.

Students must pass the practical examination (based on PHTLS standards). Should they fail their initial attempt, students will have an opportunity to re-take the practical examination one time on the original PHTLS Provider Day 2.

If the student fails both practical examinations, they will be afforded a third, and final attempt on the given make-up day.

Students who forfeit the scheduled PHTLS Provider Day 2, regardless of the reason, will be required to attempt the practical examination on the scheduled make-up day for their respective class. The students will have one opportunity to re-take the practical examination should they fail the initial attempt. NO third attempt will be granted to the student. If the student fails PHTLS after exhausting the above chances, the student will not be permitted to continue in the EMS Program. With permission from the EMS Program Director, the student may submit an appeal to the Limited Access Programs Admissions office to be placed in the next scheduled Paramedic II (EMS2621C) and Clinical II (EMS2665).

The Medical Director has definitive authority over the PHTLS practical examination final.

# PALS – PEDIATRIC ADVANCED LIFE SUPPORT (PARAMEDIC)

---

Students will take the AHA Pediatric Advanced Life Support (PALS) Provider course only through their Palm Beach State College Paramedic class. All students must have the current PALS Provider Manual to participate. All students must also attend both days, PALS Provider Day 1 and PALS Provider Day 2, of the AHA PALS Provider course. Lastly, all students must attend PALS Provider Day 1 prior to attending PALS Provider Day 2 (testing). There will be no make-up for any student who misses PALS Provider Day 1.

Students will be randomly assigned a scheduled time for testing. No requests will be accepted; however, accommodations will be provided to those students working for a Fire Department and on shift the day prior to testing provided those requests are made six days prior to testing.

Students must pass the PALS written examination per the AHA. If the student fails their initial attempt, they will have one opportunity to pass a re-test on the given make-up day.

Students must pass the mega-code (based on PALS standards/Palm Beach State College Medical Director approved Algorithms). Should they fail their initial attempt, students will have an opportunity to re-take the mega-code one time on the original PALS Provider Day 2.

If the student fails both mega-codes, they will be afforded a third, and final, mega-code attempt on the given make-up day.

Students who forfeit the scheduled PALS Provider Day 2, regardless of the reason, will be required to attempt the mega-code on the scheduled make-up day for their respective class. The students will have one opportunity to re-take the mega-code should they fail the initial attempt. NO third attempt will be granted to the student. If any student fails PALS after exhausting the above chances, the student will not be permitted to continue in the EMS Program. With permission from the EMS Program Director, the student may submit an appeal to the Limited Access Programs Admissions office to be placed in the next scheduled Paramedic III (EMS2622C) and Clinical III (EMS2658).

The Medical Director has definitive authority over the Palm Beach State College mega-code final.



# ACLS/PHTLS/PALS SCENARIO PERFORMANCE SCORE

---

To represent their overall performance more accurately, students will be subject to a scenario performance evaluation in the following disciplines:

- EMS2621C – ACLS & PHTLS
- EMS2622C – PALS

These evaluations will be subjected to a point value as set forth by the Department Chair of EMS. Any student who achieves a passing score (defined as a score  $\geq 80\%$ ) on the initial (first) attempt will have that score entered into the grade book as their grade of record. Students who fail the initial (first) attempt (defined as a score  $\leq 79\%$ ) will re-test as previously noted in these policies. For any student who must retest (either a second or third time), the average of all attempts will be entered into their grade book as their grade of record (*not to exceed 79%*).

If the student fails to achieve an average score of  $\geq 80\%$  after exhausting all chances, the student will not be permitted to continue in the EMS Program. With permission from the EMS Program Director, the student may submit a request to the Limited Access Programs Admissions office to be placed in the next scheduled Paramedic I EMS2621C and Clinical I EMS2665.

The scenario performance score for a student will be factored into their overall grade and be weighted as defined by the Department Chair and posted in the Syllabus.

# FINAL WRITTEN EXAMS (PARAMEDIC)

---

## **SEMESTER FINAL EXAMS:**

Students must pass each semester (EMS2620C, EMS2621C, EMS2622C) with a cumulative average score of eighty percent (80%) or greater, to successfully pass the course. If given, the semester final exam may be weighted up to twenty percent (20%) of their total semester grade if stated in the course syllabus.

## **COMPREHENSIVE FINAL EXAM:**

To better prepare students for the National Registry of Emergency Medical Technician cognitive exam, the Paramedic Program utilizes the comprehensive final exam developed by Fisdap. Students in EMS2659 must pass this exam as required by FS401.2701(5). This passing score is based upon the cut score provided by Fisdap at the time the test is administered. Any student who fails the initial attempt to pass the Fisdap comprehensive exam will be afforded one re-take opportunity on the scheduled make-up day.

If a student fails their second attempt at the comprehensive final, they will be given an “unsatisfactory” grade for EMS2659. The student will, therefore, be required to repeat EMS2659. They will also be required to participate in mandatory remediation, as determined by the EMS Department Chair, to complete the program. EMS2659 may only be repeated once.

# FINAL LAB SKILLS (EMS2620C)

## PARAMEDIC

---

Students are required to pass the Final Lab Skills testing (EMS2620C) to successfully pass the course, regardless of their grades in the other portions of the class. Skill sheets must be completed *prior* to final skills testing day.

Students will be randomly assigned a scheduled time for testing. No requests will be accepted; however, accommodations will be provided to those students working for a Fire Department and on shift the day prior to testing provided those requests are made six days prior to testing.

Final Lab Skills testing (EMS2620C) will consist of three testing stations. Each station will consist of a mandatory skill and a random skill.

If the student fails a mandatory skill, they will have one opportunity to re-test that skill on the scheduled make-up day. If the student fails a random skill, they will have one opportunity to re-test that same skill on the scheduled make-up day. Students who fail a random skill must also successfully complete one *additional* random skill on the scheduled make-up day. The student will only have one attempt at the *additional* random skill.

With respect to the EKG portion of skills testing, the entire EKG portion is repeated if the student fails any part.

All three testing stations must be passed successfully, and completely, for a student to continue into the second semester of the program – EMS2621C and EMS2665. If grades are due prior to re-testing, the instructor will issue an “Incomplete” grade for that semester and subsequently change the grade according to the results of the re-test. This re-test must occur prior to the beginning of the next semester for the student to progress in the program.

Regardless of their academic average in the class, any student who fails Final Lab Skills testing will be given a “D” as their final grade for EMS2620C.

The Medical Director has definitive authority over all Final Lab Skills testing (EMS2620C).

# FINAL LAB SKILLS (EMS2659)

## PARAMEDIC

---

Students are required to pass the Final Lab Skills testing (EMS2659) to successfully pass the course, regardless of their grades in the other portions of the class.

Students will be randomly assigned a scheduled time for testing. No requests will be accepted; however, accommodations will be provided to those students working for a Fire Department and on shift the day prior to testing provided those requests are made six days prior to testing. Final Lab Skills testing (EMS2659) will consist of three testing stations. Each station will consist of a mandatory skill and a random skill.

If the student fails a mandatory skill, they will have one opportunity to re-test that skill on the scheduled make-up day. If the student fails a random skill, they will have one opportunity to re-test that same skill on the scheduled make-up day. Students who fail a random skill must also successfully complete one *additional* random skill on the scheduled make-up day. The student will only have one attempt at the *additional* random skill.

With respect to the EKG portion of skills testing, the entire EKG portion is repeated if the student fails any part. Any student that is absent on any of the Final Lab Skills testing days will be given an “Unsatisfactory” grade for EMS2659.

However, if the reason for the absence is reviewed by the Program Director, and determined to be excused, the student will have to will have up to two weeks after the programs’ formal completion date to successfully complete all required Final Lab Skills Testing. If grades are due prior to re-testing, the instructor will issue an “Incomplete” grade for EMS2659, and subsequently, change the grade according to the results of the re-test(s).

All three stations must be passed successfully to pass EMS2659 and graduate from the Paramedic Program. EMS2659 Final Lab Skills testing is a required 3-semester comprehensive practical examination per FS401.2701(5). If the student is unsuccessful, EMS2659 must be repeated. EMS2659 can only be repeated once.

The Medical Director has definitive authority over all final lab skill exams.

# RE-ADMISSION TO PROGRAM (PARAMEDIC)

---

Re-admission into the program requires permission from both the EMS Program Director and the Limited Access Programs Admissions Office. Re-admission will depend on openings being available - placement is not guaranteed. Once a student has ceased being enrolled in an EMS Program prior to program completion, they must re-enter the EMS Program the next time that course is offered or must restart the program in its entirety.

Exceptions to this policy can be made by the Director of EMS only and will be considered on a case-by-case basis. Students considered for re-admission must be in good standing and have submitted the following:

- Completed EMS Program Request for Readmission form to the EMS Program Director
- Valid Florida EMT certificate
- Medical examination, completed within 12 months prior to the start of clinical.
- Negative PPD, within 6 months prior to class start.
- Complete criminal background, completed within 6 months prior to the start of clinical.
- Current drug screening, completed within 6 months prior to the start of clinical.
- Newly signed Code of Conduct
- Newly signed Disciplinary Procedures

If any portion of a given course was not completed successfully, the student must successfully repeat that entire course prior to progressing in the program. Should a student fail to successfully complete a Lecture/Lab component of the Paramedic program, but is successful in completing the co-requisite Clinical component, that student must audit the Clinical component while repeating the Lecture/Lab. For example, should a student fail EMS2620C, but pass EMS2664 –

- The student repeats EMS2620C
- The student audits EMS2664

The purpose of this policy is so that the skills learned and practiced during clinical rotations do not diminish to such a degree that the student is unprepared for the rigors of the subsequent clinical component or the Field Internship (Capstone).

# DEADLINES FOR LAB SKILLS TESTING (EMT)

---

The purpose of Skills Testing in EMT Labs is to ensure that all EMT students achieve the required proficiency in their psychomotor skills and do so within a reasonable timeframe.

Therefore, the following applies to all EMT Students:

EMT Students shall complete all required Lab Skills, and therefore have all Skills Sheets completed, prior to Final Skills testing.

EMT Students shall have all required Lab Skills, and all corresponding Skills Sheets, completed within the following time frames (subject to change):

- Module 1 – Two weeks after the last Shift/Class has finished testing
- Module 2 – Four weeks after the last Shift/Class has finished testing
- Module 3 (CPR) – Each Shift/Class will retest the next scheduled Lab
- Module 4 – Two weeks after the last Shift/Class has finished testing
- Module 5 – Three weeks after the last Shift/Class has finished testing
  - The Night Class must complete all Module 5 Lab Skills retests prior to Final Skills testing.

These time frames are approximating and will be determined at the beginning of class. Any changes to these dates will be communicated to the students in a reasonable amount of time. Any EMT Student who does not successfully complete testing on a required Lab Skill within the time frames listed above will report to either the EMS Department Chair or the Director of EMS (through the Chain of Command as outlined in these Policies). The EMS Department Chair or Director of EMS will decide to both give the student a “D” in EMS1158C, and remove them from the EMT Program, or place on a Personal Improvement Plan (PIP). Only the EMS Program Director or Department Chair may place a student on a PIP relative to deadlines.

# ATTENDANCE / CLASS & LAB (EMT)

---

Excellent student attendance at lecture, lab, and clinical settings is paramount for success in the EMS Program. Students can miss the following number of days of their scheduled classes/labs or mandatory meetings:

EMS1158C = 2 days

A tardy is defined as arriving after official class time has begun OR leaving before official class time has ended. Three tardy episodes will result in one Full Day Absence being entered in the student's grade book. Any tardiness greater than 30 minutes will be considered a half-day absence. Written, dated evidence must be produced for the following absences to be excused (only after allowable days are utilized):

- Job interviews/testing for Fire/EMS - Pre-authorized by Program Director or Department Chair
- Death in the family
- Military obligations
- Other emergencies, subject to approval by the EMS Program Director or Department Chair

To maintain the integrity of our testing procedures and parameters, tardiness (of any duration) will not be acceptable on any Final Testing Days (skills or scenarios) OR BLS Provider Days. Tardiness on these days will result in the forfeiture of your initial attempt. Additionally, tardiness on any testing make-up days will result in the forfeiture of that option.

Students are not excused, for any Provider Class Days.

AHA BLS Provider. Students are responsible for any/all missed information and/or assignments.

# ATTENDANCE / CLINICAL (EMT)

---

Excellent student attendance at lecture, lab, and clinical settings is paramount for success in the EMS Program. Hospital and Fire Rescue assignments will be at the discretion of the Clinical Coordinator and may be altered at any time for program needs.

Students will not be allowed to attend clinical without completed medical exams, drug screens within the given deadline, comprehensive criminal background checks, or clinical orientation. Clinicals are a co-requisite to lecture/lab classes.

## Department Policy

Students can miss the following number of days of their scheduled clinical:

EMS1158C = 1 day

A tardy is defined as arriving after official clinical time has begun OR leaving before official clinical time has ended. Three tardy episodes will result in one Full Day Absence being entered in the student's grade book. Any tardiness greater than 30 minutes will be considered a half-day absence. Written, dated evidence must be produced for the following absences to be excused (only after allowable days are utilized):

- Job interviews/testing for Fire/EMS - Pre-authorized by Program Director or Department Chair
- Death in the family
- Military obligations
- Other emergencies, subject to approval by the EMS Program Director or Department Chair

If an absence does occur for the above listed, it must be re-scheduled. If the absence occurs due to illness, a doctor's note must be submitted to return to clinical. Students are required to attend a clinical orientation which includes HIPAA training (successful completion of online test is required to begin clinical). Students are responsible for any/all missed information and/or assignments.



# ATTENDANCE / CLINICAL ORIENTATION (EMT)

---

Attendance at the clinical orientation is mandatory.

If the student is absent, it will count toward their total absences for EMS1158C. Furthermore, they must, on their own time, acquire all missed information from the Clinical Coordinator, before the first day of clinical.

Per the attendance policies, a tardy is defined as arriving after the official class time has begun or leaving before official class time has ended. Tardies greater than 30 minutes will be considered a half-day absence.

Any returning student previously enrolled in the program must also attend a clinical orientation, before they begin clinical, as policies and procedures are updated each semester.

# REQUIRED SKILLS / CLINICAL – GRADUATION (EMT)

---

Evidence of progression of clinical skills is required for success in the EMS Program.

To receive a satisfactory grade in EMS1158C, students must meet the State mandated 5 transports minimum.

These *minimum* goals are not meant to serve as target goals; they are at the lowest end of the acceptable spectrum. We recommend that students get as much possible experience while in the program to be best prepared to enter their chosen field of EMS.

# FINAL EXAMS – LAB SKILLS & SCENARIOS (EMT)

---

## **Skills:**

Students must pass the Final Skills Exam to pass the course, regardless of their grades in the other portions of the class. All Skills sheets must be completed *prior* to the final skills testing day.

Final skills assessment will consist of three testing stations. Each station will consist of a mandatory skill and a random skill. Students must pass all three stations to continue in the program.

If the student fails a mandatory skill, they will have one opportunity to re-test that skill another day. If the student fails a random skill, they will have one opportunity to re-test that same skill on another day, PLUS they must successfully complete one *additional* random skill. The student will only have one attempt at the *additional* random skill.

Students must pass all three stations to continue in the program. If grades are due prior to re-testing, the instructor will issue an “Incomplete” grade for that semester and subsequently change the grade according to the results of the re-test. This re-test must occur prior to the beginning of the next semester for the student to progress in the program.

## **Scenarios:**

Students are required to pass EMS1158C final lab scenarios exam to successfully pass the course, regardless of their grades in the didactic portion of the class. The semester's skill sheets must be completed prior to final scenario testing day.

If the student fails a station, they will have one opportunity to re-test that station with a comparable scenario on another day. Both stations must be passed successfully to progress in the program. If grades are due prior to re-testing, the instructor will issue an “Incomplete” grade for that course and subsequently change the grade according to the results of the re-test.

The Medical Director has definitive authority over all final lab skills AND scenario exams.

# FINAL WRITTEN EXAMS (EMT)

---

## SEMESTER FINAL EXAMS:

Students must pass the semester (EMS1158C) with a cumulative average score of seventy-five percent (75%) or greater, to successfully pass the course. The student must also pass the final exam with a 75% or greater; in compliance with Florida State Statute 401.2701(5).

# RE-ADMISSION TO PROGRAM (EMT)

---

If any component of the EMT Program is not completed successfully, the student must then repeat that entire course (1158C).

Re-Admission into the program requires permission from both the EMS Program Director and the Limited Access Programs Admissions Office. Furthermore, re-admission will depend on openings being available - placement is not guaranteed.

Once a student has ceased being enrolled in an EMS Program prior to program completion, they must re-enter the EMS Program the next time that course is offered or must restart the program in its entirety.

Exceptions to this policy can be made by the EMS Program Director only and will be considered on a case-by-case basis. Students considered for re-admission must be in good standing and have submitted the following:

- Completed EMS Program Request for Readmission form to the EMS Program Director
- Medical examination, completed within 12 months prior to the start of clinical.
- Negative PPD, within 6 months prior to class start.
- Complete criminal background, completed within 6 months prior to the start of clinical.
- Current drug screening, completed within 6 months prior to the start of clinical.
- Newly signed Code of Conduct
- Newly signed Disciplinary Procedures

# PSYCHOMOTOR EVALUATION APPEAL (SKILLS/SCENARIOS)

---

No appeal shall be used to review the judgment, knowledge, or performance of an EMS staff member in assessing the quality of the student's work. All appeals relating to psychomotor performance shall be evaluated in terms of the standards established by the Department Chair of EMS which are approved by the Director of EMS and Medical Director. Criteria for an appeal will be based upon either A) An error in calculation of the grade or B) An error in the scenario testing evaluation conflicting with standards stated in the course syllabus or EMS scenario algorithm.

## **Appeal Process**

If a student believes his/her psychomotor performance evaluation was awarded in error or was a substantial departure from the standards contained in the course syllabus, the student shall notify the OSE/Primary instructor immediately after receiving the final evaluation score. In the event the OSE/Primary instructor is not available, the student should contact the Psychomotor Coordinator or instructor's supervisor who will assume the responsibility of reviewing the appeal. Though the discussion of a student's performance is warranted, the decision to appeal a psychomotor score rests solely with the student, as EMS Staff will neither encourage, nor discourage a student to appeal. Furthermore, EMS Staff shall not offer "advice" to a student with respect to the possibility of an appeal and/or its outcome. EMS Staff shall only offer direction as to how the appeal process works. If a resolution is not reached, the student may ask for a formal appeal.

## **Request for a Formal Appeal and Review of the Psychomotor Skills/Scenario Evaluation**

The appeals process in the EMS Program at Palm Beach State College consists of 3 levels. The first level is the Appeals Committee and will consist of 3 total members: the Department Chair of EMS and/or the Psychomotor Coordinator and 1 or 2 other members (Primary Instructor or OSE). The next level is the Director of EMS. The third and final level is the Medical Director. All appeals will be conducted in the following manner:

1. A request for a formal appeal and review must be submitted via college email by the student. The email will be sent to the Primary instructor, who will then initiate an Appeals

Committee. The request by the student must be submitted within 48 hours of receiving the grade/scenario evaluation and must include:

- The specific complaint clearly stated;
- All relevant course information including syllabus and all pertinent printed materials;
- A statement of the resolution the student is seeking;
- It is incumbent on the student to provide all relevant documentation pertaining to only facts contained within the appeal.

2. Within 72 hours of the receipt of the student's appeal, the appeals committee will render a decision and notify the student through the Primary Instructor via College email. All aspects of the psychomotor skills/scenario evaluation will be reviewed by the appeals committee, including, but not limited to, any documentation made by staff during the evaluation, any documentation made by the student during the evaluation, and any video recordings of evaluation attempts. If the student does not agree with the decision, he/she may further escalate the appeal to the Director of EMS via college email.

3. Within 48 hours of the receipt of the student's appeal, the Director of EMS will review the appeal and notify the student, primary instructor and/or faculty member, and Department Chair of EMS of his/her decision via College email. If the student does not agree with this decision, he/she may further escalate the appeal to the Medical Director through the Director of EMS via College email.

4. The Medical Director will notify the Director of EMS his/her decision within 72 hours upon receipt of the appeal (unless extenuating circumstances are present). Within 24 hours of receipt of the Medical Director's decision, the Director of EMS will notify the student, and all EMS Staff involved in the said decision via College Email. The decision of the Medical Director is FINAL.

5. The Director of EMS may extend any of the timelines specified above if extenuating circumstances make this necessary.

# PROFESSIONAL STANDARDS AND AFFECTIVE BEHAVIORAL PERFORMANCE EVALUATION ACKNOWLEDGEMENT PAGE

---

The EMS Program at Palm Beach State College is committed to the highest ethical and professional standards. Our students are expected to adhere to the standards set forth in this manual. These standards and expectations are essential to maintain the excellence that our community has come to expect. This mission demands integrity, good judgment, and dedication to public service. As stated earlier in this manual, students enrolled in an EMS Program at Palm Beach State College must possess the necessary intellectual, physical, emotional, social and communication skills to provide pre-hospital emergency care that is safe for the patient, themselves, and other health care providers. These professional standards are a guideline for the EMS student's behavior and are to be applied while in the classroom, lab, hospital, or fire rescue setting, or any other time the student is under the auspices of Palm Beach State College.

By signing this document, the student acknowledges she/he has read the Professional Standards section AND Affective Behavioral Performance Evaluation (ABPE) of this manual and agrees to abide by all processes that are defined within.

---

Student Signature

Date



# EMS DISCIPLINARY PROCEDURE APPEALS SIGNATURE PAGE

---

## Appealing the Outcome of a Formal Hearing

A student who wishes to appeal the outcome of a formal disciplinary hearing should contact the supervising office of the Dean of Academic Affairs Appeals will only be heard if the student can provide additional documentation or evidence that the hearing committee did not hear or see at the time of the hearing. **The Dean of Academic Affairs act as the President's designee. The decision of the Dean is final and exhausts the student's academic remedies. The EMS disciplinary / Due Process / Appeal Process govern for program violations rather than the Palm Beach State College general student handbook disciplinary procedures. By signing this document, the student acknowledges she / he has read and agrees to abide by the process.**

---

**Student's Signature**

**Date**

*Effective: 11/ 7/ 2006*

*Reviewed: 7/07*

*Revised: 1/08, 4/09*

*Approved By: College attorney, April 28, 2009*

# DISCIPLINARY PROCEDURES SIGNATURE PAGE

---

Student ID#:

By signing this document, I acknowledge that:

- I have received a copy of the EMS Disciplinary Procedures
- I have read and understand the order of procedures as explained on the Disciplinary Procedures page. Additionally, I agree to follow the Professional Standards as outlined in this manual and I agree to abide by its described behavior and conduct myself accordingly.
- I acknowledge that my failure to adhere to these standards may result in said discipline by the EMS Program Palm Beach State College.
- I am aware that progressive discipline may result in suspension from the EMS program and ultimately removal from the program after an investigation by Student Services.

---

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**PALM BEACH STATE COLLEGE**  
**Health Sciences, EMT, Paramedic Programs**  
**STUDENT ACKNOWLEDGMENT/CONSENT FOR RELEASE OF INFORMATION**

I understand that an essential component of my education in a health science program at Palm Beach State College is a requirement for clinical experience.

In accordance with new clinical affiliation agreements, I have been informed that clinical agencies require students have the following background screenings:

1. Social Security Number verification
2. Criminal background search (FDLE fingerprinting)
3. Violent Sexual Offender and Predator Registry search
4. HHS & (Health Human Services) /OIG (Office of Inspector General) List of Excluded Individuals/Entities
5. GSA (General Services Administration) List of Parties Excluded from Federal Programs
6. Employment verification (including reason for separation and eligibility for re-employment for each employer)
7. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
8. Applicable state exclusion list

I acknowledge that the clinical agency may determine my eligibility to participate at their facility following review of any specific criminal charges, other positive background searches and/or positive drug results that would disqualify me from attending the clinical experience, and that Palm Beach State College is not involved in, and has no control over, that determination. I understand that if I am disqualified from clinical experience as a result of the criminal background, drug or other screening, I would be ineligible to continue in any health sciences, EMT or Paramedic program at Palm Beach State College. I also acknowledge that failure to sign this form will prevent participation in the clinical component of my program thus preventing me from continuing in the program or other Palm Beach State health science program with clinical requirements.

By signing below, I hereby authorize Palm Beach State College to request and receive the results of any or all of the background, drug and other screenings listed above on me and to release the information of these results to the clinical agencies. A copy of the signed form will be provided to you.

Print Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City / State / Country

I have worked, resided or been a student in the state of Florida for the past 15 years. \*

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, provide the following: City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ or Country \_\_\_\_\_

\* Federal criminal background screening may be required.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Program: \_\_\_\_\_

\_\_\_\_\_  
Witness—Palm Beach State Employee

\_\_\_\_\_  
Date

# SKILLS TRACKING & SCHEDULER (PARAMEDIC) SIGNATURE PAGE

---

Students will sign an agreement certifying the following:

“I am aware that skills tracking, and documentation are integral components of my EMS training and is used for both recording and the verification of skills observed and performed while at clinical or in the lab setting.”

“I understand that my written reports will corroborate my computer entries and will be audited regularly by my Occupational Skills Evaluator or Clinical Instructor; fraudulent documentation warrants possible discipline up to and including suspension from the program. I realize that a portion of my skills/clinical class grade is based on up-to-date, accurate entries, and complete reports.”

All students are required to check their scheduler the night before any given class (or clinical) – as changes may have been made. In addition, students also agree to adhere to the following:

- Entries must be made within 24 hours of occurrence.
- Report corrections must be made within 24 hours of occurrence.
- IF Clinical, Non-compliance will affect the Documentation section of my Clinical long-form evaluation and may result in receiving an **unsatisfactory** grade for that given semester.”

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

# DEFIBRILLATOR POLICY SIGNATURE PAGE

---

I have read the Defibrillator Policy, and I understand the dangers of all defibrillation/monitors. I agree to adhere to the rules that have been set in place by the EMS Program.

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

---

# INFECTIOUS DISEASE POLICY SIGNATURE PAGE

---

I have read the Infectious Disease Policy, and I am aware of the potential threat of infectious disease that I will be exposed to while participating in the Clinical/Fire Rescue settings while caring for the sick and injured. I agree to adhere to the rules that have been set in place by the EMS Program.

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

# HEPATITIS B VACCINATION DECLINATION STATEMENT

---

I acknowledge that because of my participation in a Palm Beach State College Health Sciences/EMT/Paramedic clinical program I may be exposed to blood or other potentially infectious materials. Such exposure may put me at risk of contracting the Hepatitis B virus (HBV). I have been advised by Palm Beach State College to obtain the Hepatitis B vaccination.

**I decline the Hepatitis B vaccination at this time.**

I understand that by declining this vaccination, I may continue to be at risk of contracting Hepatitis B, a serious disease. If in the future, I continue to have clinical exposure to blood or other potentially infectious materials and want the Hepatitis B vaccination, I may do so and will advise Palm Beach State College accordingly.

---

Student Signature

Date

---

Witness

Date

# SEASONAL FLU VACCINE VACCINATION DECLINATION STATEMENT

---

I acknowledge that because of my participation in a Palm Beach State College Health Science/EMT/Paramedic clinical program I may be at risk of contracting the Seasonal Flu. I have been advised by Palm Beach State College to obtain a vaccination for the Seasonal Flu.

**I decline the Seasonal Flu vaccination at this time.**

I understand that by declining a vaccination, I may continue to be at risk of contracting the Seasonal Flu, and I must comply with the requirements imposed by any clinical affiliate agreements which may include wearing a HEPA or N95 mask at all times. If in the future, I want the Seasonal Flu vaccination, I may do so and will advise Palm Beach State College accordingly.

---

Student Signature

Date

---

Witness

Date



# SAFETY EQUIPMENT SIGNATURE PAGE

---

I have read the Safety Equipment Policy, and I agree to adhere to the rules that have been set in place by the EMS Program.

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

# PHOTOGRAPHY RELEASE POLICY AND SIGNATURE PAGE

---

In consideration of my participation in the EMS Program at Palm Beach State College, I acknowledge and permit the following:

1. I agree to being photographed and or videotaped by Palm Beach State College or a designee as defined by the Primary Instructor or Occupational Skills Evaluator.
2. I agree to the use of my photographs or tapes in the marketing and promotion of the college without any compensation to me.
3. Marketing and promotion may include but is not limited to the use of these materials on the Internet.
4. If at any time a photograph is used that I would like removed, I will notify the program director and give them a reasonable amount of time to remove the material.
5. I understand that that video/audio may be used to document skills evaluations. These will never be published.

I affirm that the above statements are all true and accurate.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PARAMEDIC – CURRENT EMT STATE CERTIFICATION POLICY

---

Each Paramedic student SHALL possess and present proof of current State of Florida EMT Certification prior to the date when second-semester classes (Paramedic 2 - EMS2621C; Lecture and Labs) and Clinical (Clinical 2 – EMS2665) begin. This is required in order to comply with State of Florida Statute 401.2701, and thus be eligible to continue in any aspect of the Paramedic Program.

Furthermore, each Paramedic Student SHALL maintain their current State of Florida EMT Certification throughout:

Paramedic 2 - EMS2621C; Clinical 2 – EMS2665

Paramedic 3 - EMS2622C; Clinical 3 – EMS 2658

Internship/Capstone - EMS2659.

Should the status of a student's State of Florida EMT Certification change (i.e. suspended, revoked, etc.) while attending the Paramedic Program, that student SHALL notify the EMS Program Director **IMMEDIATELY** via phone AND email. If unable to reach the EMS Program Director, the student shall notify the EMS Department Chair immediately via phone AND email.

**NOTE:** Failure of the student to notify the EMS Program Director of ANY change in the status of their EMT Certification as stated above will result in their being fully responsible for any fees or fines incurred by the Palm Beach State College EMS Program from the State of Florida Department of Health.

401.2701.(1).b.2. *Paramedic programs must be available only to Florida-certified emergency medical technicians or an emergency medical technician applicant who will obtain Florida certification prior to completion of phase one of the paramedic program.*

# PARAMEDIC – CURRENT EMT STATE CERTIFICATION POLICY SIGNATURE PAGE

---

DATE: \_\_\_\_\_ Student ID#: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

- I have received a copy of the Paramedic - EMT State License Policy Requirements.
- I have read and understand that to proceed to second-semester classes I must be a State of Florida certified EMT before the first date of Paramedic 2 - EMS2621C and Clinical 2 – EMS2665.
- I have read and understand that I must maintain a current State of Florida EMT Certification throughout the remainder of the Paramedic Program.
- I have read and understand that I must notify the EMS Program Director immediately via phone AND email should there be any change in the status of my State of Florida EMT Certification.
- I acknowledge that my failure to abide by this will result in my removal from the EMS Program at Palm Beach State College, and being financially responsible for any fees or fines incurred by the Palm Beach State College EMS Program from the State of Florida Department of Health.

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_