

HEALTH CAREERS INSTITUTE

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A Postsecondary, Vocational School

CATALOG

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Health Career Institute

Catalog is subject to change and does not represent a contract. The catalog will be given to each student for at least one week for review before the student enrolls in Health Career Institute's Programs.

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HEALTH CAREER INSTITUTE

General Information

MISSION STATEMENT

To provide the best Healthcare training possible to meet the growing need in the healthcare community. The school is dedicated to provide a stimulating and supportive environment in which students can develop academically and reach their highest potential in seeking employment or for advancing their level of professionalism in EMS.

CURRENT OFFICERS AND TRUSTEES

Administrator: Tina Palermo BS, University of Massachusetts, Paramedic

Medical Director: John Halpern DO FACEP

Office Manager: Marge Palermo

Administrative Secretaries: Ada Vought and Steve Gelman

HISTORY

Health Careers Institute has been in business since May 1998 providing quality healthcare classes to healthcare professionals.

Our staff is comprised of working Paramedics and nurses in both hospital and pre-hospital facilities.

PURPOSE

To the Community

Health Careers Institute is dedicated to provide quality healthcare to the community through the promotion of quality healthcare training.

To the Student

Health Careers Institute is dedicated to provide each student educational enhancement and training in the healthcare field for the student to achieve competency in skills for employability.

OWNERSHIP GOVERNING BODY

The school Health Careers Institute was established in 1998 as a 501c3 non-profit corporation formed under the laws of the Federal Government and the State of Florida.

Tina Palermo is the Administrator and EMS Director of Health Careers Institute.

General Information

SCHOOL ADMISSION REQUIREMENTS

1. 18 Years of Age
2. High School Diploma or G.E.D.
3. Completed application and enrollment form.

ADMISSION REQUIREMENTS FOR EMS PROGRAMS ARE IN ADDITION TO ABOVE REQUIREMENTS.

EMT- EMERGENCY MEDICAL TECHNICIAN

4. A current AHA CPR for Healthcare Provider Card or American Red Cross Professional Rescuer.
5. A physical form signed by a physician.

PARAMEDIC PROGRAM

6. (All of the above also includes) Currently licensed as a Florida State EMT.

NOTE: EMT AND PARAMEDIC STUDENTS CAN NOT BE SUBJECT TO CALL IN ANY WAY DURING DIDACTIC, SKILL, OR CLINICAL PORTIONS OF THE CLASS.

To be offered admission to the Health Career Institute EMS Programs, you must complete an application form available through the Emergency Service Program, and have all the required pre-requisites before the application is deemed complete. Any applicants not accepted will receive a letter as to the reason and their application will be kept on file for one year.

If a student leaves the EMT/Paramedic sequence for any reason, he or she must reapply for admission. A student may apply for re-admission and be accepted into the EMS program sequence one time. If a student fails to complete requirements twice, we are not obligated to accept further applications.

SELECTION OF STUDENTS

The following will be considered when selecting and prioritizing applicants for EMS Courses.

1. Completion of the applicant packet including all prerequisites related to individual programs, including financial payment.
2. Admission is based on a first come first serve.
3. Upon admission into the programs all materials will be given to student, such as: agendas, schedules, program objectives, outlines, requirements for graduation, student handbook, skill sheets, program forms, PRIOR TO THE FIRST DAY OF CLASS.

General Information

DISCLOSURES

LICENSURE STATUS AND ACCREDITATION STATUS

Health Career Institute is licensed by the Commission for Independent Education on an annual basis. Any credits earned at this facility are transferred at the discretion of the receiving institution.

SPECIAL REQUIREMENTS OR LIMITATIONS FOR CAREER CLASSES

FELONY STATUS

If you have been convicted or pled no contest, regardless of adjuration, to a felony charge, you are required to submit documentation of the date, location, facts and disposition of the charge, and, as applicable, documentation of your civil rights after the felony conviction. When applying to take the Florida State Exam for EMT and Paramedic or any Health Professional Licensure through the State of Florida.

PHYSICAL LIMITATIONS

All students applying to the EMT and Paramedic Program must have a “physical Authorization” form or its equivalent filled out by a family physician. This form is at the end of the catalog .No student will be allowed to attend clinical until this form is on file.

TRANSFER OF COURSES FROM ANOTHER INSTITUTION

Transfer of CPR, HIV, EMT or Paramedic from another institution will be accepted if the course is equivalent to courses in our institution and according to the Florida State Statutes for EMT and Paramedic Programs.

HCI will forward transcripts to any educational institution requesting this information.

These courses shall therefore satisfy any prerequisites or school requirements to continue in subsequent programs.

For example: CPR is required to enter the EMT program

EMT certification is a prerequisite for the Paramedic Program.

COUNSELING / GRIEVANCE

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

The student may file a formal grievance if he / she feel a problem is not being handled appropriately or in a timely manner. **The grievance MUST be submitted in writing** to the EMS Coordinator who will discuss the problem with the student. If the student is still not satisfied, the student may request a meeting with the Board of Directors. The student will receive any decision in writing. The chain of command is to be followed at all times and shall be adhered to.

General Information

MEET OUR MAIN ADMINISTRATIVE FACULTY MEMBERS

Administrator and EMS Director

Tina Palermo

- Presently an EMS Captain City of Lake Worth Fire Rescue
- BS degree from the University of Massachusetts.
- American Heart Association Training Center, ASHI Training Center
- ACLS, BLS, PALS Regional Faculty member.
- FACEP BTLs affiliate faculty.

Medical Director of EMS Program

John Halpern DO FACEP

Coral Springs Emergency Room Medical Director

Administrative Secretaries:

Paramedic Lead Instructor and Ride Time Coordinator

Ada Vought Paramedic 7 years Lake Worth Fire Rescue

EMT Lead Instructor and Clinical Coordinator

Steve Gelman Paramedic 7 years Lake Worth Fire Rescue

Clinical Coordinator; Paramedic Instructor for JFK Hospital

Jim Herig Paramedic, RN

General Information Regarding Health Careers Institute

OFFICE HOURS OF OPERATION

Normal Office hours: Monday-Friday 9AM-4PM

Other Class Hours: Night Class hours are per program

Saturdays Classes are ongoing.

Any meetings must be by appointment.

HOLIDAYS

The school will be closed in celebration of the following holidays.

1. New Years Eve
2. New Years Day
3. Independence Day
4. Thanksgiving Day
5. Christmas Eve
6. Christmas Day
7. President's Day
8. Memorial Day
9. Labor Day

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DESCRIPTION OF SCHOOL FACILITIES

Directions

The school is conveniently located just West of I-95 off of the 10th Ave N. exit in Lake Worth. The classrooms are accessed easily by going to the back of the multi-story building and park in the back (North) parking lot. Into the double doors around the back of the building Suite # 106 is the first door to your right, Health Career Institute. There is a Palm Tram Bus stop conveniently just outside of the building for public transportation.

Classroom Facilities

The classrooms are large and well equipped for students. Presently there are three large classrooms with multimedia projection capabilities, VCR/DVD and televisions.

Resources inside the classroom

The bathroom facilities are handicapped accessible.

- *Library Services*

Computers and internet access is also available inside the classrooms. Skill Labs are available during certain hours for students to become familiar and competent in their skills. Libraries are set up with a multitude of books, journals, computer software and other medical resources.

PLACEMENT SERVICES

Health Career Institute will assist with any placement leads from any perspective employers. All job fairs, material or inquiries from perspective employers will be posted on the bulletin board in each classroom. The school does not guarantee any employment as a result of the students training. The school will assist in any way possible for the students in their endeavors of employment.

FINANCIAL AID

Health Career Institute does not offer financial aid at this time.

ORIENTATION

Orientation is done on the first day of class unless otherwise specified.

HOUSING

The school does not provide any housing for students. If the student needs help in finding housing a list of realtors known to the school will be provided to the student and any other assistance that the school can be to the student.

STUDENT ACTIVITIES

Due to the short program lengths there are no student activities provided to the student.

General Information Regarding Health Careers Institute

TUTORING AND COUNSELING

All academics are closely monitored by instructors and administrative members. Students will be counseled by the individual instructor at the first sign of academic difficulty. All attendance is closely monitored and will be treated the same way. The students may not miss classes or they will be dismissed from the class. Students who need additional counseling in the EMS Programs will be scheduled with Tina Palermo Director of the EMS Programs. All effort will be made to help the student in their needs to successfully complete the class.

RETENTION OF RECORDS

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents such as grades will be maintained longer in accordance with state archiving and records retention laws.

NON-DISCRIMMATORY POLICY

Health Careers Institute does not discriminate on the basis race, creed, color, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or practices.

COURSE CATALOG NUMBERING SYSTEM

Credits for the following programs may not transfer to receiving facilities. The ability of course credits to transfer is up to the receiving school.

The courses in this catalog are identified by prefixes and a numbering system.

Course Prefix: The course prefix is a three letter designator for the subject matter. The prefix does not identify the department in which the course is offered. The course content determines the prefix given to a course.

First digit: The first digit of the course number determines level code
"1" or a "2" identifies Level 1 is a basic level course and 2 more advanced course.

Second digit: Century number

Third digit: The unit number of course or chapter

1. Example: EMT 105:

EMT prefix stands for Emergency Medical Technician

1- basic class

05- Century that class is offered

EMT 105L EMT Lab, EMT 105C Clinical

2. Example: PAR 205

PAR- Prefix stands for the Paramedic Program

2- Advanced

05- Century class is offered

General College Policies

CONDUCT

Students are expected to conduct themselves in a professional manner at all times. A student who conducts themselves in a manner detrimental to the school, staff, or other students will be terminated without reimbursement. The administration reserves the right, in exercise of their judgment, to terminate the student for the following grounds without reimbursement of payment to the following but not limited to:

1. Unsatisfactorily academic progress
2. Violating attendance policy
3. Cheating or passing test information to other students
4. Falsifying records
5. Breach of student enrollment agreement
6. Failure to abide by rules and regulations of school
7. The use of drugs or alcohol in the class/clinical
8. Carrying a concealed or potentially dangerous weapon
9. Failure to abide rules and regulations of the clinical sites
10. Inability to demonstrate safe, competent skills in any class
11. Failure to fulfill any financial obligation
12. Jeopardizing other students, patients, staff, or faculty members
13. Developing interpersonal relationships with patients or family while enrolled in any program
14. Abandoning assignment thus jeopardizing patient safety

LEAVE OF ABSENCE FOR ALL STUDENTS

The school recognizes that personal crisis may arise which can interfere with studying. A student requesting a leave of absence must request it in writing. This letter should indicate the date that the student wishes to come back in to class within a six month period. If the student does not come back into class in the agreed time, the student must reapply to the program and must meet all admission criteria for that program. Upon the return from a leave of absence, admission will be based on availability.

INFECTION CONTROL

1. Universal Standards adhered to at all times.
2. Students **MUST** wear gloves any time they are in contact with patients on clinical and field internships.
3. If the patient is coughing, or vomiting, goggles and mask must be used.
4. Gloves must be worn at all skills practice sessions and in the Final Practical Skills Evaluation Exam.
5. All Students should have at least two Hepatitis vaccinations prior to starting clinical with verification of same.

CLASSROOM

Students are allowed to miss up to but not to exceed 6% of the class or clinical hours. Three tardies equal one absence. Absences exceeding this percentage will result in academic withdrawal.

Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions and testing sessions.

Subject material cannot always be written as notes during classes; therefore; it is important to attend each session.

EMT Program no more than two absences are allowed.

Paramedic Program no more than two absences allowed per semester.

Students, who leave class early without prior permission from the instructor or EMS Coordinator, will have an absence recorded for that class period.

SKILLS LAB

Students are expected to attend all skill lab experiences. If a skill lab is missed, the student must make up the required hours. Students are allowed one missed scheduled lab per semester. The second missed lab will result in a loss of 5 points for the whole semester. There are required skills for each program. Missing required skills may make the student not eligible to meet the programs graduation requirements.

ER AND FIELD CLINICAL

Students cannot miss assigned hospital or pre-hospital times. The student must make arrangements 1 week prior to switch assigned times. If the student misses, make-up will be mandatory and dependent on availability of hospital and pre-hospital openings. The student may not be able to graduate on time based on availability of openings. A No-Show Report form must be filled out and turned in within 5 calendar days. All clinical rotations must be completed in full. Students arriving late will be sent home. Missed clinical will result in administrative withdrawals. The fully refundable clinical registration fee will be refunded if no rescheduling is necessary based on the student no-show.

EXTENUATING CIRCUMSTANCES

Extenuating circumstances such as surgery, severe illness or family emergencies may be petitioned as a hardship case. The student must submit a statement of the problem. A written response will be sent back to the student from the director.

DRESS CODE FOR CLINICAL AND FIELD AREAS

Shirt – A school issued polo shirt Slacks – Dark blue or black – NO DENIM JEANS
Shoes – Sturdy shoes with socks – NO SANDALS Jewelry – Watches and wedding rings are acceptable –Personal – Appropriate undergarments must be worn; good body hygiene must be maintained; long hair MUST be tied away from the face. Name Tags – MUST be worn at all times in the clinical and field areas. Wearing name tags in the classroom is at the discretion of the EMS Director, but name tags MUST be worn at all practice session. Any student found not wearing the appropriate “uniform” may be sent home from the clinical or field areas and may be required to repeat the experience.

General College Policies

HEALTH CLEARANCE

Once a student is accepted into the program a completed physical examination must be submitted before the student can participate in the clinical component of the program.

INSURANCE

The school carries malpractice insurance while students attend clinical. The school also has a liability insurance but not medical insurance for the student. The school encourages each student to carry their own medical insurance.

STUDENT RECORD

Student's records are permanently retained by the school and shall be kept confidential. Student records will be provided by the student upon request.

PROGRAM CONTINUATION AND EVALUATION

Programs will be evaluated at least annually. This will be accomplished by:

1. Annual evaluation of instructor's performance, including self-evaluations.
2. Attendance of workshops for all faculty and staff.
3. Attendance of seminars in related topics of instruction.
4. Continuing educational classes for all instructors and staff.
5. Quarterly meetings of the Quality Improvement Committee.
6. Any indication through out the program that changes would be more beneficial to the students or more conducive to learning the subject

GRADING SCALE FOR ALL CLASSES

A	90-100	I	Incomplete
B	80-89	W	Withdrawn
C	70-79	WX	Withdrawn for Excessive Absences
D	69-60		and average below 70 not acceptable

GENERAL FEES AND CHARGES

A student is only considered to be an officially registered student of the college after paying for all the scheduled classes, and submitting all the required information.

Books are included in the fee for EMS- EMT and the Paramedic Program. Some classes the books are to be purchased by the student separately for BLS, ACLS and other programs. Books purchased through Health Career Institute are only refundable if unused.

Tuition fees are due for each term by the last day of regular registration each semester.

A student whose fees are not paid by the fee deadline each semester will be dropped from class.

Students may be required in certain programs to purchase equipment, uniforms and/or health insurance.

First transcript is free of charge. Fee for obtaining second transcript is \$ 10.00 each.

Fee for obtaining an additional certificate is \$ 10.00.

Returned check fee is \$ 30.00

General College Policies

REFUND POLICY

Health Career Institute will refund monies paid by students in the following manner:

A. Full fees will be refunded when the class is dropped by the last day of designated program add/drop period of the catalog for this information.

This allows the student an opportunity to review the class. EMT add/drop is @ one week from the first day of class and Paramedic Add/drop is @ two weeks from the first day of class. See program add/drop periods for specific dates.

B. Up to 100% of tuition fees may be refunded for exceptional circumstances determined by Health Career Institute to be beyond the student's control.

1. Illness of the student of such severity or duration, as confirmed by a physician in writing that the student can not continue the course.
2. Death of the student or an immediate spouse or parent or sibling.
3. Involuntary call to active military duty.
4. Other circumstances either due to a change in sections or error on the schools part.

DROP PROCEDURE

Withdrawal from a course is a formal procedure which a student must initiate. If the student stops attending and does not withdraw the student will receive a grade of F. If the student does not attend the required hours needed to graduate they will be academically withdrawn.

EMT add/drop period is seven days from the first day/night of class.

Paramedic add/drop period is fourteen-days from the first day/night of each semester. See specific dates in brochure for specific programs.

CLINICAL FORMS

It is the student's responsibility to have the correct forms. Paperwork not signed by the preceptor or filled out on the wrong forms will not be accepted. Clinical forms can not be signed after the fact. All forms will be turned in the first Tuesday of each month for EMT and Paramedic.

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STUDENT ENROLLMENT AGREEMENT

Student Information

Student Name _____ SS# _____
Address _____ Zip _____
Telephone # _____ Alternate Telephone _____

Program Information

Title: _____ Clock Hours: _____
Class Schedule: _____ Starting Date _____ Ending Date _____
Completion Award Will Be: _____

CANCELLATION AND REFUND POLICY

REFUND POLICY

Health Career Institute will refund monies paid by students in the following manner:

- A. Full fees (except registration fee), will be refunded when the class is dropped by the last day of the add/drop period see add drop period dates per program.
- B. Up to 100% of tuition fees may be refunded for exceptional circumstances determined by Health Career Institute to be beyond the student's control.

Such as:

- 1. Illness of the student of such severity or duration, as confirmed by a physician in writing that the student can not continue the course.
- 2. Death of the student or an immediate spouse or parent or sibling.
- 3. Involuntary call to active military duty.
- 4. Other circumstances either due to a change in sections or error on the schools part.

Date of Application: _____ Tuition _____

Total Program Cost _____ Amount Paid _____ Date _____

I have read and understand the above statements including the cancellation policy. I am fully aware of the time and academic responsibilities of the class that I am registering for. Student: Do not sign this contract before you read it. You are entitled to a copy of this contract. This agreement constitutes a binding contract upon acceptance to the school.

Signature of Student _____ Date _____

Signature of School Representative _____ Date _____

EMT PROGRAM INFORMATION

EMERGENCY MEDICAL TECHNICIAN PROGRAM

DESCRIPTION: Catalog EMT 105

The EMT-Basic Program is designed to instruct a student to the level of emergency medical technician who serves as a vital link in the chain of the health care team. This 1994 D.O.T. National Standard Curriculum incorporates all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service, pre-hospital provider or other specialized service.

EMT ADMISSION REQUIREMENTS

Registration is considered complete only when the following requirements are met. The application will then be stamped for the date of completion of all paperwork with tuition. Student handbook and objectives will be given to the student at that time.

1. A current BLS for Healthcare Providers (CPR) AHA or American Red Cross for the Professional Rescuer.
2. HS Diploma or GED
3. 18 years of age
4. Physical or health clearance from a physician (Health forms provided)

Pre-Requisite: 18 years old at time of state exam

ENROLLMENT IS BASED ON FIRST COME FIRST SERVE

EMT PROGRAM HOUR BREAKDOWN

Prerequisite	Lecture/Lab	Hospital	Ride Times	Total
CPR- 8 Hours	188	24	30	250

CLASS TIMES: EVENING CLASS (operates every three months=1 semester)

Lectures: Mondays and Wednesday 5:30PM-10:00PM

Labs: Incorporated into schedule usually on four consecutive Saturdays 9AM-5PM

Clinical and ride time scheduled by student based on availability.

Clinical and Ride times are offered during day, night and weekend hours.

Required: Clinical: two hospital days-12 hours each

Ride Time three -10 hours each

DAY CLASS SUMMER ONLY: Monday and Wednesday 9AM-5PM Lab included.

EMT PROGRAM COST BREAKDOWN

TUITION	BOOKS	LAB	CLINICAL	TOTAL
\$ 1200	Textbook included	Included School polo shirt included	\$ 100 (refundable if complete without rescheduling)	\$ 1300.00 Total due with application

Other uniform required: EMT pants, closed black shoes and black belt, watch with a second hand also required.

EMT PROGRAM INFORMATION

EMT PROGRAM CATALOG # EMT-105

GOALS AND OBJECTIVES

The goal of Health Career Institute's EMT Program is to produce competent, entry-level EMT's to serve in career positions in the state of Florida. In accordance with the 1994 EMT DOT National Curriculum this goal will be accomplished through the following objectives.

1. To develop in the EMT an understanding of the Emergency Medical System, including, but not limited to the roles and responsibilities of the EMT.
2. To prepare the EMT to provide quality care and to function competently and effectively in a pre-hospital system as an EMT. The graduate EMT will be able to demonstrate basic life support skills and knowledge in patient encounters.
3. To prepare the EMT student to take the Florida State EMT certification exam.
4. To assist the graduate EMT in the recognition of their need for continuing education.

Class Attendance

Students are expected to attend all classes and activities for the courses in which registered. Class attendance policies are in accordance with individual program guidelines. An accurate record of attendance will be kept for each class. See individual attendance policy under attendance guidelines.

Students will be granted excused absences for in the case of a substantial emergency. Instructors will decide on the validity of the excuse.

WITHDRAWAL POLICY

A student wishing to withdraw from any program must fill out a withdrawal form. A student may be withdrawn for excessive absences and a WX will be documented as the grade for up to 50 percent of the program. For completion of more than 50 percent of the program a W will be given. See refund policy for explanation of add/drop period.

EMT GRADUATION REQUIREMENTS

The EMT student must complete the following to be considered for graduation. These requirements must be complete before taking the final exam.

1. Complete all class, lab and clinical hours as stated above.
2. Pass each module exam, comprehensive mid-term and cumulative final with a 70%.
3. Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
4. All required paperwork turned in.
5. Meets all financial requirements.
6. Complete a minimum of 10 patient contact reports in the following categories:

EMT PROGRAM INFORMATION REGARDING GRADUATION

CONTACT REPORTS SPECIFIC OBJECTIVES:

The following goals must be successfully accomplished within the context of the learning environment.

The items in bold are essentials and must be completed as part of the 10 patient contact reports to be turned in.

Trauma

The student must demonstrate the ability to perform a comprehensive assessment on at least 4 trauma patients in the pre-hospital hospital setting.

At least one of these assessments should be pediatric.

At least one of these assessments should be geriatric.

Medical

The student must demonstrate the ability to perform a comprehensive assessment on at least 6 medical patients in the pre-hospital, hospital setting.

At least one of these assessments should be obstetric in nature.

At least one of these assessments should be chest pain related.

At least one of these patients should be a respiratory patient.

At least one should be geriatric in nature.

At least one should be pediatric in nature.

At least one should be behavioral.

At least one should be neurological in nature.

Example: A pediatric patient with shortness of breath would fit into two categories as would a geriatric with chest pain.

EXPLANATION OF TYPES OF TESTS GIVEN

COGNITIVE TESTS

Weekly and daily tests are given to evaluate student progress in the classroom. The midterm and final exam are cumulative and must be passed with a 70%. There are no make-up exams for the Cumulative Mid-term and Cumulative Final Exam.

PSYCHOMOTOR/SKILLS

The students must show competency in all skill sheets given. A final scenario will be given at the end of the course on a pass/fail basis.

Pass / Fail criteria for the Final Practical Skills Evaluation Exam is as follows:

1. Fail up to three stations – retake the station with a different evaluator.
2. Fail any station on a retake – meet with Program Director for direction.
3. Fail two or more stations on the second attempt – meet with Program Director for direction course.

AFFECTIVE

The student will be evaluated on skill competency as well as professionalism, conscientiousness and interest in learning in the classroom and in the field.

EMT: IMPORTANT RULES REGARDING WRITTEN EXAMS

WRITTEN EXAMS

Weekly tests are given to evaluate the student's progress in the classroom. The midterm and final are cumulative and must be passed with a score of 70% there are no make-ups for the midterm or final exam.

GENERAL RULES REGARDING EXAMS:

1. EMT passing grade for all exams is a 70%. The student is allowed two failed tests **total** within the entire program.
2. If the student fails more than two exams they will be academically withdrawn.
3. All tests are scheduled on the agenda with chapters and date of exam unless otherwise changed in class by the instructor.
4. The student must take the exam on the date it is scheduled or the student will receive a maximum of 70% on the exam if taken later without an excused absence from the Director.
5. The cumulative and final exam must be passed with a 70%.

STRICT RULES REGARDING EXAMS WHEN:

1. The student does not achieve a 70% on a weekly exam.
 - a. The student must retake the exam to prove competency in the material covered.
 - b. The exam must be retaken within 7 days of the failed exam or the failure to retake the exam within this time will constitute a failed exam and count for failing two exams.
 - c. The retest must be passed with a minimum score of a 70%.
 - d. If the student passes the retest they will retain their original-test score averaged into their grades not the retest score.
 - e. As above the student is only allowed two test failures total a regular test and a retest.
2. The student misses the scheduled exam:
 - a. The student must call the school and make arrangements to take the exam within one week of missing the exam.
 - b. If the student does not have an excused absence for the missed exam than the student will receive a maximum of 70% for the exam. This will deter the students from missing exams and getting information from classmates.

An excused absence is at the discretion of the lead instructor.

EMT: IMPORTANT RULES PRE-HOSPITAL AND HOSPITAL

PRE-HOSPITAL AND HOSPITAL

The clinical experience will occur after the student has demonstrated competence in skills and knowledge in the didactic and laboratory components of the EMT course.

Timeliness, Professionalism and with the proper equipment

- Students should be prepared for their clinical experience with the guidelines set forth in the rules regarding, dress code, what to bring, promptness, attitude, professionalism, and prior clinical orientation.
- This includes, but not limited to: HIPPA confidentiality, BSI precautions, and expectations of the student to do patient assessments and to meet the clinical objectives.
- The student will meet with the instructor or preceptor at the assigned time.

Expectations of students while in the pre-hospital/hospital setting

- The student will be evaluated on the skills such as, but not limited to:
 1. Recognition of the seriousness in nature of the patient's condition.
 2. Administer appropriate emergency medical care based on assessment findings.
 3. Perform safely and effectively the expectations of the job description.
- Students will be expected to perform EMT skills in a variety of settings. If a student is asked to perform a skill or function they have not previously received in training or they do not feel comfortable in performing that function the student is to notify the on-site instructor, RN or preceptor.
- Students are not allowed to leave the area assigned to them by the instructor or preceptor unless given permission. The student is to be accountable at all times to the instructor or preceptor. If the student leaves without being signed out by the instructor or preceptor the student will not get credit for the day and may be subject to disciplinary action.
- These guidelines are enforced for safety and accountability of the students as well as the patients in a field environment.

At no time are the students to be unsupervised at a hospital or pre-hospital setting.

EMT: IMPORTANT RULES REGARDING HOSPITAL SCHEDULING

Key Points

WHAT HAPPENS WHEN?

- The student misses a scheduled hospital time without an EXCUSED absence from the CLINICAL COORDINATOR.
 - a. The student can not just miss a prescheduled hospital time. The hospital times are set in advance and only a certain amount of students are allowed per day per instructor. These hospital times are limited through out the county. The student is given ample time to look at their schedule and schedule them accordingly.
- The student does not contact the CLINICAL COORDINATOR and is legitimately excused.

The student's clinical registration fee will not be refunded as part of the class tuition and will be used as a rescheduling fee.
- If a student is sent home from the hospital due to a problem with the student that is inexcusable this time will count as a reschedule and come out of their rescheduling fee.
- If the student has an emergency or is sick and contacts the CLINICAL DIRECTOR as discussed in orientation then it is considered an EXCUSED absence and will be rescheduled **without** coming out of the rescheduling fee.
- The student does not adhere to the dress code policy for hospital or ride time. The student will be sent home and rescheduled from their rescheduling fee.
- The student has to be rescheduled due to a fault of their own than a make-up hospital will be added and come out of the students reschedule hospital fee.
- The student has to be rescheduled and their absence is an excusable absence, than their will be no rescheduling fee.

EMT PROGRAM EMT AGENDA

EMT CATALOG # EMT 105

AGENDA

EMT Course #'s are specific for EMT-B PROGRAM

1= basic level 2 and third # = Chapter in EMT book

Example= EMC 101 Basic Emergency Medical Chapter # 01

THE OBJECTIVES NOTED ARE HANDED OUT UPON ENROLLMENT AND CAN ALSO
BE FOUND IN THE FIRST PAGE OF EACH CHAPTER

Lecture #	Chapter #'s	Topic	Cognitive Objective	Affective Objective	Skill Number	Psychomotor Objectives
1		Orientation HIV/Aides (HIV 101)				N/A
2	1	Intro. To EMC (EMC 101)	1-1.1 to 1-1.7	1-1.8 to 1-1.9	1	See Airway Skill plan 2-1.25 to 2-1.41
	2	The Well-Being of the EMT-B Well102	1-2.1 to 1-2.10	1-2.11		See BSI Skill
3	3	Medical/ Legal and Ethical Issues MLE 103	1-3.1 to 1-3.12	1-3.13 to 1.3.15		N/A
	5	Lifting and Moving Patients LMP 105	1-6.1 to 1-6.12	1-6.13	2	1-6.14 to 1-6.15 Stretcher
	Test 1.1	Chap. 1,2,3,5	Covers all			
4	4	The Human Body Hum 104	1-4.1 to 1-4.2	N/A	N/A	N/A
5	6	Airway Air 106	2-1.1 to 2-1.22	2-1.23-2- 1.24	3	Review Airway skills above
	Test 1.2	Chap. 4, 6	Covers above			
6	9	Baseline Vitals Vit 109	1-5.1 to 1-5.26	1-5.27 1-5.31		1-5.32 to 1-5.37 Skill Sheet Vital Signs
	7	Scene Size up SSU 107	3-1.1 to 3-1.6	3-1.7 to 3-1.8	4	3-2.22 to 3-2.28 3-3.8
	8	Initial Assessment IA 108	3-2.1 to 3-2.19	3-2.20- 3- 2.21		Trauma Assess.
7	10	Assessment of Trauma Patient ATP 110	3-3.1 to 3-3.6	3-3.7	5/6 Skill check off Summary	Scenario of Trauma pt. with Vital Signs put Pt on stretcher- Sign off sheet
8	11	Assessment of Medical Patient AMP 111	3-4.1 to 3-4.4	3-4.5	7	3-4.6 to 3-4.7 Medical Patient Skill Sheet
	Test 1.3	Chap. 7-11	Covers All			
9	12	On going Assessment OAP 112	3-6.1 to 3-6.3 3-7.1 to 3-7.9	3-6.4 to 3- 6.6	N/A N/A	3-6.7 3-7.11 to 3-7.11
	13	Communications COM 113	3-8.1 to 3-8.6	3-7.10 3-8.7 3-8.10	N/A	3-8.11
	14	Documentation DOC 114				
10	15	General Pharmacology	4-1.1 to 4-1.5	4-1.6	8	4-1.7 to 4-1.8

	16	PHARM 115 Respiratory Emergencies RESP 116	4-2.1 to 4-2.10	4-2.11 to 4-2.12	# 13-15	4-2.13 to 4-2.14
	Test 1.4	Chap. 12,13,14,15,16	Covers All above			
Lecture #	Chapter #'s	Topic	Cognitive Objective	Affective Objective	Skill Number	Psychomotor Objectives
12	18	Acute Abdominal Emergencies AAE 118	N/A	N/A	N/A	N/A
	Midterm	Comprehensive All Chapters covered so far			10/11 Medical Scenario covering S.O.B. and Cardiac of some sort Sat. Lab 8AM-5PM	Must be able to do proper pt. assessment on any medical patient given Each student will have a sign off sheet
13	19	Diabetic Emergencies DIA 119	4.1.1 to 4-4.5	4-4.6	12 Skill sheet #	4-4.7 to 4-4.9
	20	Allergic Reaction ARXN 120	4-5.1 to 4-5.7	4-5.8	17 And 14	4-5.9 to 4-5.13
14	21	Poisoning/Overdose OD 121	4-6.1 to 4-6.7	4-5.8	13 Skill Sheet	4-5.9 to 4-5.13
	22	Environmental Emergencies EVE 122	4-7.1 to 4-8	4-6.8 to 4-6.9	14, 18	4-6.10 to 4-6.15
15	23	Behavioral Emergencies BEH 123	4-8.1 to 4-8.8	4-8.9	N/A	Birth and delivery
	24	Obstetric Emergencies OB 124	4-9.1 to 4-9.18	4-9.19		4-9.20 to 4-9.29
16	25 26 27	Putting it all together Med. Bleeding/Shock Soft-Tissue Injuries PIT 127	5-1.1 to 5-1.10 5-2.1 to 5-2.29	5-1.11 N/A	14 Skill Sheet 19& 21	5-1.12 to 5-1.17 5-2.29 to 5-2.40
17	Test 1.5	Chap. 19, 20, 21, 22, 23, 24				
	28 29 30	Musculoskeletal System Injuries to Head and Spine Putting it All Together (Trauma)	5-3.1 to 5-3.8 5-4.1 to 5-4.26 N/A	5-3.9 to 5-3.10 5-4.27 to 5-.32	15 Skill Sheet # 22, 23, 25, 26, 26	5-4.33 to 5-4.44 Trauma Scenario using vitals/backboard and a splinting device of choice
18	31	Pediatrics PEDS 131	6-1.1 to 6-1.17 N/A	6-1.18 to 6-.20 N/A	16 Skill Sheet 28, 29	6-1.21 to 6-1.26
	32	Geriatrics GER 132				
19	33 34 35	Ambulance Operations AMB 135 Gaining Access Special Operations	7-1.1 to 7-7.14 7-2.1 to 7-2.7 7-3.1 to 7-3.13	7-1.15 to 7-1.16 N/A	N/A	N/A 7-3.16

20	Test 1.6 Review	Chap. 25-35 Cumulative Final Review				
21	Practice Scenarios	Practice Comprehensive Final Scenario			17/18 Final Scenario	
22	Final Exam	Cumulative written Exam				
23	Final Final Scenario	Comprehensive Scenario				
24	Final Day	Certificate of Completion Awarded if complete Go over Final/ State Applications				

PACKET AND CERTIFICATE OF COMPLETION

Packets are due on or before the Friday before finals week. The packets will include all charts, daily activities, summary sheets; organize them by date before submitting them, please. If the student successfully completes all the required program graduation criteria, including passing the cumulative final, the student will receive a certificate of completion on the last day of class. The institution reserves the right to send the roster of graduates to the State of Florida Bureau of EMS **within** the required 14 day period. In most cases HCI will promptly submit the roster of completion prior to the 14 day period.

Summary of Graduation Requirements:

Grades	<u>Hospital</u>	<u>Ride Times</u>	<u>10 Patient contact forms</u>
70% <u>Written</u>	<u>24 hours- 2 days</u>	<u>30 Hours- 3 days</u>	<u>2 pediatric/2 geriatric</u>
<u>pass/fail Scenario</u>	<u>Lab- Skill sheets</u>	<u>Lecture- attendance</u>	<u>6 Medical/4 Trauma</u>

ISSUANCE OF CERTIFICATE OF COMPLETION

The final decision as to whether the student passes the course shall be determined at the sole direction of the Medical or EMS Director. This will be based on an overall assessment of the student's performance, including but not limited to, overall grade average, clinical performance evaluation, attitude, general performance, knowledge of clinical areas of study and judgment exhibited by the student during the course. It must be stressed that grade point average is not the SOLE determinant of the issuance of a certificate of completion received on the last day of class if the student meets all graduation requirements.

HEALTH CAREER INSTITUTE PARAMEDIC PROGRAM

PARAMEDIC PROGRAM DESCRIPTION CATALOG # PAR 205

The paramedic program prepares the graduate to function in a pre-hospital setting at an advanced level and to be able to demonstrate advanced knowledge in patient assessments, administration of medications, EKG monitoring, and advanced resuscitation procedures. The Paramedic Program will prepare the student to take the Florida State Paramedic exam.

GOALS AND OBJECTIVES

The goal of Health Career Institute's Paramedic Program is to produce competent, entry-level paramedics to serve in career positions in the state of Florida. In accordance with the 1995 DOT National Curriculum this goal will be accomplished through the following objectives involving the three domains of learning.

1. At the completion of the course, the student will demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her role as an entry-level paramedic.
2. At the completion of the course, the student will demonstrate technical and entry-level proficiency in all psychomotor skills necessary to fulfill the role as paramedic.
3. At the completion of the course, the student will demonstrate the affective personal behaviors consistent with professional and employer expectations for the entry-level paramedic.
4. At the completion of the course, the student will be able to manage a team of rescuers, supervise and perform assessment of the scene/patient and apply currently acceptable patient care protocols, given a pre-hospital emergency care scenario.
5. At the completion of the course, the student will contribute in a positive manner to the learning environment. Become an active participant in the teaching and learning process and seek learning opportunities outside of the classroom.
6. At the completion of the course, the student will demonstrate clinical competence while assigned to patient care responsibilities.
7. At the completion of the course, the student will be familiar with the hospital environment, including policies, practices, equipment, and skills as they relate directly to or indirectly to the paramedic in the field.

HEALTH CAREER INSTITUTE PARAMEDIC PROGRAM

PROGRAM HOURS @ 40 weeks

1112 hours 512 hours of lecture and lab
 400 hours of EMS ride time (includes time for reports/paperwork)
 200 hours of hospital time (includes time for reports/paperwork)

1112 Total hours

PARAMEDIC PROGRAM COST

Cost of Program: \$ 4500 Base fee and \$ 450 refundable scheduling fee

(Tuition price includes lab, clinical rescheduling fee, malpractice insurance,

BREAKDOWN OF COSTS: Total Cost \$ 4950.00

Tuition	Books Textbook	Lab	Internship Scheduling fee (refundable)	Malpractice Insurance
\$ 4500	Included	included	\$ 450	Included
Refundable Rescheduling Internship fee				
Total Cost	\$ 4950.00			

Note: Uniform and shoes will be according to dress code. This will be discussed during orientation.

Payment plans can be made as follows

\$ 1650 must be submitted with application.

\$ 1650 must be made after the midterm exam @ 14 weeks.

\$ 1650 must be made at 28 weeks.

Admission Requirements:

All of the school requirements on page 5 of the handbook including Florida State Certification as an EMT.

The Paramedic student must complete the following to be considered for graduation.

These requirements must be complete before taking the final exam.

1. Complete all class, lab and clinical hours.
2. Pass each module exam, comprehensive mid-term and cumulative final with an 80%.
3. Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
4. All required paperwork turned in.
5. Meets all financial requirements.
6. Complete a minimum of required types of a minimum of ALS patient contact reports in the outlined on pages 33, 34 and 35 of this handbook.

HEALTH CAREER INSTITUTE PARAMEDIC PROGRAM

PARAMEDIC PROGRAM CURRICULUM

Health Careers Institute currently follows the 1995 EMT Paramedic National Standard Curriculum. The paramedic course consists of three components of instruction: didactic skills, laboratory and clinical experiences (which include hospital and pre-hospital internship.) The student will progress through the learning objectives and they will demonstrate their competency as an entry level paramedic.

PARAMEDIC LECTURE/SKILLS LAB

Didactic (lecture) the student must attend two lectures per week.

Tuesday and Thursday Evenings 5:30PM-10:00PM are lectures.

Labs are four hours once a week and the student must attend a minimum of 1 lab per week.

A commitment of two lectures, one lab and at least one hospital or pre-hospital ride time per week are expected of the student. This adds up to @ 24 hours per week not including study time. Once you have been accepted into the paramedic program you must attend the mandatory orientation.

The course will utilize a variety of teaching/learning methods including; lecture, group activities, writing, video tape presentation, student presentations, skills demonstrations, skill practice, skill check-offs, and patient care scenarios. You will be in a lecture/lab setting for at least 500 hours.

PRE-HOSPITAL (EMS Provider 400 Hours): HOSPITAL (Clinical 200 Hours)

The paramedic students will be in the pre-hospital and hospital clinical setting during their three-terms of the paramedic course. The students will have completed an intensive four (4) weeks of classroom and lab before they start in either of the clinical settings. All students are expected to represent Health Careers Institute and the clinical agency in a positive, professional manner.

Professionalism is considered an integral part of the HCI Paramedic Curriculum. The following attributes have been outlined in the DOT curriculum and are incorporated into the learning/ teaching environment and are expected from the student. These include: integrity, empathy, self-motivation, appearance, personal hygiene, self confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy and careful delivery of service.

EXAMPLE OF PARAMEDIC SCHEDULE

Lecture (5 hours)	Lab (4 Hours)	Hospital (10 Hours)	Ride Time (12 Hours)	Total Hours per month
Twice week	Once per week	Two per Month	Three per month	100 per month

PARAMEDIC PROGRAM OBJECTIVES LECTURE AND SKILL LAB

LECTURE OBJECTIVES

1. To develop in the paramedic student an understanding of Emergency Medical Systems.
2. To prepare the student to provide quality care and to function competently and effectively in the pre-hospital system.
3. To prepare the student to successfully complete the state paramedic certificate exam.
4. To assist the paramedic student in the recognition of their need for continuing education.

SKILL PSYCHOMOTOR OBJECTIVES

1. The student must demonstrate the ability to safely perform advanced airway procedures such as, but not limited to, endotracheal intubation, LMA, Combitube, needle chest decompression, needle cricothyroidotomy, and the NG tube.
2. The student must demonstrate the ability to safely administer medications.
3. The student must demonstrate the ability to safely gain venous access including, but not limited to, Intraosseous, jugular and peripheral I.V.s.
4. The student must demonstrate the ability to effectively ventilate unintubated patients of different age groups.
5. The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients of different age groups with, (but not limited to), Syncope, Altered Mental Status, Obstetric Patients, Pediatric Patients, Abdominal Pain, Chest Pain Respiratory, Medical Patients, Trauma Patients, Psychiatric Patients

A program or medical director must verify a student's competency in the use of the skills listed (but not limited to) in a lab setting prior to the clinical setting. Competency includes the understanding of indications and contraindications in performing the skills.

Paramedic Program Information for Hospital and Pre-Hospital

IMMUNIZATIONS:

Required: Annual tuberculosis screening, Tetanus Toxoid within the last 10 years
Measles immunity by 2 doses after age 1 or positive titer, Rubella immunity by 1 dose after age 1 or positive titer, and Hepatitis B – at least started in the series of 3.

PATIENT CONFIDENTIALITY:

All information regarding patients is considered strictly confidential. Information about a patient taken for course documentation will not include the patient's name or any other identifying numbers or information. Example: no home address, no hospital number. The student will be sharing about patient conditions in case reviews and submitting patient care reports to the instructors for review, but these will not contain confidential information. In the hospital clinical experience the student will gain permission from the charge nurse or the patient's nurse to review the medical chart of a patient that they are not assigned to.

The students will be signing a Statement of Confidentiality as part of the Hospital Clinical Experience Orientation. This signature binds the student to maintain patient confidentiality throughout the course.

UNIFORM ESSENTIALS

- A watch with a second hand
- A stethoscope
- A small notebook and pen (for the pocket)
- (optional) trauma scissors
- ACLS quick reference guide
- A pleasant, welcoming disposition

You will only perform skills in the hospital and/or pre-hospital after you have been checked off as able to perform that skill in a lab setting. An example would be IV's: You will do five successful IV starts in the lab setting, before being able to perform IV starts in the clinical setting still under close supervision by IV nurses, program instructors or preceptors.

SCOPE OF PRACTICE

In the hospital clinical setting, all medication administration will occur under the direct supervision of an RN (or physician). In the pre-hospital setting, all medication administration will occur under the direct supervision of your assigned preceptor. You will be expected to have an understanding of the medication to be administered which includes, as a minimum; clinical indications, side effects, usual routes / dosages, cautions in administering the medication, as well as contraindications.

Paramedic Program Information for Hospital and Pre-Hospital

PATIENT SAFETY

Patient safety is of prime concern. Behaviors that compromise this are not tolerated.

EVALUATIONS

There will be frequent evaluations of your performance as you progress through the paramedic program. During lecture and lab, you can expect frequent feedback, constructive criticism, and reinforcement of successful performance by faculty. Clinical experiences will also offer many opportunities for performance review. It is your responsibility to solicit feedback from faculty in all areas of your training, and to accept constructive criticism in a receptive and professional manner.

HOSPITAL AND CLINICAL EXPERIENCE

The hospital clinical portion of the Paramedic program allows the student to be involved in patient assessment and treatment first hand. The clinical education represents the most important component of paramedic education since this is where the student learns to synthesize cognitive and psychomotor skills. The experience in the hospital setting allows the student to gain from the expertise of experienced instructors and gives a wider range of age and conditions of patients than similar hours in the pre-hospital setting. The hospital clinical time enables the student to build a database of patient experiences that serves to help in clinical decision making and patient care decisions later in the pre-hospital setting.

The paramedic student needs to recognize that they are an essential component of the continuum of care and serve as linkages among health resources. Although the paramedic will primarily provide care to emergency patients in an out-of-hospital setting, the in-hospital setting allows the student to learn their skills in a more controlled environment.

HOSPITAL LEARNING OBJECTIVES

Learning objectives and the specific documentation requirements for each specific clinical area will follow. The minimum hours for the clinical areas are:

- Emergency Room - ER-120 hrs
- Care - 16 hrs ICU
- Operating Room - 16 hrs
- Obstetrics - Labor / Delivery - 16 hrs
- Pediatrics - 16 hrs
- Intravenous Therapy - 8 hrs
- Psychiatric / Behavior Emergency - 8 hrs.

There are also some program minimum numbers for specific skills concerning age specificity, pathologies and different types of patient reports.

Paramedic Program Information for Hospital and Pre-Hospital

SCHEDULING FOR PRE-HOSPITAL AND HOSPITAL

All pre-hospitals and hospital clinicals must be completed at facilities contracted by HCI, as specified by the DOT. Scheduling must be done through the Clinical Coordinator. Students may not schedule clinicals independently, as this may cause a conflict with other schedules. There will be an effort made to get individual schedules out to each student in a timely manner. The clinical coordinator will work with you to coordinate your clinical experiences with life events, but the student also needs to realize there are many factors to consider.

You will periodically receive a personal schedule that will include the agency, the unit, and the assigned time. It is the responsibility of the student to refer to their most current schedule and make corrections with the clinical coordinator as needed.

If you need to adjust your schedule you must do so at least a week before the scheduled clinical. If a clinical instructor must cancel your clinical experience, you will need to reschedule, however, your grade will not be affected.

DOCUMENTATION PRE-HOSPITAL AND HOSPITAL

At the end of each shift, the hospital instructor or pre-hospital preceptor supervising you will sign your Clinical Verification Form. As proof of your clinical rotation and performance, you will submit documentation as specified in the hospital and pre-hospital clinical section, such as certain skills that were performed, documented and verified by the instructor or preceptor. At no time is any student to leave the hospital or pre-hospital area without checking out with their assigned instructor or preceptor. This is for accountability and safety purposes

IMPORTANT RULES FOR CLINICALS

1. Each student will complete the assigned hours of pre-hospital and hospital clinical experience.
2. For Pre-hospital the student will be functioning on an ALS ambulance as a third rider. The paramedic student will not be subject to call at any time during this internship.
3. There must always be a paramedic supervising your ride time and he or she must be in the back of the ambulance at all times.
4. The student will never be part of the assigned two-person crew. Only one paramedic student is allowed on the ALS ambulance at a time.
5. The student will not leave the hospital or pre-hospital area at any time without checking with the assigned instructor or preceptor. A verification form of hours and skills will be signed off at the end of the internship day.

Paramedic Program Information for Hospital and Pre-Hospital

ASSIGNMENT OF AGENCY/INTERNSHIP

You may express a preference for agency assignment; however, instructors will make the final decision regarding agency placement.

Because we are committed to providing you with the optimum internship experience, we will make an effort to place you in an agency that may be your career goal, and/or an agency that can help you to best progress as a paramedic.

If you are currently employed by an agency and it is approved for you to intern at that agency, you will be assigned to an approved preceptor on a different shift. For example if you are normally assigned to A shift, you will be interning on B or C shift. This allows for fair, objective evaluation of your performance.

ASSIGNMENT OF PRECEPTORS

Your instructor will assign you to a pre-hospital agency and preceptor prior to your first ride time. Note: You may not arrange for your own internship site or preceptor! If you do so, this will be grounds for disciplinary action, up to and including dismissal from the program.

Qualifications

Preceptors must meet the following qualifications: They must be approved by the Medical Director. The preceptor must be a paramedic and have been employed with the service for a minimum of 1 year. These preceptors were recommended by the service supervisor and approved by the service medical Director.

Preceptors will meet with the clinical coordinator Jim Herig or the EMS Director Tina Palermo at least once per year. This orientation will cover

1. Welcome and introduction of the staff.
2. Structure of the core and overview of the field internship program.
3. The student manual will be given to the preceptor and one kept at the provider for reference.
4. All documentation will be reviewed with preceptor and explained.

Paramedic Program Information for Hospital and Pre-Hospital

EXPECTATION OF PRECEPTORS

Preceptors will be supervising you during your clinical experience. This is the part of your training where you learn to put the theory of class to practice in patient assessment and treatment. We encourage preceptors to involve you immediately in patient care, taking vitals and performing various aspects of assessment and care. As soon as they are comfortable with you, they will increase your responsibilities and your opportunities for decision making. If a preceptor is uncomfortable with you and your performance, they are asked to contact the clinical instructor.

EXPECTATION OF THE PARAMEDIC STUDENTS

Your presence in this program suggests that you are committed to becoming a skilled paramedic; the key to reaching this goal is development of your communication skills. If you can communicate with your patient and their family in a clear, concise and caring manner, you will find their distress is eased, they feel confident in your skills, and your job is made easier! Empathy is most important. Talk with and treat your patient as you wish to be treated. Learn to communicate with the patient care team (your preceptors, other agencies, and hospital staff) sufficiently so that they too may gain confidence in you and your decisions. You are entering their domain and must learn their rules. Physician communications are very important. You must be able to communicate your observations, assessment, and treatment in an organized fashion. The M.D. will be required to make crucial patient care decisions based on your input. It's got to make sense. This report may be given by radio, on the phone or in person. This is a crucial part of being a paramedic.

PARAMEDIC IN CHARGE ROLE

As you practice your patient care skills, remember to be patient. These skills come with practice. When your team members feel confident in your abilities, they will allow you to practice procedures in the paramedic scope of practice. By the time you have completed 100 hours of internship, we expect you to be assuming the role of the Paramedic in Charge (PIC).(at the discretion of your preceptor).

AGENCY RULES

It is your responsibility to follow all rules of the EMS agency, including proper attire, documentation, schedule, behavior, and adherence to supervisors' directions. If you fail to follow agency rule, they may dismiss you from your internship site. If you are dismissed for failure to follow agency rule, you may not be placed at another agency, which will result in your failure to successfully complete the program.

PARAMEDIC PRE-HOSPITAL AND HOSPITAL

DOCUMENTATION LOGS

Skill logs document the performance of individual skills in a clinical or field setting. The skill log must include the following information:

- Description of successfully performed skills (i.e. IV NS 18 ga. ,left forearm.)
 - Date the skill was successfully completed.
 - Preceptor or instructor's signature and credentials (RN, MD, Paramedic).
 - Patient assessments that are performed during the clinical and field setting must be accompanied with documentation of assessment findings.
2. Time Logs document the total number of hours spent in the clinical or field internship. Time logs must include the following information.
 - Name of the hospital or field provider for each rotation.
 - Date with start and completion times of the clinical or field internship rotation.
 - Preceptor's signature and credential (RN, Paramedic) and comments.
 3. Run Reports will be completed for each patient assessment these will be used to assist in assessing student performance and contributes to quality improvement The report provides information concerning the students ability to perform:
 - Patient Assessment Information
 - Past and present Medical History
 - Documentation of BLS and ALS treatment provided

To be accepted, these charts must be: 1. Written in black or blue ink. 2. Be legible 3. Have no more than two spelling errors. If a chart is illegible, is incomplete, or has more than two spelling errors, you will be required to re-write the chart. You will have one week to rewrite the chart if you want credit for the call. Resubmit the chart as follows: Identify the corrected chart by writing "rewrite" clearly at the top. Attach the rewrite to the original chart and resubmit both charts. You must include a copy of the ECG for each patient that is monitored if you want credit for the call.

PARAMEDIC: IMPORTANT RULES REGARDING WRITTEN EXAMS

WRITTEN EXAMS

Weekly tests are given to evaluate the student's progress in the classroom. The midterm and final are cumulative and must be passed with a score of 80% there are no make-ups for the midterm or final exam.

GENERAL RULES REGARDING EXAMS:

1. Paramedic passing grade for all exams is a 80%. The student is allowed two failed tests **total** within the entire program.
2. If the student fails more than two exams they will be academically withdrawn.
3. All tests are scheduled on the agenda with chapters and date of exam unless otherwise changed in class by the instructor.
4. The student must take the exam on the date it is scheduled or the student will receive a maximum of 80% on the exam if taken later without an excused absence from the Director.
5. The cumulative and final exam must be passed with a 80%.

SRTICT RULES REGARDING EXAMS WHEN:

The student does not achieve a 80% on a weekly exam.

- The student must retake the exam to prove competency in the material covered.
- The exam must be retaken within 7 days of the failed exam or the failure to retake the exam within this time will constitute a failed exam and count for failing two exams.
- The retest must be passed with a minimum score of an 80%.
- If the student passes the retest they will retain their original-test score averaged into their grades not the retest score.
- As above the student is only allowed two test failures total a regular test and a retest.

The student misses the scheduled exam:

- The student must call the school and make arrangements to take the exam within one week of missing the exam.
- If the student does not have an excused absence for the missed exam than the student will receive a maximum of 80% for the exam. This will deter the students from missing exams and getting information from classmates.

An excused absence is at the discretion of the lead instructor.

SPECIFICIC GUIDELINES FOR PATIENT CONTACT REPORTS

PSYCHOMOTOR SKILLS

The following goals must be successfully accomplished within the context of the learning environment. Clinical experiences should occur after the student has demonstrated competence in skills and knowledge in didactic and laboratory components of the course. The items in **BOLD** are essentials and must be actual patients in the clinical setting. Items in italics are recommendations to achieve the essentials. If the program is unable to achieve the recommendations on live patients in a clinical setting, alternative learning experiences (simulations, programmed patient scenarios) can be developed. If alternatives to live patients are used, the program will increase the number of the skills that must be performed to demonstrate competence.

When utilizing the below list the student will obtain credit for one patient encounter. For example: If a patient has both chest pain and shortness of breath, the student can utilize the patient for one experience of chest pain or respiratory, but not for both.

The student must demonstrate the ability to safely administer medications.

The student should safely, and while performing all steps of each procedure, properly administer medications at least 15 times to live patients.

The student must demonstrate the ability to safely perform endotracheal intubation.

The student should safely, and while performing all steps of each procedure, successfully intubate at least 5 times to live patients.

The student must demonstrate the ability to safely gain venous access in all age group patients.

The student should safely, and while performing all steps of each procedure, successfully access the venous circulation at least 25 times on live patients of various age groups.

The student must demonstrate the ability to effectively ventilate unintubated patients of all age groups.

The student should effectively, and while performing all steps of each procedure, ventilate at least 20 live patients of various age groups.

Ages

The student must demonstrate the ability to perform a comprehensive assessment on pediatric patients.

The student should perform a comprehensive patient assessment on at least 30 (including newborns, infants, toddlers, and school age) pediatric patients.

The student must demonstrate the ability to perform a comprehensive assessment on adult patients.

The student should perform a comprehensive patient assessment on at least 50 adult patients.

SPECIFIC GUIDELINES FOR PATIENT CONTACT REPORTS

The student must demonstrate the ability to perform a comprehensive assessment on geriatric patients.

The student should perform a comprehensive exam on at least 30 geriatric patients.

PATHOLOGIES

The student must demonstrate the ability to perform a comprehensive assessment on obstetric patients.

The student should perform a comprehensive patient assessment on at least 10 obstetric patients.

The student must demonstrate the ability to perform a comprehensive assessment on trauma patients.

The student should perform a comprehensive assessment on 40 trauma patients.

The student must demonstrate the ability to perform a comprehensive assessment on psychiatric patients.

The student should perform a comprehensive patient assessment on at least 20 psychiatric patients.

COMPLAINTS

The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain.

The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 30 patients with chest pain.

The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress.

The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 20 adult patients with dyspnea/respiratory distress.

The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 8 pediatric patients (including infants, toddlers, and school age) with dyspnea/respiratory distress.

The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope.

The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 10 patients with syncope.

The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with abdominal pain.

The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 20 patients with abdominal complaints.

SUMMARY CHART OF SPECIFIC PATIENT CONTACT REPORTS NEEDED

The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status. The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 20 patients with altered mental status.

TEAM LEADER SKILLS

The student must demonstrate the ability to serve as a team leader in a variety of pre-hospital emergency situations. The student should serve as the team leader for at least 50 pre-hospital responses.

<u>Psychomotor Skills</u>	<u>Ages</u>	<u>Pathologies</u>		<u>Complaints</u>	
Administer Medications	<i>15 times to live patients</i>	Obstetric patients	<i>Pt. assessment On 10 live pts.</i>	Chest Pain	<i>Pt. assessment On 30 pts.</i>
Perform Endotracheal Intubations	<i>Successfully intubate 5 times to live patients</i>	Trauma patients	<i>Pt. assessment On 40 live pts.</i>	Dyspnea	<i>Pt. assessment On 20 Adults 8 Pediatrics</i>
Ventilate unintubated patients	<i>20 times to live patients of various age groups</i>	Psychiatric patients	<i>Pt. assessment On 20 live pts.</i>	Syncope	<i>Pt. assessment 10 pts.</i>
Successfully gain venous access	<i>25 times to live patients of various age groups</i>			Abdominal Pain	<i>Pt. assessment 20 pts.</i>

PACKET AND CERTIFICATE OF COMPLETION

Packets are due on or before the Friday before finals week. The packets will include all charts, daily activities, summary sheets; organize them by date before submitting them, please. If the student successfully completes all the required program graduation criteria, including passing the cumulative final, the student will receive a certificate of completion on the last day of class. The institution reserves the right to send the roster of graduates to the State of Florida Bureau of EMS **within** the required 14 day period. In most cases HCI will promptly submit the roster of completion prior to the 14 day period.

Pass / Fail criteria for the Final Practical Skills Evaluation Exam is as follows:

4. Fail up to three stations – retake the station with a different evaluator.
5. Fail any station on a retake – meet with Program Director for direction.
6. Fail tow or more stations on the second attempt – meet with Program Director for direction course.

PARAMEDIC SEMESTER I OUTLINE

Paramedic Semester I- PAR 205-I

Paramedic Catalog # 205 Semester I 13 week course

Lectures: 5:15PM-10:30PM (4 hour lecture time) Tuesday and Thursday

Students must sign up for skill labs.

Skill/Lab: Student must attend 1 lab per week the times available are below

Day Labs 12:30PM-5:00PM Tuesday or Thursday

Night Labs 5:30PM-10:00PM Monday or Wednesday,

Hospital Days available: Minimum 1 Hospital and/or ride time per week

9AM-5PM Tuesday or Thursday or Friday, or Saturday or Sundays

Clinical time: 1 per week minimum

Schedule varies

25 Lectures	13 Labs	Hospital/Clinical	Pre-Hospital/Field
100 Hours	45	40	90

COURSE NUMBERS ARE SPECIFIC TO PARAMEDIC

1st number 2= advanced level, second and third number = chapter in text.

PARAMEDIC DIDACTIC AND SKILL LAB SCHEDULE SEMESTER I

Lecture Number	Chapter # (page #)	Topic	Cognitive Objectives Covered See lesson Plan	Affective Objective Covered	Lab # Skill Sheet#	Psychomotor Objectives Covered See Paramedic Psychomotor
1	Orientation Sat. 8-5	HIV/Aides105 Documentation for reports				
2	1 Part I (pp1-8) Part II (pp 9-23) Part III (pp 24-29)	Intro. to Advanced Pre-hospital Care APC-201 EMS Systems EMS 201 Roles and Respon.	Part I 1-4 Part II 1-10 Part III (1-9)	N/A	1 Basic Airway skill Review Lifting and moving review PPE	2-1.80-2-1.102 1-2.45 to 1-2.46 1.3-14
3	1 Part IV (pp 33-51) Part V (pp 52-93)	Well Being of the Paramedic Ethics ETH 205	Part IV 1-18 1-8	N/A		
4	2	Medical Legal Aspects MLA 202	1-2.1 to 1-2.21	1.-2.22 to 1-2.23 On Lesson Plan	2 Pt. assessment See handout	2-1.103 to 2-1.108 3-6.64 to 3-8.3
5	Test 1.1 3 Part 1 (96-116)	Chapter 1 & 2 Anatomy and Physiology ANP 203	Part I 1-5			
6	3 Part II (116-176)	Anatomy and Physiology	Part II 1-7		3 Module 2 Advanced Airway	Give scenarios: Intubated, un-intubated, FBAO Check-off
7	3 Part II (178-260)	Anatomy and Physiology	Part II 8-16	See lesson plan for affective		
8	4 Part I	Pathophysiology PATH 204	Part I 1-8	1-4 see lesson plan	4 Airway cont'd	Scenarios of airway patients.

	(264-295)				as above	Use of the above objectives. Student sign off
Chapter	Topic	Topic	Cognitive	Affective	Lab #	Psychomotor
9	4 Part II (295-318)	Pathophysiology	Part II 1-9	n/a		
10	Test 1.2 5 (320-337)	Chapter 3 and 4 Life Span SPAN 205	1	See lesson plan	5 Airway same as above	1-8.33 to 1-8.43
11	Math	Math Calculations Bring Calculators				
12	Math	Math Calculations Bring Calculators			6 IV Techniques And medication Administration	1-8.33-1-8.43
13	6 Part I (338-360)	Pharmacology PHARM 206	See Handout 1-7.1 to 1- 7.17	See handout 1-7.29		
14	6 Part II (361-378)	Pharmacology	Part II Handout 1-7.18 to 1-7.20	See handout	7 IV Techniques	1-8.33 to 1-8.43
15	6 Part III (378-410)	Pharmacology	Part II 1-7.21 to 1- 7.28 see handout	See handout		
16	7 Part I (pp 414- 448)	Medication Administration MEDS 207	Lesson Plan Part I 1-11	Lesson plan 1-8.27 to 1-7.31	8 Medication Administration	1-8.33 to 1-8.43
17	7 Part II (448-486)	Medication Administration	Lesson Plan Part II 1-2	n/a		
18	7 Part III (487-495)	Medication Administration Review of Math Test Review Scheduled	Lesson Plan		9 Students will be given scenario of patients and expected to perform any one 1-8.33 to 1-8.43	Student will be given different scenarios to perform IV's and/or certain medications
19	Test Review	Chapter 5, 6,7 Math calculations included			Math Problems and medication review	
20	Test 1.3	Chapter 5,6,7			10 Same as 9	SAA Scenario Sign Off
21	8 Part I (496-516)	Airway Management Ventilation Basic	Lesson Plan Basic Airway 1-17			
22	8 Part II (516-572)	Airway Management Advanced AIR 208	Lesson Plan 17-22		11	Drug indications Contraindications 6 "R"'s
23	Test. 1.3	Chapter 8			12 Scenarios incorporating up to this point.	Psychomotor- Putting it all together
24/25 Saturday 8:30-5:30	Final Exam	Cumulative of material for semester			13/14 Final Scenario	

PARAMEDIC SEMESTER II OUTLINE

Paramedic PAR 205-II

Paramedic 205 Semester II 14 week course

Lectures: 5:15PM-10:30PM (4 hour lecture time) Tuesday and Thursday

Students must sign up for skill labs.

Skill/Lab: Student must attend 1 lab per week the times available are below

Day Labs 12:30PM-5:00PM Tuesday or Thursday

Night Labs 5:30PM-10:00PM Monday or Wednesday,

Hospital Days available: Minimum 1 Hospital and/or ride time per week

9AM-5PM Tuesday or Thursday

9AM-5PM Friday, Saturday or Sundays

Clinical time: 1 per week minimum

Schedule varies

One weekend will be dedicated to Cardiology/12 Lead

26 Lectures	15 Labs	Hospital/Clinical	Pre-Hospital/Field
120 plus weekend	53	70	130

PARAMEDIC DIDACTIC AND SKILL LAB SCHEDULE SEMESTER II

Lecture	Chapter # (page #)	Topic	Cog. Obj. Covers See lesson Plan	Affective Objective Covered	Lab # Skill Sheet#	Psychomotor Objectives Covered See Paramedic Psychomotor
1 and 2	Sat. 8:30-5:30 9	Orientation Trauma Scorecard Methodology Comm. TRAUMA 209	Lesson Plan 1-14	Lesson Plan		
3	10	History Taking HX 210	Lesson Plan 1-3	Lesson Plan	1 Patient Ass. On Children	3-2.64 to 3-2.71
4	11 Part I (pp 610-658)	Physical Exam PE 211	Lesson Plan 1-10	See lesson plan		
5	11 Part II (659-695)	Physical Exam	Lesson Plan 11-15		2 Pt. Scenario Trauma	Complete HEENT survey 4-2.45 to 4-3.53
6	12 Part I pp 700-743 Test 2.1	Patient Assessment Chap. 9, 10, 11 PA 212	Lesson Plan 1-20	See lesson Plan		
7	12 Part II (pp 744-754)	Patient Assessment			3 Pt. Trauma Assessment	
8	13	Clinical Decision Making DEC 213	Lesson Plan 1-8	Lesson plan		
9	14	Communication Doc 214	Lesson Plan	Lesson Plan	4 Trauma	Scene size-up Priority of pt's

	15	BTLS 215	(1-14) (1-13)		Scenario Putting it all together	Above objectives
10	16 17	Trauma and Trauma Systems Blunt Trauma	Lesson Plan 1-7 1-8	Lesson Plan		
11	18 Test 2.2	Penetrating Trauma Chap. 14, 15, 16, 17, 18	Lesson Plan 1-8		5 Trauma Scenarios	
12	19	Hemorrhage and Shock	Lesson Plan 1-20	Lesson Plan		
13	20	Soft-Tissue Injuries	Lesson Plan 1-20	Lesson Plan	6 Splinting/back boarding Other traumas Rule of 9's	
14	21	Burns	1-15			
15	22	Musculoskeletal	Lesson Plan 1-23		7 Sign off on all trauma scenarios	1-2.45 to 4-9.44 Sign off with a scenario
16	23 24	Head, Facial and Neck Spinal Trauma	1-21 1-10			
17	25 26	Thoracic Trauma Abdominal	1-11 1-10		8EKG Monitoring	5-2.198 to 5- 2.207
18	27 Test 2.3	Pulmonology Chap. 22,23,24,25,26 PULM227	1-8		9 CPAP EKG – Sinus Brady	5-1.13 to 5-1.15 5-3.77 to 5-3.86
19	28 Part I (1196-1240)	Cardiology CARD 228	Lesson Plan 1-25	See lesson Plan		
20	28 (1241-1290)	Cardiology	Lesson 22-45		10 Atrial Rhythms (Quiz on Sinus Rhythms)	EKG Monitoring 5-11.60 to 5-11. Cardioversion /defibrillation
21	28 (1290-1320)	Cardiology	Lesson 45-76			
22	(1321 (1339)	Cardiology	Lesson 75-100	Lesson Plan	11	Ventricular RhythmsV-Fib V-Tach, PVC's
23	Test 2.4	Chap. 27, 28			12,13 Use ACLS Drugs	PEA, Asystole
24	Review ACLS Mega				14 Megacodes	
25/26 Sat. 8:30- 5:30	Final Exam	Semester 2 Cumulative Chapter 14-28			15 Final Scenario	Final scenario

PARAMEDIC SEMESTER III

Paramedic PAR 205 III

Paramedic Semester III- 14 week course

Lectures: 5:15PM-10:30PM (4 hour lecture time) Tuesday and Thursday

Students must sign up for skill labs.

Skill/Lab: Days 12:30PM-5:00PM Tuesday or Thursday

Nights Monday or Tuesday 5:30-9:30PM

Clinicals and Ride times scheduled separately

One weekend will be dedicated to Cardiology/ACLS

26 Lectures	15 Labs	Hospital/Clinical	Pre-Hospital/Field
104	53	70	130

PARAMEDIC DIDACTIC AND SKILL LAB SCHEDULE SEMESTER III

Lecture Number	Chap. # (page #)	Topic	Cognitive Objectives Covered Plan	Affec.	Lab # Skill Sheet#	Psychomotor Objectives See Paramedic Psychomotor
Sat. 9-5	Pt. Scenario Trauma And Medical	Orientation Role Playing Of Team Leaders Demonstrations	1-10	Lesson plan	1 2	4-2.45 to 4-6.31 5-1.13 to 5-2.206 5-3.80 to .86 5-11.60 to 5-11.62
1	29	Neurology Neur 229	1-10	Lesson Plan		
2	30 31	Endocrinology Anaphylaxis Med 230	1-17 1-13	Lesson Plan	3 Pediatric BLS Review	6-1.96 to 6-2.115
3	32 Test 3.1	Gastroenterology Ch. 29, 30, 31	1-12	Lesson Plan		
4	33	Urology and Nephrology Uro 223	1-31	Lesson	4 Pediatric/Intub Cardioversion trauma IV Review	6-2.116 to 6-2.123
5	34	Toxicology and Substance Abuse Tox 234	1-13			
6	35 Test 3.2	Hematology Bld 235 Ch. 32, 33, 34	1-11		5 Pediatric Code Practice	6-1.96 to 6-2.115-6-2.116 6-2.123
7	36	Environmental Emergencies Env 236	1-32			
8	37 38	Infectious Diseases Dis 237 Emergencies Psychiatric Psy 238	1-23			
Test 3.3 9	Test 39	Cha. 35, 36, 37, 38 Gynecology	1-8	Lesson	7	6-1.96 to 6-2.115

	40	Gyn 240 Obstetrics	1-22	Plan	Pediatric Code Practice	6-2.116 to 6-2.123
10	41	Neonatology Neo241	1-20			
11	42	Pediatrics Peds 242	1-20		8 OB/GYN Emergency	5-13.10 to 5-14.29
12	42	Pediatrics	20-34			
13	42	Pediatrics Review		Review	9 Review Practice OB Delivery	Complications during pregnancy
14	Test 3.4	Ch. 39, 40, 41, 42				
15	43	Geriatric Emergencies Ger 243	1-19		10 Pediatric Code Different scenarios	Pediatric Megacode All above skills
16	44	Abuse and Assault Abu 244	1-9			
17	45	The Challenged Pt	1-7		11 Paramedic in charge role	Pt. assessments on geriatric pt 6-3.95 to 6-3.96 6-4.26 6-6.43 to 6-6.46
18	46	Acute interventions for the chronic care CCC 246	1-20			
19	Test 3.5	Chap. 43, 45,46			12 Paramedic in charge role	7-1.18 to7-1.19 (a-o)
20	47	Assessment Based	1-12			
21	48 Part I Part II (1940- (1971)	Operations Oper 248	Part I 1-4 Part II 1-23		13	8-1.9 to 8-2.35 (a-h) 8-2.36 to 8-3.50
22	48 Part III (1972- 2000)	Operations	Part III 1-26			
23	48 Part IV (2001- 2019)	Operations	Part IV 1-3		14	8-3.51 to 8-5.8
24	Review	Test 3.6 47, 48				
25	Review	Review for Cumulative Final			15	Practice Scenarios
Lecture/Lab		Misc. Reviews	Hospital	Pre-hospital		Misc.
<u>490</u>		25	180	360		60 Paperwork
<u>With the extra weekends</u>						Computer
				Total		1112 Hours

PARAMEDIC PROGRAM ISSUANCE OF CERTIFICATE OF COMPLETION

The final decision as to whether the student passes the course shall be determined at the sole direction of the Medical or EMS Director. This will be based on an overall assessment of the student's performance, including but not limited to, overall grade average, clinical performance evaluation, attitude, general performance, knowledge of clinical areas of study and judgment exhibited by the student during the course. It must be stressed that grade point average is not the SOLE determinant of the issuance of a certificate of completion received on the last day of class if the student meets all graduation requirements.

The institution reserves the right to send the roster of graduates to the State of Florida Bureau of EMS **within** the required 14 day period. In most cases HCI will promptly submit the roster of completion prior to the 14 day period.