EMS Program 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.
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**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, passionate faculty and staff with expertise in advanced pre-hospital emergency care and services. Through the alliance with our Fire/EMS Partnership Council and the Palm Beach County EMS Advisory Council and the Palm Beach County Fire Chiefs Association, we are on the leading edge of educational and emergency medical developments.

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

**Palm Beach State College:**
The mission of Palm Beach State College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.
All items in this Code of Conduct either directly reflect, refer to, or are in addition to the current Palm Beach State College’s Student Handbook www.palmbeachstate.edu/catalog/studenthandbook.

All offenses will be addressed by the college’s Health Science/EMS Disciplinary Procedures.

This Code of Conduct is a guideline for the EMS student’s behavior and is 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.

Palm Beach State College Student Handbook Student Code of Conduct

Prohibited student conduct includes but is not limited to the following list. Any student who is found guilty of committing these acts while on campus or on property controlled by the College or its affiliates (e.g. clinical sites, volunteer sites, career placement sites, etc.) or in connection with any other off-campus College activities may be subject to the maximum penalty of expulsion or any other penalty authorized herein.

1. Assault, physical harm, threat or extortion
2. Disruption/Breach of peace
3. Failure to obey reasonable order of College Official(s)
4. Falsification of records
5. Damage or destruction of property
6. Unauthorized presence or use of College facilities/property
7. Gambling
8. Possession of alcohol, narcotics and/or illegal drugs, drug paraphernalia
9. Smoking in unauthorized areas
10. Misuse of emergency equipment
11. Illegal possession of weapons
12. Illegal use of campus computer
13. Sexual harassment
14. Hazing
15. Stalking
EMS Program Code of Conduct

In addition to the college’s Student Handbook, the EMS Program has expectations and industry-set standards that the students will abide by. Classroom behavior is expected to be professional and adult-like. Behavior that is disruptive or dishonest will not be tolerated.

Group 1 Offenses

Any of the following breaches of character or violations of professional behavior may result in a documented verbal warning, written reprimand or dismissal, as determined by the Program Director:

1. Use of inappropriate, indecent, and/or obscene language, use of any lewd, racial, ethnic or sexual statement or innuendo, and/or indecent gestures or conduct.
2. Non-observance of the Program Dress Code and required personal grooming standards. Any debate over appropriateness of the student’s attire shall be decided by the authorized instructor/preceptor, not the student.
3. Failure to follow chain of command.
4. Failure to act in a professional manner in all settings.
5. Absences without notification for designated lecture, lab, or clinical.
6. Arrive late to lecture, lab or clinical without prior notification.
7. Arrive late to any scheduled test/exam.
8. Smoke or chew tobacco while in classroom, lab, or clinical assignment.
9. Any conduct by act or omission deemed unacceptable or inappropriate to good order and discipline.
10. Not enter Typhon data within 72 hours of occurrence.
11. Alter given registration information.

Group 2 Offenses

Any of the following breaches of character or violations of professional behavior may result in a documented verbal warning, written reprimand, or dismissal, as determined by the Program Director:

1. Commit academic dishonesty by cheating, submission of fraudulent documentation, forgery, plagiarism or falsified reports.
2. Failure to report student(s) who knowingly help or are present when another student violates academic behavior standards.
3. Behave with intent to detract, disrupt, endanger or harass the education of another student or students.
4. Leave assigned area to include classroom, lab, or clinical setting without notifying instructor.
5. Perform duties and/or skills outside the scope of practice as student.
6. Unauthorized examination of a patient without an instructor or preceptor present.
7. Failure to adhere to OSHA Guidelines by not properly maintaining Body Substance Isolation (BSI) and/or proper utilization of Personal Protective Equipment (PPE).
8. Disrespectful, insolent, or abusive conduct directed at staff, instructors, guest speakers, visitors, or clinical staff. Any dispute between a student and clinical staff will be settled by program staff, not the student.
9. Use of electronic devices to include, but not limited to cellular telephones, IPOD, MP3 while in classroom, lab, or clinical without prior consent on an instructor. All cellular phones must be set in the ‘off’ or ‘silent’ mode.
10. Be removed from a clinical site at the request of an affiliated hospital or fire rescue department due to affective behavior issues.
11. Wear your EMS shirt while drinking alcohol or participating in any other inappropriate student behavior.
12. Behavior deemed inappropriate by any EMS Instructor, Coordinator, or Program Director.

**Group 3 Offenses**
Any of the following breaches of character or violations of professional behavior may result in a documented verbal warning, written reprimand, or dismissal, as determined by the EMS Program Director:

1. Fail to notify program director/manager within 72 hours of any arrests while enrolled in the program.
2. Fail to notify program director/manager of any status change in licensure required during enrollment in the program.
3. Possess, or be under the influence of, any controlled substances or alcohol while in the classroom, lab, or clinical settings, except for those substances prescribed by a physician and documented by prescription.
4. Possess drug paraphernalia.
5. Failure to submit to drug screen by given deadline while enrolled in program.
6. Possess any guns, illegal knives, or other lethal weapons while in the classroom, lab, or clinical rescue settings.
7. Fraudulent and/or unauthorized use of the college name/logo.
8. Unauthorized use of college property.
9. **Perform skills on which the student has not yet be designated competent in skills lab and signed-off by instructor.**
10. Failure to comply with Health Insurance Portability and Accountability Act (HIPAA).
11. Be dismissed from a clinical site without immediate notification to program clinical coordinator/, primary instructor or program director.
12. Dismissal from clinical site due to one following but not limited to:
   a. compromise of patient safety
   b. insubordination
   c. abandonment of assignment
   d. violation of clinical facility policy
13. Failure to adhere to program accreditation standards or state statute requirements.
14. Any conduct perceived to be sexual harassment or hostile work/learning environment.
15. Conduct which threatens or endangers the health or safety of others, assault, threat, extortion and physical altercation (fighting).
16. Misuse of college or program property to include intentional damage or destruction of property.
17. Violate or directly cause the program’s violation of Florida Statute 401.2701 or Florida Administrative Code 64J-1.020.
The Health Science/EMS Safety Disciplinary Procedure will apply to all students who have been accepted, including provisional acceptance into the following programs:

- Dental Assisting (DA)
- Dental Hygiene (DH)
- Emergency Medical Technician (EMT-B)
- Emergency Medical Services (EMS)
- Health Information Management (HIM)
- Massage Therapy (MT)
- Medical Assisting (MA)
- Medical Information Coder/Biller (MC/B)
- Medical Transcription (MT)
- Nursing (RN)
- Paramedic (EMT-P)
- Patient Care Assistant (PCA)
- Practical Nursing (PN)
- Radiography (RT)
- Respiratory Care (RRT)
- Diagnostic Medical Sonography (DMS)
- Surgical Technology (ST)
- All Health Sciences Advanced Technical Certificate and Continuing Education programs.

At the time of admission to the program, the student must sign an acknowledgement of receipt of the Health Science/EMS Disciplinary Process. Students will receive copy of signed acknowledgement.

Disciplinary action shall be progressive in nature. Upon the first violation, the student may receive a documented verbal warning unless the violation is serious enough to
warrant more serious discipline at the first occurrence. Violations of the program’s code of conduct are categorized as either Group 1, 2, or 3 Offenses with Group 1 Offenses being less serious in nature resulting in corrective counseling to Group 3 Offenses may in certain cases warrant dismissal from the program. Violations of any group may result in recommendation for program dismissal.

Each Palm Beach State College student must follow the student code of conduct as published in the Palm Beach State College Student Handbook. In addition, all students enrolled in Health Sciences/EMS Programs must also follow the code of conduct and policies and procedures, as attached in this handbook.

The Disciplinary Process is a measure taken to develop and train Health Sciences and EMS students of the expectations while enrolled in the program and those which are expected in the employment setting. Disciplinary action will provide fair treatment for the student while protecting and maintaining the effective operations and academic integrity of the Health Sciences and EMS Programs.

1. Health Science and EMS students will be counseled or disciplined when he/she has violated the program rules, regulations or code of conduct or has demonstrated behavior and/or performance that do not meet the high standards expected of the program.
2. All counseling and discipline actions will be documented in writing by the responsible staff member(s) and the student. A copy of the documentation will be kept in the student’s file.
3. Any Group violation may result in recommendation for dismissal from the Health Science or EMS program. A summary of the outcome of program violations will be provided to the Dean of Student Services for student record.
Group 1 Offenses:
1. Use of inappropriate, indecent, and/or obscene language, use of any lewd, racial, ethnic or sexual statement or innuendo, and/or indecent gestures or conduct.
2. Non-observance of the Program Dress Code and required personal grooming standards. Any debate over appropriateness of the student’s attire shall be decided by the authorized instructor/preceptor, not the student.
3. Failure to follow chain of command.
4. Failure to act in a professional manner in all settings.
5. Absences without notification for designated lecture, lab, or clinical.
6. Arrive late to lecture, lab or clinical without prior notification.
7. Arrive late to any scheduled test/exam.
8. Smoke or chew tobacco while in classroom, lab, or clinical assignment.
9. Any conduct by act or omission deemed unacceptable or inappropriate to good order and discipline.

Group 2 Offenses:
1. Receive three separate documented verbal warnings from Group 1 or two documented verbal warnings of the same Group 1 offense.
2. Commit academic dishonesty by cheating, submission of fraudulent documentation, forgery, plagiarism or falsified reports.
3. Failure to report student(s) who knowingly help or are present when another student violates academic behavior standards.
4. Behave with intent to detract, disrupt, endanger or harass the education of another student or students.
5. Leave assigned area to include classroom, lab, or clinical setting without notifying instructor.
6. Perform duties and/or skills outside the scope of practice as student.
7. Unauthorized examination of a patient without an instructor or preceptor present.
8. Failure to adhere to OSHA Guidelines by not properly maintaining Body Substance Isolation (BSI) and/or proper utilization of Personal Protective Equipment (PPE).

9. Disrespectful, insolent, or abusive conduct directed at staff, instructors, guest speakers, visitors, or clinical staff. Any dispute between a student and clinical staff will be settled by program staff, not the student.

10. Use of electronic devices to include, but not limited to cellular telephones, IPOD, MP3 while in classroom, lab, or clinical without prior consent on an instructor. All mobile phones and pagers must be set in the ‘off’ mode.

**Group 3 Offenses:**

1. Receive three separate written reprimands from Group 1 or Group 2 or two written reprimands of the same offense in either group.

2. Fail to notify program director/manager within 72 hours of any arrests while enrolled in the program.

3. Fail to notify program director/manager of any status change in licensure required during enrollment in the program.

4. Possess, or be under the influence of, any controlled substances or alcohol while in the classroom, lab, or clinical settings, except for those substances prescribed by a physician and documented by prescription.

5. Failure to submit to drug screen by given deadline while enrolled in program.

6. Possess any guns, illegal knives, or other lethal weapons while in the classroom, lab, or clinical rescue settings.

7. Fraudulent and/or unauthorized use of the college name/logo.

8. Unauthorized use of college property.

9. Perform skills on which s/he has not yet be designated competent in skills lab and signed-off by instructor.
10. Failure to comply with Health Insurance Portability and Accountability Act (HIPAA).

11. Be dismissed from a clinical site without immediate notification to program clinical coordinator/director or program director/manager.

12. Dismissal from clinical site due to one following but not limited to:
   a. Compromise of patient safety
   b. Insubordination
   c. Abandonment of assignment
   d. Violation of clinical facility policy

13. Failure to adhere to program accreditation standards or state statute requirements.

14. Any conduct perceived to be sexual harassment or hostile work/learning environment.

15. Conduct which threatens or endangers the health or safety of others, assault, threat, extortion and physical altercation (fighting).

16. Misuse of college/program property to include intentional damage or destruction of property.

**DUE PROCESS**

1. A student’s violation of the program’s policies and procedures will be referred to the program director/manager or designee for review and subsequent action.

2. A careful investigation will be conducted by the director/manager or designee. This investigation can include but is not limited to gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.

3. If after careful investigation, the director/manager or designee determines that the violation is not supported by the evidence presented, the violation will be deemed unfounded. No further action taken.
4. If the investigation reveals that a violation occurred, the student accused will be notified in writing of the charges and advised that s/he is required to attend an informal hearing with the program director/manager/designee.

5. During the informal hearing, the charges are read and explained to the student; the student will be asked to respond to the charges and whether s/he has questions.

6. If the student admits responsibility, the program director/manager or designee notifies the student of the sanctions. The student can either accept or reject the sanctions (documented verbal or written reprimands may not be rejected). If the student rejects the sanctions, a formal disciplinary hearing will be convened by the program director/manager or designee per the Health Sciences/EMS Appeal process. If the student accepts the sanction, s/he signs waiver accepting sanctions and waiving right to formal hearing.

7. If the student denies responsibility, written notice informing the student of time and place of formal hearing will be sent by certified letter to the address of record with return receipt.

8. All disciplinary proceedings are confidential to the extent allowable by law.

9. In the case of more than one student involved in the incident, the program director/manager or designee will determine if separate hearings will be held.

10. Pending the disciplinary hearing, the student may attend class and/or lab except in the case of temporary suspension.

11. The Program burden of proof shall be based on a preponderance of the evidence.

12. Resolution of any situation not outlined in this process will be at the discretion of the director/manager/or designee.
NOTICE OF FORMAL DISCIPLINARY HEARING

1. Notice of formal hearing provided in writing to student three (3) business days in advance of the hearing by written notification either in person or by certified mail with returned receipt.

2. Notice of formal hearing to provide the student with notice of:
   - Charges filed;
   - Results of student’s informal hearing (student’s rejection of charges of violating program code of conduct, or rejection of sanctions for accepted charges of violation);
   - Hearings are open only to those involved in the process as determined by the program director/manager or designee;
   - The right to face accusers at the formal hearing and direct questions to witnesses through the committee chair, and the right to present witnesses on his/her own behalf;
   - The right to not testify against himself/herself; this right shall not be regarded as admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to the student’s forfeiture of right to remain silent. Offering personal testimony in defense does negate the right to further remain silent;
   - The right to admit or deny responsibility for the charges or accept sanctions at any point prior to the hearing;
   - The hearing may be recorded and the College will notify all parties as the beginning of the hearing.

TEMPORARY SUSPENSION

A temporary suspension may be imposed when the program director/manager or designee determines that the student’s continued presence on campus or any college related activity or class constitutes an on-going danger to persons or property or
ongoing disruption or threat to the educational process. A suspension will be imposed for all students who have been dismissed from their clinical site pending the outcome of the informal or formal hearing.

Notice of temporary suspension will be provided to the student verbally in order to become immediately effective. Within one business day of verbal notification, written notification will be delivered to the student’s college email address and within three (3) business days to the address of record.

**Formal Discipline Committee**

- Upon rejection of charge of violating the program code of conduct or accepting violation but rejection of the sanction to be imposed, the formal discipline committee will hear the case.
- The program director/manager or designee presents the charges, evidence and witnesses.
- The student accused provides their perspective, witnesses or documentation.
- At the conclusion of the fact-finding portion of the hearing, the participants are excused and in closed session, a decision is rendered by majority vote.
- Committee’s recommendation is provided to the program’s associate dean.
- The student is notified of final decision initially by student’s college email address within two (2) business days and in writing within seven (7) business days to the address of record by certified letter with return receipt.

**Discipline Committee Composition**

The Health Sciences/EMS Discipline Committee may be formed whenever there is a case to be heard or a standing committee for the academic year. The committee shall be composed of two (2) Health Science/EMS faculty, two (2) Health Science/EMS students and one (1) Health Science/EMS administrator not directly involved with the program.
Registered Nursing (RN) Academic Standards Committee (per National League for Nursing Accreditation Commission Standard # 1 Mission and Governance):

The RN Academic Standards Committee will be convened by the nursing director or designee for resolution of a student violation. The committee shall be composed of minimum (2) RN faculty and (1) nursing student.

Sanctions that may be imposed by the Health Sciences/EMS Programs include, but are not limited to:

- Dismissal—mandatory, immediate separation from the program with no promise for future readmission
- Suspension—mandatory immediate suspension from the program for a period of time as specified in the sanctions
- Disciplinary probation—notice that behavior in violation of code of conduct; subsequent violation may result in suspension or dismissal
- Disciplinary warning—notice the behavior is inappropriate and further issues will result in more permanent and formal sanctions
- Restitution—imposed for offenses involving damage to, destruction of, or misappropriation of property in which the student agrees to restitution which may mitigate further action
- Other—written apologies, revocation of privileges, counseling or community service
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
5. General Services Administration (GSA) 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

As a result of the background search, students with felony convictions will only be considered on a case-by-case basis. Students with felonies convictions involving crimes concerning arson, perjury, domestic violence, child abuse or patient misconduct/abuse, will not be permitted in the EMS Program. Please consult the Health Sciences/EMS Criminal Background, Drug and Health Screening requirements and the NREMT Felony Policy for further details https://www.nremt.org/nremt/about/policy_felony.asp.

The student is responsible for notifying (in writing) the EMS Program Director of any arrests, regardless of adjudication, that occur after beginning the program. Failure to promptly notify the EMS Program Director shall be grounds for dismissal from the program. 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

An EMS student will submit to a drug/alcohol screening prior to full acceptance into the program and as a condition to participating in the clinical setting. Students will be provided, at orientation, a notice to appear for a drug screening. This is to be accomplished at an authorized collection site within 72 hours of notification. 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.

As a result of this 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 an 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 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 of any request by an affiliated agency for additional testing due to reasonable suspicion. If tested by an affiliated 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 dismissal from the program. Expenses are the burden of the student.

Students that do not accurately convey any related information will be removed from the program.
Medical Examination

All EMS students are required to submit a completed medical examination form taken within 12 months prior to the start of class and required to begin clinicals. Deadline for the completed exam and requisite lab work will be determined by the Program Director. The program’s EMS medical examination form must be used.

Medical exam includes:

- Immunizations
  - Tetanus Diphtheria Pertussis (Tdap)
  - Hepatitis B Vaccination or Signed Declination Statement
- Diagnostic Tests (actual results must be presented)
  - 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.
Student Accident (Education Training) Insurance Program

Palm Beach State College students who are enrolled in classes that may result in injury during training or clinical experience situations (e.g., in certain Criminal Justice, Allied Health, Public Safety and Trade & Industry programs) are responsible for all medical and/or personal expenses resulting from treatment of any such injury. However, to assist with this expense, all students in covered programs are covered by Student Accident (Education Training) Insurance coordinated by the College and paid for by the student as part of the course registration fee. This insurance coverage is in excess of any private insurance the student may have and is in effect only during classwork and/or training. If the student has their own private health insurance coverage, the College’s policy will pay for any out-of-pocket expenses not covered by the student’s own insurance, e.g., any deductible or co-payment. If the student has no private health insurance, the College’s policy will cover an accident fully up to its limit of $15,000. However, students returning to the College for agility tests, re-certifications, etc. are not eligible for this insurance.

If you are a student in a covered program who becomes injured while participating in classwork or training under that program, you should immediately inform your class supervisor or instructor of the accident. Your supervisor/instructor will then contact Security in order for them to complete a formal Accident – Incident Report. If you need any medical treatment for your injury, our policy allows for the first expense for treatment of the injury to be incurred up to 26 weeks after the accident. Upon deciding that you need medical treatment, or as soon as possible thereafter, you must inform your supervisor/instructor, who is responsible for obtaining and submitting the claim form, which both of you must complete and sign. The completed claim form must be submitted within 30 days of your first treatment to Fringe Benefit Coordinators, Inc., the administrator for the College’s program (address is shown at the top of the claim form). Be sure that you keep a copy of the completed claim form for your records. Following any medical treatment, your medical insurance carrier (if you have one) will send you an Explanation of Benefits (EOB) outlining what they have paid or will pay and what they will not pay. You must send the EOB to Fringe Benefit Coordinators, along with any bill you may receive from the medical service provider. A copy of the Accident – Incident Report prepared by Security must accompany the claim. You may contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014 to obtain a copy of this report to send to Fringe Benefit Coordinators.

Details and other information regarding the College’s Student Accident (Education Training) Insurance program may be found at http://www.palmbeachstate.edu/safety/student-accident-insurance.aspx, including links to a Summary of Coverage, a Q & A and Claims Procedure, a listing of programs covered by this policy, the Hartford Insurance Company’s Certificate of Insurance and an Accident Claim Form. The Claim Form can also be accessed at http://www.fbc-inc.com. If you have any questions or comments regarding the Student Accident (Education Training) Insurance program, please contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014. If you have any questions regarding the status of a claim, please contact Fringe Benefit Coordinators at (800) 654-1452.

10/02/2013
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 - 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.

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.
The Affective Professional Behavior Evaluation (APBE) is an important part of the EMS students’ overall performance in the EMS Program, as well as a requirement for CoAEMSP accreditation.

The Professional Behavior Evaluation includes 4 levels of achievement:
1. Exceeds Expectations
2. Meets Expectations
3. Needs Improvement
4. Unsatisfactory

There are 9 categories which include: integrity (20%), empathy (5%), self-motivation (15%), appearance and personal hygiene (5%), self-confidence (5%), communications (5%), time management (15%), teamwork and diplomacy (15%), and respect (15%).

The Primary Instructor will perform an Affective Professional Behavior Evaluation for each student at the mid-point and end of each Term. However, should the Primary Instructor identify unsatisfactory performance in one of the above listed categories during the semester, an evaluation will be done at that time and a remediation plan will be initiated.

Grading Scale:
5.00 - 4.50 = Exceeds Expectations
4.49 - 3.50 = Meets Expectations
3.49 - 2.00 = Needs Improvement
<2.00 = Unsatisfactory

Based on the APBE score given, the student’s term average will be adjusted as follows:

- Exceeds expectations = plus 2%
- Meets expectations = plus 1%
- Needs Improvement = minus 1%
- Unsatisfactory = minus 2%
Dress Code

Students will dress in a professional manner at all times, as to not draw unnecessary attention. This dress code applies while in the classrooms, labs, hospital, fire rescue, and any other college-related activity.

- Clothing – will be stain-free and wrinkle-free.
- Uniforms shall consist of Tact Squad EMS pant style 7011N in navy blue and the Cornerstone Select snag-proof polo shirt CS412/CS413 color dark green for EMT and stone for paramedic. The embroidering on the shirt will be program approved as outlined in the orientation packet. Long or short sleeve under shirt will be allowed but must be navy blue in color. The only jacket allowed to be worn at all times is the Core365 unlined jacket in navy model 88138. Belt will be black leather with plain silver buckle. Shoes shall be black leather, plain closed toe, and either low quarter oxford type or boot. Socks shall be plain black or navy blue in color when worn with low cut shoes. Pants will not be carried below the hips and shirts will be tucked in at all times. No hats allowed. Sunglasses may be worn outdoors.
- Jewelry – only a black watch and wedding band may be worn; no earrings; no facial or tongue jewelry or piercings. No necklaces or wrist bands.
- No smoking while in school uniform.
- Make-up (if worn) – must conservative and natural in appearance and only clear finger nail polish will be allowed.
- Tattoos – offensive body art must be covered.
- Hair – will be of a 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 that 2 inches high.
- Facial Hair – men will be clean-shaven (facial hair will be consistent with the HEPA 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.
- At Fire Rescue, traffic safety vest, HEPA mask and goggles are considered part of the students’ uniform.
- Proper hygiene will be maintained.
- All EMS Programs Students must carry a current CPR card on them at all times. Once certified, all Paramedic Students must carry a copy of their EMT card with them at all times. Original cards will be checked at the beginning of each semester.
- Any discrepancies or need for clarification will be addressed by the Program Director.
Cell Phones / Texting / Photos

The use of a cellular telephone (including texting) while in the classroom, lab, clinical, or fire rescue settings, without the consent on an instructor or preceptor is strictly prohibited. All cellular phones must be set in a ‘SILENT’ mode and not 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.

Cell phones may not be brought into class during any formalized testing days, i.e., BLS, ACLS, PHTLS, PALS, Final Skills, and Final Exams.

Photos:
Taking photographs with any device during hospital or fire rescue clinicals is strictly prohibited. Posting photographs of patients on any public forum is strictly prohibited.
Fraternization with Instructors

All EMS instructors and staff will maintain the highest level of professionalism, and unquestionable integrity, at all times while engaged in Palm Beach State College activities.

Factors, concerning fraternization with instructors, include whether the student’s conduct 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

The act’s and circumstances must be such as to lead a reasonable person experienced in the problems of leadership to conclude that the good order and discipline of the program has been prejudiced by their tendencies.

Therefore, all interactions with instructors will be confined to program-related activities, at program-approved locations, for the full duration of the student’s enrollment. Instructor-involved study groups and assistance labs will only be permitted on campus. Fire rescue study sites may be granted with explicit permission from the program director.

Non-college e-social networking (Facebook, Twitter, etc.) is also 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.

Your direct awareness of another student’s inappropriate behavior is to be immediately reported to the program director.

To be clear… your personal time (to include lunch) is never to be spent with an instructor, without explicit permission from the program director.
Both EMT and paramedic students will line up prior to class for roll call. They will gather in formation at the specified location. 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 for the following:

- **Clothing** will be stain-free and wrinkle-free and:
  - Uniform shirts must be program approved and tucked in.
  - Pants must be program approved.
  - Black belt must be worn with a plain silver buckle.
  - Black duty shoes or boots must be cleaned and polished.
  - If under shirt is worn, must be navy blue in color.

- **Jewelry**: only a black watch, wedding band, and medic alert tag may be worn. No earrings. No facial or tongue piercings. No necklaces or wrist bands.

- **Safety glasses** will be in hand visible to the instructor.

- **Student ID’s** must be worn at all times.

- **Make-up** (if worn) must be conservative and natural in appearance.

- **Nail Polish** can only be clear in color.

- **Hair** will be of a 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** (for men) must be clean-shaven (facial hair must be consistent with the HEPA mask fit); sideburns cannot extend lower than the earlobes; mustaches will not extend beyond corners of the mouth; no beards of any kind are permitted; no goatees.
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. And 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. There will be no food, food substances, or beverages in any of the classroom settings, with the exception of ETA220.1.

- 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.
Infectious Diseases

AWARENESS
It is the policy of 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 the student against various infectious diseases. It is strongly recommended that if not already obtained, each student receive Hepatitis B and meningococcal meningitis vaccinations, in addition to other vaccinations such as Diphtheria/Tetanus, Measles/Mumps/Rubella, and Influenza, prior to the start of the clinical/fire rescue training.

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 result in a written counseling as outlined in the Health Sciences/EMS Disciplinary Procedures.
Declared Pregnant Student

Students who have declared pregnancy during clinical portions of their programs must provide clear, written instructions from their physician as their ability to fully participate in such clinical and the physician must provide a list of any physical limitations, i.e., lifting, radiation exposure, fumes from cold sterilization agents or other chemicals, etc. Physician-directed limitations may require student withdrawal from the program.

Palm Beach State College may request subsequent clearance notes from the doctor, as the pregnancy progresses, in order to participate 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).
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
In order to help insure 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 vest and glasses prior to their first fire-rescue clinical. Each student 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, 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 dismissed from the clinical accordingly and reported.

EQUIPMENT CARE / LOSS OR DAMAGE
It is the responsibility of the student to make sure the vest and/or safety glasses purchased meet the requirements of the program for clinical usage. Garments should be labeled as compliant 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. If the student loses vest or safety glasses, or there is damage to the vest or safety glasses which inhibit their performance the student is required to purchase new ones before they may attend fire/rescue clinicals.

HEPA MASKS
Students will be properly fitted with a N95 HEPA mask prior to clinicals and are required to have one with them at all clinicals. If the student uses one and needs to be issued a new one, it is their responsibility to inform their OSE so one can be issued.
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.
Students will keep and maintain a Palm Beach State College email address throughout their duration as an EMS student and will check their College email at least every 72 hours. 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:**

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

**Student E-mail FAQ:** [https://www.palmbeachstate.edu/helpdesk/student-email-faq.aspx](https://www.palmbeachstate.edu/helpdesk/student-email-faq.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:
Students must function in the student capacity, 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 the EMS student/s are not subject to call while participating in class, clinical or field sessions.
Per 64J-1.020 Training Programs

(1) (b) Each applicant shall demonstrate that each EMS student can 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 monitors will be off during lectures, unless explicit permission is given by the instructors. Any utilization of the computers (or Blackboard) toward academic-dishonesty purposes will result in immediate dismissal from the program.

- 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.
- use of unauthorized software is not permitted.
- no cosmetics, creams, or perfumes allowed near computers.

Palm Beach State College Online Acceptable Use Policy World Wide Web / Internet

It is the user’s responsibility to read and understand the following:

Palm Beach State College provides access to the Internet and 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.
- which is free of illegal or malicious acts.
- which shows respect for others through proper network etiquette.
- It is not acceptable to use the College’s Internet/WWW
- for any illegal purposes
- 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 requirements 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 portion of a given course was not completed successfully, the student must 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. Proficiency must be demonstrated for all skills covered during the previous semester attended. Exceptions may be made on a case by case basis at the Director’s Discretion. Only two attempts at any given course are permitted.

The student may not re-enter the program, if they have been removed due to Disciplinary Procedure / Code of Conduct violations.

Related Subject: Re-Admission to Program/Application
Disciplinary Procedures
ASSISTANCE LAB POLICY

AWARENESS
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.

STUDENTS RESPONSIBILITY
Utilization of “Open Assistance Labs” is purely voluntary on the part of the student and not required for successful completion of the EMS Program, nor are the hours spent in these labs transferable to offset hours missed during regular program lab time. It shall be the responsibility of each student to recognize their individual needs and schedule themselves to attend these voluntary open assistance labs. Students demonstrating deficiencies in the field may be referred to Assistance Labs by their lead, Occupational Skills Evaluator (OSE), clinical instructor, or Fire Rescue Instructor (FRI). This referral is a recommendation only and attendance at any open lab is not mandatory. The referral is intended 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 via an OSE or Primary Instructor and sign-in and sign-out using the computerized Assistance Lab schedule or the Assistance Lab book located in the front of the lab. If a student signs-up and is late or a “no show,” a documented verbal warning or written reprimand may be issued.

LAB DRESS CODE
The student shall be required to dress in uniform for all Assistance Labs.
The following chain of command will be strictly followed at all times during a student’s enrollment in the Palm Beach State College’s EMS Program. Failure to follow the chain of command will be considered a Group I Offense.

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. This may only be done if the student notifies the person in the chain that they are escalating the issue to the next level.

If a problem exists that involves a person in the chain, you may skip that person and address your issue with the next person in the chain.
The following chain of command will be strictly followed at all times during a student’s enrollment in the Palm Beach State College’s EMS Program. Failure to follow the chain of command will be considered a Group I Offense.

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. This may only be done if the student notifies the person in the chain that they are escalating the issue to the next level.

If a problem exists that involves a person in the chain, you may skip that person and address your issue with the next person in the chain.
Excellent student attendance at lecture, lab, and in clinical settings is paramount for success in the EMS Program.

**Department Policy**

Students are allowed to miss the following number of days of their scheduled classes/labs or mandatory meetings:

- EMS1119 = 3 days
- EMS1119L = 3 days
- EMS1431 = 1 day
- EMS2620C = 2 days
- EMS2621C = 2 days
- EMS2622C = 1 day

A tardy is defined as arriving after official class time has begun or leaving before official class time has ended. Three tardies equals one absence. Tardies greater than 30 minutes will be considered a half-day absence. **There are no half day absences for EMT.**

Tardies (of any duration) will not be acceptable on any final testing (skills/scenarios) days. Tardies will result in a forfeiture of your initial attempt. Tardies on any testing make-up days will result in a forfeiture of that option.

Tardies (of any duration) will not be acceptable on Provider Day 2 of BLS, ACLS, PHTLS, and PALS. Tardies will result in a forfeiture of your initial attempt. Tardies on any testing make-up days will result in a forfeiture of that option.

Absences **MAY** be excused for the following (only after allowable days are utilized):

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

**Written, dated evidence must be produced for the above absences.**

Students are not excused, for any cause, during the following:

- BLS  - ACLS  - PHTLS  - PALS  - SIDS  - Trauma Score Methodology

**Students are responsible for any/all missed information and/or assignments.**
Attendance at the clinical orientation is **mandatory.** As referenced in the Paramedic and EMT syllabi.

If the student is absent for orientation, it will count toward their total absences for EMS2664 (Paramedic) or for EMS1431 (EMT). Furthermore, they must, on their own time, acquire all missed information from the Clinical Coordinator, before the first day of clinicals.

Per the attendance policies, a tardy is defined as arriving after official class time has begun or leaving before official class time has ended. Tardiest 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 clinicals, as policies and procedures are updated each semester.
Excellent student attendance at lecture, lab, and in 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 clinicals without completed medical exams, drug screens within given deadline, comprehensive criminal background checks, or clinical orientation. Clinicals are a co-requisite to lecture/lab classes.

**Department Policy**

Students are allowed to miss the following number of days of their scheduled clinical:

- EMS1431 = 1 day
- EMS2664 = 2 days
- EMS2665 = 2 days
- EMS2658 = 1 day
- EMS2659 = 1 day

A tardy is defined as arriving after official class time has begun or leaving before official class time has ended. Three tardies equals one absence. Tardies greater than 30 minutes will be considered a half-day absence.

Missed days may be re-scheduled for the following (only after allowable days are utilized):
- Job interviews / testing for Fire / EMS - *Pre-authorized by Program Director*
- Death in the family
- Military obligations
- Other emergencies, subject to approval by the EMS Director or Clinical Coordinator

*Written, dated evidence must be produced for the above absences.*

Students are not excused, for any cause during the Dr. Scheppke Clinical or OR Rotation. 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 clinicals. Students are required to attend clinical orientation which includes HIPAA training (successful completion of on-line test is required to begin clinicals).

**Students are responsible for any/all missed information and/or assignments.**
### Mandatory Skills

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<th>Category</th>
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<tr>
<td>15</td>
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<td>ET Intubations</td>
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*15 MUST be during EMS2659

### Assessments by Patient Age

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<table>
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### Assessment and Plan

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### Assessment by Patient Type

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<td>35</td>
<td>Medical</td>
</tr>
<tr>
<td>1</td>
<td>Psychiatric</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Encounter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Evidence of progression of clinical skills is required for success in the EMS Program.

In order to receive a Satisfactory grade in EMS2665 Paramedic Clinical II, the student must have the following minimum skills accurately reflected in Typhon:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Minimum # LIVE Skills Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med Administration</td>
<td>10</td>
</tr>
<tr>
<td>ET Intubation</td>
<td>2</td>
</tr>
<tr>
<td>IV Success</td>
<td>15</td>
</tr>
<tr>
<td>Bag-Valve-Mask</td>
<td>4</td>
</tr>
<tr>
<td>Team Lead</td>
<td>10</td>
</tr>
</tbody>
</table>

The numbers utilized for this benchmark will be the accumulation of Typhon numbers from EMS2664 and EMS2665, Paramedic Clinicals I & II.

Regardless of any other evaluations in clinicals, the student will not be allowed to progress to EMS2658 Paramedic Clinical III without the accomplishment of the above live skills.

These minimum goals are not meant as your target goals; they are at the lowest end of the acceptable spectrum. We recommend that the students get as much possible experience while in the program to be best prepared to enter their chosen field of EMS.
Required Skills / Clinicals – Graduation (Paramedic)

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

In order to receive a satisfactory grade in EMS2659 Paramedic Internship, and therefore graduate, the student must have met all of the required minimum clinical goals in each category:

- Mandatory Skills
- Assessments by Patient Age
- Assessments and Plans
- Assessments by Patient Type

The numbers utilized for this benchmark will be the accumulation of Typhon numbers from EMS2664, EMS2665, EMS2658 (Paramedic Clinicals I, II, & III) and EMS2659 Paramedic Internship.

Students MUST obtain, and accurately document, 15 Team Leads solely within EMS2659 Paramedic Field Internship, with a total of 35 to graduate.

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

Students will utilize the current paramedic Required Clinical Goals (see policies).
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 in an immediate dismissal from the EMS Program.

5. There is to be a verbal warning of “I’m clear, your 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 to supervise their students at all times to ensure there are no accidental discharges. Instructors are to make students aware of the possible injuries that may occur from 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)

BACKGROUND:
As required under the National DOT EMT and Paramedic 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.

PROCEDURE:
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.

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 in to 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 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 removed from the program. All skills need to be passed prior to the first day of final skills testing.

At the end of each semester, the OSE will print out a skills tracking worksheet and attach an attestation sheet signed by 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, in order 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 at clinicals until this requirement is met.
BLS – Basic Life Support

Students will take BLS only through their Palm Beach State College EMS class and must have the current AHA BLS textbook to participate.

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

Students must 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, in said given course, on the same test day.

If the student fails BLS after exhausting the above chances, the student will not be permitted to continue in the EMS Program. With permission from the EMS Program Director, and availability allowing, the student may re-register for Paramedic I (EMS2620C) and its co-requisites, or EMT (EMS1119).

The Medical Director has definitive authority over the BLS practical skills final.
Exams / Basic EKG (Paramedic)

Students must pass the basic EKG exam with a score of eighty percent (80%) or greater, in order to be permitted into the program-given ACLS Provider course.

They may re-take the basic EKG exam (but not more than once on any given day), for a total of 3 attempts, prior to their scheduled ACLS Provider Day 1; the initial (first) exam’s score is utilized as their grade of record.

Per the program’s Medical Director, if the student is not successful, they 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 pass the 12 Lead EKG exam with a score of eighty percent (80%) or greater, in order to progress into the third semester of the program.

They may re-take the 12 Lead EKG exam (but not more than once on any given day), for a total of 3 attempts, prior to entering EMS2622C and EMS2658; the initial (first) exam’s score is utilized as their grade of record.

Per the program’s Medical Director, students will not progress into the third semester of the program, without successful completion of the 12 Lead EKG exam.
ACLS — Advanced Cardiac Life Support (Paramedic)

Students will take the AHA ACLS provider course only through their Palm Beach State College EMS class and must have the current ACLS textbook to participate. Students must attend ACLS Day 1 of the AHA provider course prior to ACLS Day 2 testing. There is no make-up for ACLS Day 1.

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

Students must pass the mega-code (based on ACLS standards). Students will have an opportunity to re-take the mega-code one time on the original Day 2 testing.

If the student fails both mega-codes, they will be afforded one subsequent mega-code attempt on the given make-up day.

Students forfeiting the primary ACLS provider course – Day 2 (testing), regardless of alibi, will only have the make-up day opportunity as their sole chance.

If the 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, and availability allowing, the student may re-register for Paramedic II EMS2621C and its co-requisites.

The Medical Director has definitive authority over the Palm Beach State College mega-code final.
Students will take the PHTLS provider course only through their Palm Beach State College EMS class and must have the PHTLS textbook to participate. Students must attend PHTLS Day 1 of the provider course prior to PHTLS Day 2 testing. There is no make-up for PHTLS Day 1.

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

Students must pass the practical examination (based on PHTLS standards). Students will have the opportunity to re-take the practical examination one time on the original Day 2 testing.

If the student fails both practical examinations, they will be afforded one subsequent practical examination attempt on the given make-up day.

Students forfeiting the primary PHTLS provider course – Day 2 (testing), regardless of alibi, will only have the make-up day opportunity as their sole chance.

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, and availability allowing, the student may re-register for Paramedic II EMS2621C and its co-requisites.

The Medical Director has definitive authority over the PHTLS practical examination final.
Pals — Pediatric Advanced Life Support (Paramedic)

Students will take the AHA PALS provider course only through their Palm Beach State College EMS class and must have the PALS textbook to participate. Students must attend PALS Day 1 of the AHA provider course prior to PALS Day 2 testing. There is no make-up for PALS Day 1.

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

Students must pass the mega-code (based on PALS standards). Students will have the opportunity to re-take the mega-code one time on the original Day 2 testing.

If the student fails both mega-codes, they will be afforded one subsequent mega-code attempt on the given make-up day.

Students forfeiting the primary PALS provider course – Day 2 (testing), regardless of alibi, will only have the make-up day opportunity as their sole chance.

If the 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, and availability allowing, the student may re-register for Paramedic III EMS2622C and its co-requisites.

The Medical Director has definitive authority over the PALS mega-code final.
Students are required to pass the final skills exam in order to successfully pass the course, regardless of their grades in the other portions of the class; EMS2620C for Paramedic and EMS1119 for EMT. **Skill sheets must be completed prior to final skills testing day.**

Finals skills assessment will consist of three testing stations. Each station will consist of a mandatory skill and a random skill. All three stations must be passed successfully to progress 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.

All three complete 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 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 or complete the program.

The Medical Director has definitive authority over all final lab skill exams.
Final Exams – Paramedic (EMS2659) Lab Skills

Students are required to pass the final skills exam for EMS2659 in order to successfully pass the course, regardless of their grades in the other portions of the class.

Finals skills assessment will consist of three testing stations. Each station will consist of a mandatory skill and a random skill. All three stations must be passed successfully to graduate.

If the student fails a mandatory skill, they will have to re-test that skill on another day. If the student fails a random skill, they will have to re-test that same skill on another day, PLUS they must successfully complete one additional random skill. The student will have up to two weeks after the programs' formal completion date to successfully complete all required skills.

All three stations must be passed successfully and completely in order to graduate.

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).

EMS2659 Final Skills evaluation is a required 3-semester comprehensive practical examination per FS401.2701(5). If the student is unsuccessful, EMS2659 must be repeated.

The Medical Director has definitive authority over all final lab skill exams.
Final Exam – Lab Scenarios (EMS2622c) Paramedic

Students are required to pass EMS2622C final lab scenarios exam in order 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.

Final scenario assessment will consist of three testing stations. All three stations must be passed successfully to progress to EMS2659 Field Internship.

If the student fails a station, they will have one opportunity to re-test that station with a comparable scenario on another day. All three complete 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. This re-test must occur prior to the beginning of EMS2659 for the student to progress in the program.

The Medical Director has definitive authority over all final lab scenario exams.
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, in order to successfully pass the course. The semester final exam is weighted twenty percent (20%) of their total semester grade.

COMPREHENSIVE FINAL EXAM:

Students in EMS2659 must pass (with 80% or greater) the State-required FS401.2701(5) program-comprehensive final exam, regardless of any other grades. The student is afforded one re-take opportunity for this exam.

If the student fails the second attempt at the comprehensive final, they must successfully re-take EMS2659, and participate in mandatory remediation, as determined by a Primary Instructor or OSE, in order to complete the program. EMS2659 may only be repeated one time.
Re-admission to Program (Paramedic)

Re-entry into the program will be allowed based on availability and permission from the Program Director. Once a student has ceased being enrolled in a EMS Program prior to program completion, due to reasons other than being removed by the Health Sciences/EMS Disciplinary Procedures, they must re-enter the EMS Program within three college semesters (Fall, Spring, and Summer) of the last semester's completion, or re-start the program in its entirety. Students may be granted re-entry, if they are in good standing and space permits, and have submitted the following:

- Valid Florida EMT certificate
- Medical examination, completed within 12 months prior to start of class.
- Negative PPD, within 6 months prior to class start.
- Complete criminal background
- New drug screening
- 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.
Required Skills / Clinicals – Graduation (EMT)

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

In order to receive a satisfactory grade in EMS1431, students must meet the State mandated 5 transports minimum.

These *minimum goals* are not meant as your target goals; they are at the lowest end of the acceptable spectrum. We recommend that the 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 (EMT)

Students are required to pass the final skills exam in order 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.**

Finals skills assessment will consist of three testing stations. Each station will consist of a mandatory skill and a random skill. All three stations must be passed successfully to progress 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.

All three complete 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 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.

The Medical Director has definitive authority over all final lab skill exams.
Final Exams – Lab Scenarios (EMT)

Students are required to pass EMS1119L final lab scenarios exam in order 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. All three complete 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 scenario exams.
Final Written Exams (EMT)

SEMESTER FINAL EXAMS:

Students must pass the semester (EMS1119) with a cumulative average score of seventy-five percent (75%) or greater, in order to successfully pass the course. Student must also pass the final exam with a 75% or greater; in compliance with Florida State Statue 401.2701(5).
Re-Admission to Program (EMT)

Re-entry into the program will be allowed based on availability and permission from the Program Director. Once a student has ceased being enrolled in an EMS Program prior to program completion, due to reasons other than being removed by the Health Sciences/EMS Disciplinary Procedures, they must re-enter the EMS Program within three college semesters (Fall, Spring, and Summer) of the last semester's completion, or re-start the program in its entirety. Students may be granted re-entry, if they are in good standing and space permits, and have submitted the following:

- Medical examination, completed within 12 months prior to start of class.
- Negative PPD, within 6 months prior to class start.
- Complete criminal background
- New drug screening
- 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.
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 to 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

________________________
Program:

Witness—Palm Beach State employee

________________________
Date

Review/approved August 25, 2009; updated to Palm Beach State College March 2010; updated October 2011 for FDLE fingerprinting.
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 (Dean of Health Sciences for Lake Worth, Belle Glade programs and at Palm Beach Gardens Campus; Dean of Academic Affairs at Boca Raton and Palm Beach Gardens). 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 Health Sciences or 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 Health Science / 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
DATE: ___________________________ Student ID#: ___________________________

STUDENT NAME: ____________________________________________________________

- I have received a copy of the EMS Code of Conduct.
- I have received and signed a copy of the Health Sciences/EMS Disciplinary Procedure.
- I have read and understand the Code of Conduct and I agree to abide by its described behavior and conduct myself accordingly.
- I acknowledge that my failure to abide by this Code of Conduct may result in my removal from the EMS Program at Palm Beach State College.
- I am aware that 2 Written Reprimands may result in dismissal from the EMS program.
- By signing this Code of Conduct, I waive my rights to a hearing by committee as afforded me in the Palm Beach State College Student Handbook www.palmbeachstate.edu/catalog/studenthandbook and understand that there is a formal Health Sciences/EMS appeal process.

___________________________________ Student Signature

If you are removed from the EMS Program, you have the right to an appeal process. This process is specific to Health Sciences/EMS. By signing this Code of Conduct, you waive your rights to a hearing by committee as afforded you in the Palm Beach State College Student Handbook. A copy of this process can be found within the policies section of Palm Beach State College’s Health Sciences/EMS Disciplinary Procedures web page. Any Documented Verbal Warnings, including inappropriate behaviors not expressly written, are to be acknowledged at the discretion of a Primary Instructor. Documented Verbal Warnings are to be considered as admonishment by the student and utilized as a record for the instructor. Written Reprimands are more serious in nature and will be documented by the Primary Instructor and faculty or department chair will be notified of the reprimand and signed by the director or department chair.
DATE: __________________________ Student ID#: __________________________

STUDENT NAME: ____________________________________________________________

- I have received a copy of the Paramedic - EMT State License Policy Requirements.
- I have read and understand that in order 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.

____________________
Student Signature
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 recording and verification of skills observed and performed while at clinicals.”
Entries must be made within 72 hours of occurrence.
Report corrections must be made within 72 hours of occurrence.
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.”

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

All students are required to check their scheduler the night before any given clinical – changes may have been made.

“I understand that after the issuance of two Typhon Non Compliance forms that a written warning will be issued. An additional Typhon Non Compliance issuance will result in a written reprimand and I may receive an Unsatisfactory grade for clinicals in the given semester.”

____________________________________________________________
Student Printed Name

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

Shift: ______________________

Student Printed Name

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

Shift: ____________________

_________________________  ___________________
Student Printed Name  Signature  Date
Hepatitis B Vaccination Declination Statement

I acknowledge that as a result 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 as a result 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 clinical affiliate agreements. 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
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.

Shift: ____________________________________________________________

Student Printed 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

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.

_________________________________________________
Student Printed Name

_________________________ ______________________
Signature Date