

# EMETSEEI Institute, Inc

## School Catalog

1012 Florida Avenue South  
Rockledge, FL 32955  
(321) 417-5151 or (321) 633- 8005

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684



**Volume 9 January 1, 2024 – December 31, 2025**

I certify this catalog to be accurate and correct in content and policy.  
The EMETSEEI Board

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### OWNERSHIP

Jeff Gilliard, President/CEO, owns EMETSEEI Institute, Inc. (a Florida Corporation). Jeff Gilliard owns EMETSEEI Institute Inc. at the address noted herein for this school and is a continuing education provider for medical personnel.

### ADMINISTRATIVE STAFF

<b>Jeffery Gilliard, PMD/NRP, MEd-EdL</b>	Program Director
<b>Todd Soard Phd. EdD</b>	Dean
<b>Chris Hill, DO</b>	Medical Director
<b>Geraldine Rebimbas, NREMT/Notary</b>	Registrar/Student Services

### FACULTY

\*Jeffery D. Gilliard, MEd-EdL, NREMT-P, CCEMTP, FPM. (Master's Degree in Educational Leadership from Northcentral University, Arizona, and a B.S. degree in Psychology from the University of Central Florida) Florida Registered Paramedic and National Registered Paramedic. A.A. & AS Degree in EMS from Brevard Community College. NAEMT Instructor and multiple Instructorships in the EMS field and Instructor A & B.

\*Chris Hill, D.O., - EMETS Medical Director, Board Certified Emergency Room Physician. Training: Ohio University College of Osteopathic Medicine/Doctors Hospital Emergency Medicine Residency and Track Internship. Education: Nova Southeastern University, Doctor of Osteopathic Medicine, Florida Atlantic University, BS Biology Accreditations/Affiliations: ACEP, AAEP, ACOEP, AOA, AMA

\*Steven Dudgeon, EMT-P, BS. (B.S. degree in Communications from Ohio University) Florida Paramedic Firefighter and currently employed at Kennedy Space Center. Tactically trained in PAD and astronaut rescue and holds multiple Instructorships in the EMS field and Instructor A & B.

\*Raymond Paquin NREMT-P, CIVST, RT, FPM (AS Degree Emergency Medical Services from Pasco-Hernando Community College) NAEMT Instructor, Diploma: Paramedic, and certified Respiratory Therapist from Erwin Technical Institute, and multiple Instructorships in the EMS field and Instructor A & B.

\*Timothy Mills EMT-P, BSN (Bachelor of Science in Nursing at the University of Gainesville, Bachelor of Science in Health Science at the University of Gainesville) NAEMT Instructor and multiple Instructorships in the EMS field and Instructor A & B.

\*Lori Thompson EMT-P/FF/MSN (Bachelor and Master's Degree in Nursing Capella University in Minnesota) NAEMT Instructor and multiple Instructorships in the EMS field and Instructor A & B.

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\*Andy Thompson EMT-P/FF, (Associate in Science Degree in Fire Science Polk Community College December 15, 1996; AS Degree in EMS Valencia Community College May 3, 2003; Bachelors of Science in Management Univ of Phoenix April 13, 2007; Masters in Business Management Univ of Phoenix August 31, 2008). Florida State Paramedic and NREMT-P; NAEMT Instructor A & B, American Heart Association Instructor – BLS, ACLS, PALS. PHTLS and ITLS Instructor. Univ of Miami Emergency Response to Terrorism Instructor. Florida State Instructor III, Fire Inspector I / II.

\*David Iamunno EMT-P/FF. (AS Degree in Emergency Medicine from Brevard Community College) NAEMT Instructor and multiple Instructorships in the EMS field and Instructor A & B.

\*Mike Dowie EMT-P/FF, (B.S. Degree in Fire Science Administration from Waldorf University) Florida Paramedic Firefighter and currently employed at Fernandina Beach Fire Rescue, tactically trained with 22 years of military service in PAD and multiple Instructorships in the EMS field and Instructor A & B.

\*Chris Nicholson, EMT-P/FF, Diploma: Paramedic, EMETSEEI Institute. Florida Firefighter NAEMT Instructor and multiple Instructorships in the EMS field and Instructor A & B.

### EMETSEEI Institute Oversight Committee

\*Jeffery D. Gilliard, MEd-EdL, NREMT-P, CCEMTP, FPM. (Master's degree in educational leadership from Northcentral University, Arizona, and a B.S. degree in Psychology from the University of Central Florida) Florida Registered Paramedic and National Registered Paramedic. A.A. & AS Degree in EMS from Brevard Community College.

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\*Todd A. Soard, IEMSR-P, NREMT-P, BSCJ, MED, PhD (PhD in Online Education from Northcentral University, B.S. in Criminal Justice and Master's in Education from American Intercontinental University. Paramedic Diploma from Medical Arts Training Center): Florida Registered Paramedic, Texas Licensed Paramedic, U.S Virgin Islands Licensed Paramedic, International EMS Registry, and National Registered Paramedic. Florida Licensed Private Investigator.

\*Lori Thompson EMT-P/FF/MSN (Bachelor and Master's Degree in Nursing Capella University in Minnesota) NAEMT Instructor and multiple Instructorships in the EMS field and Instructor A & B.

\*Raymond Paquin NREMT-P, CIVST, RT, FPM (AS Degree Emergency Medical Services from Pasco-Hernando Community College) NAEMT Instructor, Diploma: Paramedic, and certified Respiratory Therapist from Erwin Technical Institute, and multiple Instructorships in the EMS field and Instructor A & B.

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### **FACILITIES**

EMETSEEI Institute, Inc. administration is located at 1012 Florida Avenue, South Rockledge, FL 32955. The square footage is 1834 square feet, allowing for a library, conference room, student wellness room, medical director's office, registrar’s office, waiting room, and ample parking. Our campus also includes separate labs and lecture facilities at 1010 & 1016 Florida Avenue South, where an additional 3000 square feet are utilized for extensive lab/lecture training.

### **FOREWORD**

This catalog constitutes a contractual obligation between EMETSEEI Institute, Inc., and the Student. This catalog is the official statement of the school policies, programs, services, charges, and fees. Any substantial changes made to benefit the student will be placed in the catalog, and access to a new one will be provided to the student at that time.

### **HISTORY**

EMETSEEI Institute, Inc. was established in 2015 to offer Emergency Medical Technician and Paramedic Programs.

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### MISSION STATEMENT

#### Our Mission

EMETSEEI Institute is founded on the belief that every student can learn to save lives. Our primary mission is to serve the community as an EMT and Paramedic school and ensure our students are job ready.

#### *Our Core Leadership values:*

- Respect
- Making a Difference
- Integrity
- Authenticity
- Courage
- Service
- Humility
- Wisdom

EMETSEEI Institute, Inc. is staffed by dedicated medical professionals who take great pride in providing the highest quality education to the public within the medical training field. Our mission is to endow our students with the skills and expertise necessary to provide the best quality care to patients. We strive to instill a spirit and passion for healthcare throughout their training to complete the diploma and degree programs with a great sense of confidence in their skill and use that knowledge to improve the overall quality of their community.

We work to achieve our mission daily by providing up-to-date information delivered by industry professionals who bring real-world work experience into the classroom and the provision of equipment, support staff, and resources that effectively supplement and support the educational process. Our mission is designed to grow and evolve with the needs of an ever-changing community, one of multi-cultural responsiveness and technological advancements. We aim to successfully graduate students who become professionals in their field of study fundamentally through the elements that compose our mission.

This mission is published in the school catalog, available on the school website, and campus. It is accessible and open to the public upon request and before signing an enrollment agreement.

#### OBJECTIVES

- We strive to encourage and facilitate all students to acquire the knowledge and skills necessary to succeed as an EMT, Paramedic.
- Ensure that the curriculum maintains consistent state guidelines and continually assesses its efficiency by evaluating the students' performance.
- Introduce and instill the personal conduct and approach to patient care that is expected from employers in their prospective fields.

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- To assist the graduate in recognizing his/her need for continuing education and be equipped to fulfill that need for our alumni.

The objectives of our educational programs are designed to best aim at the outcome we anticipate our graduates can achieve in their chosen career field. As an institution, we work to ensure that our objectives best present the character, nature, quality, value, and source of the instruction and educational service. These elements are at the core of all that we do. Our program objectives clearly state the type of occupation for which academic preparation is given and are reasonably attainable for the program(s) we offer, using the delivery platforms we employ, and the type of instruction, delivery method, and facilities and equipment we provide.

At EMETSEEI Institute, Inc., we integrate skills development and the provision of job-related training, imparting information, training in the application of knowledge, and developing desirable habits and attitudes in every course we teach. Evaluation of educational programs is based on published course objectives and the success with which the goals are attained.



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### ACADEMIC CALENDAR

#### Class start dates:

Each program has a specific start and end date; occasionally, the end date is subject to change due to uncontrollable factors. Start dates may change due to insufficient enrollment. A class may be canceled if less than the required minimum students register. Other class dates may be set based on need and special requests and are subject to change.

#### Hours of Operation:

The school and administration office are open Monday – Friday, 8 am – 4 pm, except on major holidays. The school may be reached by calling (321) 417-5151 or (321) 633- 8005.

**EMT Lab** hours 9-4

**Paramedic Lab** hours 9-4

**EMT Dates:** Dates vary based on minimum required enrollments of 6. Generally, we start programs on a bi-monthly basis.

**Paramedic Dates:** Dates vary based on minimum required enrollments of 6. Generally, we start programs on a bi-annual basis.

#### School Holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Veterans Day

Rosh Hashanah

Christmas Day

New Year's Day

### ADMISSION POLICY

#### Admission:

The student's progress is observed from the moment the student is accepted. The faculty members are prepared to motivate and create an energetic and positive environment in which the students can learn.

#### Admission requirements:

The following are the requirements for admission to EMETSEEI Institute, Inc. for all its programs. Any exception is noted.

1. Every Student must submit to a criminal background check that will be performed after the first week of the school session, if not before. If the student has a criminal background, whether the student will be allowed to attend will be at the school's discretion. Many agencies will NOT hire you if a criminal background exists.

At any time before or during your Program, the school performs a background at its discretion. If criminal activity is found, dismissal from the Program may be required. If illegal activity is found before, during, or after your Program completion, this may prevent you from taking any certification or licensing exam. Each student who has been convicted of a felony is aware of the possibility that they may not be able to take the final State exam and shall be required to sign a waiver of no promise of certification before starting the program.



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2. A student must be 18 to take the State exam. The State exam must be taken within two years of course completion for EMT and Paramedic.

3. A High School Diploma or GED is required to attend any course at this institute, or a High School aptitude test will be accepted in place of the High School Diploma. A birth certificate or official Passport and Social Security Card, and Immunizations are required.

For EMT Students, we suggest the student candidates complete the Emergency Medical Responder course, but it is not required.

Florida EMT-B certification is necessary before starting the Paramedic program, or an EMT Graduate must have the EMT certification by the 10<sup>th</sup> week of the Paramedic Program.

The Paramedic must be a confident leader who can accept the challenge and have a high degree of responsibility in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain a safe distance, and recognize and utilize communication unique to diverse, multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing. See page 43 for full details.

4. Extensive Interview by admission personnel.

5. An applicant requesting transfer of credit from another school for any EMS Program must:

- a. Bring proof of prior training. i.e., a certificate of completion with curriculum
- b. A letter from the last school attended showing the completed curriculum, with hours of class attendance, and/or have official transcripts sent to the school.
- c. Students from a closed school will be evaluated individually and may be allowed to start where they left off from the prior school.

As required by law, all schools provide a website to search, confirm, and research any sexual offender. The site is <http://www.flsexoffender.org/offender/homepage.do>

**All students attending the healthcare program (i.e., EMT, Paramedic) must take a provided in-house physical from a D.O. or M.D. (completed within 30 days before the Program starts) before clinical and externship. The physical must include a statement that the student is free from communicable diseases. Proof of State required immunizations is required. See individual programs for other requirements as clinical sites change or add requirements that must be met.**

**We are approved through the Florida Bureau of EMS. The Commission licenses us for Independent Education, Florida Department of Education; License Number 5557. Any additional information regarding this Institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400. Phone number: (888) 224-6684. EMETSEEI is Nationally Accredited by the Middle States (Code number: FL063W) and currently holds our Letter of Review (LOR# 600960) from the Committee of Accredited Emergency Medical Services Programs (CoAEMSP). Letter of Review is NOT a CAAHEP accreditation status; it is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), signifying that a program seeking initial**

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accreditation has demonstrated sufficient compliance with the CAAHEP accreditation Standards; however, it is NOT a guarantee of eventual accreditation.

Upon completion of the course, you will be afforded the opportunity to sit for the current examination for the NREMT EMT-B, or Paramedic, and be eligible for Florida certification. You may contact the Florida Bureau of EMS for further information. **EMETSEEI Institute, Inc. does not guarantee that you will pass the exam and/or gain employment.**

### RECRUITMENT AND ADMISSIONS

Students must have English as a primary or proficient secondary language since English is primarily required for patient care and all testing. Programs are not taught in any other language at this time. A student must be in good physical condition to perform the patient care that is expected during your training.

High School Diploma or GED is required to attend any course at this institute, or a High School aptitude test will be accepted in place of the High School Diploma. Any and all U.S. Citizenship or Immigration status requirements must be obtained before acceptance will be considered. A Social Security number is required to take any State or certifying exam. A current Healthcare Provider or Professional Rescuer CPR card must be provided prior to the start of the Paramedic program (we can provide a renewal for a fee). A current Florida EMT certification is required or must be obtained before the 10th week of the Paramedic Program. (P1)

Our admission standards are applied to all students consistently. We afford the opportunity to all desiring to obtain an education to attend our school. The school does not discriminate regarding race, creed, or religion.

The Enrollment Agreement is required from all students.

Students that do not meet the requirements for admission are denied entry.

We do not use any recruiting agents in this school.

### CREDIT FOR PRIOR LEARNING

A student who transfers from a Florida-approved EMT or Paramedic program may request credit for completed Ride Times, Clinical Times, Lab Time, and Lectures. A student wishing to transfer from another school must submit official transcripts, and only 75% of those credits can transfer to this school. A certified copy issued by the previous school must be provided. Any credits transferred must have been issued within two years of enrolling in EMETSEEI Institute, Inc. Maximum Ride and Clinical Times credit will be determined for each staff member. The decision of the administrative staff on the issuance of credit is final. The number of credits issued by EMETSEEI Institute; Inc. will be individually based.

Transfer of hours to another school is determined by each school individually, and it is the student's responsibility to determine the transferability. A written request by the Student AND the accepting school must be received before a certified letter containing the grades and skill performance completed by the student will be issued. The accepting school must be approved by the Florida Bureau of EMS and the DOE or any other State agency or DOE. All financial obligations must be met before a certified letter is issued. Experiential learning is not

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considered for placement at this Institution, and the potential Student's official transcripts determine advanced placement. We will review each student's advanced placement on a case-by-case basis. Credits are accepted from institutions accredited by an agency recognized by the United States Department of Education (USDOE). Special consideration for students transferring from a closed school will be performed case-by-case.

### PROGRAMS OFFERED

Emergency Medical Technician	300 Clock Hours / 10 Credit Hours	(16 Weeks)
Paramedic	1150 Clock Hours / 42 Credit Hours	(12 months)

The course numbers are comprised of letters and digits representing the content of the course or program. One clock hour equals a minimum of 50 minutes of Instructor-led training plus an appropriate break. A current BLS CPR card is required.

### Emergency Medical Technician: 300 Clock Hours

**Objective:** This course aims to prepare you for the State of Florida exam by meeting the required education set forth by the National Highway and Traffic Administration.

**Description:** The Emergency Medical Technician (EMT) is your entry to the EMS field. The EMT teaches the basic skills required for patient care. The Course Description portion of this catalog details the Program in full. This Program follows the Florida DOE framework numbering for each section of the program.

EMS0110 THEORY (EMS0110.01.0 – EMS0110.63.0) 96 / 3 Credit Hours

Required by NHTSA for training in Airway, Patient Assessment, Trauma Emergencies, Medical Emergencies, Pediatrics, and Operations. Two Hour Trauma Score Card. Sudden Unexpected Infant Death

EMS1119L LAB Required by NHTSA for Skill Training in Airway Management, Patient Assessment, Trauma Care, Medical Care, Pediatric Care, and Case Management. 60 / 2 Credit Hours

EMS1431 HOSPITAL CLINICAL Required by NHTSA Hands-on patient care is conducted during these hours. 24 / 2 Credit Hours

EMS1432 FIELD CLINICAL Required by NHTSA Hands-on patient care is conducted during these hours. 120 / 3 Credit Hours

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### Paramedic: 1150 Clock Hours / 42 Credit Hours

**Objective:** It is the goal of this program to prepare you for the currently required Florida State Paramedic exam.

**Minimum Goal:** “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

**Description:** The Paramedic Program will teach you the required skills for advanced patient care that meets the requirements set forth by the National Highway and Traffic Administration.

A current Florida EMT certification is required or must be obtained before the 10th week of the Paramedic Program.

EMS0210-0212 Paramedic Module 1-3 THEORY Total: 500 Hours/26 Credit Hours

Required by NHTSA for training in Pre-Hospital Care, Patient Assessment, Trauma Assessment, medical Emergencies, Special Consideration, and Operations. A full course description is provided in the Program Description section of this catalog.

LAB Required by NHTSA for skills training in Airway Management, Medication Administration, Patient Assessment, Trauma Assessment, Medical Assessment, Pediatric Assessment, and Case Management

EMS2611L	Fundamentals Skills Lab	30 Hours
EMS2612L	Airway Management	30 Hours
EMS2613L	Patient Assessment	30 Hours
EMS2615L	Medical Emergencies	30 Hours
EMS2628L	OB/GYN	30 Hours
		Total: 150 Hours/10 Credit Hours

EMS2658 Clinical Experience Total: 178 Hours/2 Credit Hours  
Hands-on patient care is conducted during these hours.  
Hours will be performed throughout the Program.

EMS2659 Field Experience Total: 226 Hours/2 Credit Hours  
Hands-on Patient care is conducted during these hours.

EMS2659C Capstone Field Hours Total: 96 Hours/2 Credit Hours

**Total Hours of Program** Total: 1150 Hours/42 Credit Hours

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### TUITION AND FEES

#### EMT PROGRAM COST SHEET

2024-25\_EMT Program Cost Sheet (Revised 27 APR 2023) effective 08 MAY 2023

Emergency Medical Technician: \$2,200.00 \*Brevard County Residents.

\$2500.00 for all other qualified candidates.

Non-Refundable Registration Fee: \$100.00

Down payment: \$500.00

4 Monthly Payments on the remaining balance with  
0% Interest

\*\*EMETSEEI's team recognizes that all of Florida is experiencing financial impacts due to ever-increasing day-to-day living costs. Therefore, instead of increasing our tuition, we have reduced our EMT base tuition from \$3,000.00 to \$2,500.00 and applied a special "thank you" of additional savings for our Brevard residents. (See below details!)

Tuition: \$1,328.00 = 12 Credit Hours at 110.66 per credit.

EMT Lab Fees Cost:

Lab Fee: \$54.00

Clinical Fee: \$75.00

Liability/Accident Insurance \$66.00

Graduation Fee \$20.00

Course Materials/Navigate/FISDAP \$431.00

Internet Fee \$10.00

Parking Permit \$40.00

Uniforms \$194.00

Physical \$70.00

Background Check & Drug Screen \$187.00

EMT FISDAP (4) Pretest Fee \$25.00

**TOTAL COST:** \$2,500.00 - Non-Brevard County Residents

**TOTAL REDUCED RATE COST\*\***\$2,200.00\*\*Brevard County Residents

Tuition: \$1,028.00 = 12 Credit Hours at 85.66 per credit.

EMETSEEI Institute is giving back to the Space Coast Emergency Workforce and its Residents.  
Candidates must provide proof of Brevard County, Florida Residency.

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### PARAMEDIC PROGRAM COST SHEET

2024-25 Paramedic Program Cost Sheet (Revised 27 APR 2023) effective 08 MAY 2023

Paramedic: \$6,350.00 \*EMT Brevard County Residents Employed as an EMT in Brevard County.

\$6800.00 for all other qualified candidates.

Non-Refundable Registration Fee: \$100.00

Down payment: \$800.00

10 Monthly Payments on the remaining balance with

0% Interest

\*\*EMETSEEI's team recognizes that all of Florida is experiencing financial impacts due to ever-increasing day-to-day living costs. Therefore, instead of increasing our tuition, we have reduced our paramedic base tuition from \$7,000.00 to \$6,800.00 and applied a special "thank you" of additional savings for our Brevard residents and emergency workforce. (See below details!)

Tuition: \$4,186.00 = 42 credit hours at \$99.67/ credit hour.

Lab Fees Total Cost: Lab Fee Breakdown

Paramedic 1 Lab Fees - \$242.00

Paramedic 2 Lab Fees - \$395.00

Paramedic 3 Lab Fees - \$647.00

Lab Total: \$1,284.00

Liability/Accident Insurance \$159.00

Graduation Fee \$20.00

Course Materials/Navigate/FISDAP \$625.00

Internet Fee \$10.00

Parking Permit \$40.00

Uniforms \$194.00

Physical \$70.00

Background Check & Drug Screen \$187.00

PM FISDAP (2) Pretest Fee \$25.00

**TOTAL COST:** \$6,800.00 / EMT Non-Brevard County Residents.

**TOTAL REDUCED RATE COST\*\***\$6350.00\*\*EMT Brevard County Residents

Reduced Tuition: \$3,736.00 = 42 credit hours at \$88.95/ credit hour.

EMETSEEI Institute is giving back to the Space Coast Emergency Workforce and its Residents. Candidates must provide proof of Brevard County Residency and proof of Employment as a practicing EMT in Brevard County, Florida.

Pre-requisite: All applicants must complete an EMT program before beginning the Paramedic program. All applicants must obtain a State of Florida EMT certification (pass the current required State of Florida EMT Certification Exam/NREMT Exam) before beginning the Paramedic program or by the twelfth (12th) week of the first Paramedic program term. If a State of Florida EMT certification is not obtained by the twelfth (12th) week of the first Paramedic program term, the student will be administratively withdrawn from the program.

**\*\* For all courses, State of Florida & NREMT application/test fees are not applied.**

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**Uniforms are included. Also provided is a Barrier Mask, Safety Goggles, Blood Pressure and Stethoscope Kit. Textbooks are supplied with Navigate 2 with Preferred Access.**

Outside grants that are offered to the student will be evaluated for acceptance. Payment arrangements must be made prior to admission.

For credit card payments, there will be a 3% charge.

EMETSEEI INSTITUTE, INC. does not offer Federal student loans or accept the G.I. bill at this time. Please call our campus for a current listing of approved Programs or go to a Career Source Office.



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### STANDARDS OF ACADEMIC PROGRESS

EMETSEEI Institute, Inc. requires each Student to maintain reasonable academic progress. Any student not upholding the standards of progress outlined by EMETSEEI Institute, Inc. policy and procedures will be placed on academic probation and/or dismissed from the program. The standards of satisfactory academic progress apply to all students.

#### Academic Progress:

The student will fully complete the required hours as set forth by the Florida Bureau of EMS and any other requirements as needed for the specific Program the Student is participating in. The student's full required hours must be fulfilled to receive a certificate of completion and qualify to sit for the state exam. Each Student must maintain a Module GPA of 2.0 or better at all times for the EMT. The paramedic must maintain a 3.0 Module GPA. Certain critical areas during your program must be met to move forward. These are provided to you in the syllabus and, if not completed, will be cause for immediate dismissal from the program.

Each student is also required to progress towards graduation within the maximum time frame, which is 100% measured in total clock hours in the non-degree programs. A student that does not complete a program within 100% maximum time frame will be dismissed from the program.

#### Grading:

Students for the EMT, Paramedic, are graded during each course of study by the instructor's evaluation of the quality of work presented and the student's ability to follow instructions. The school maintains a certain amount of flexibility in its testing and assessment of individual students.

#### Letter grades and equivalents:

90-100%	A	4.0 GPA
80-89%	B	3.0 GPA
70-79%	C	2.0 GPA
65 -69%	D	1.0 GPA
Below 65%	F	Failed
	W	Withdrawal from class
	I	Incomplete
	NC	Transfer of Credit
	R	Repeat

#### Grading:

I = Incomplete. An "I" grade may be given to students who fail to complete a course due to an unexcused absence. An excused absence is determined as a confining illness (heart disease, stroke, cancer), a serious accident (that causes a disability), or the death of an immediate relative (mother, father, sibling, grandparent). Instructors determine the validity of the excuse and provide opportunities for students to complete any required makeup work. Incomplete grades are automatically changed to punitive grades of "F" if a student does not contact the course instructor, and makeup missed course work within 45 calendar days. It is the student's responsibility to complete all assignments and submit them to the instructor. If the student does not wish to complete the course within the allotted time, they may request a withdrawal. The GPA is affected only if an "F" is issued.



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W = Withdrawal, a "W" grade is provided when a student leaves the class due to a leave of absence or is withdrawn from the school before the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

N.C. = Transfer of Credit, an "N.C." will be provided for any course that is transferred in due to be taken at another institution or through experiential learning as a transcript in the policy above. Any course with a "N.C." grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any class that is repeated on the prior course attempted. Any course that has a grade of "F" (Fail) or "W" (Withdrawal) is required to be repeated. Any course with an "R" grade is not calculated into the grade point average. However, courses will be considered hours attempted for the purpose of determining the maximum time frame.

The EMT cumulative passing grade is 70%. The Paramedic Program cumulative passing grade is 80%.

### Affective grade

This involves several components. These include student dress (uniform), punctuality, class participation, neatness, cleanliness, respectful participation, preparedness, and remaining mentally alert during lab/class sessions. These grades are awarded on a monthly by your peers and instructors. Yes, is a 1 and No is a 0. You can earn 4 points per week and 16 points per month. Any holiday or no lab days full points will automatically be awarded. These scores shall be calculated as a percentage and will be used as a grade in your overall GPA calculation.

Name:					
DATE	00/00/YEAR		00/00/YEAR		
AFFECTIVE – 1 point each	Y	N		Y	N
1. PUNCTUALITY					
2. MENTALLY ALERT					
3. CLASS PARTICIPATION					
4. PREPAREDNESS					
DAILY POINTS					
TOTAL					
TOTAL POINTS ÷ TOTAL POSSIBLE POINTS (NUMBER DAYS X FOUR = TOTAL POINTS AVAILABLE)					

### Scale: EMT (64 Points Avail)

- 34 points = 70%
- 44 Points = 80%
- 54 points = 90%
- 64 points = 100%

### Paramedic (152 Points Avail)

- 44 points = 70%
- 82 points = 80%
- 114 points = 90%
- 152 points = 100%

### Academic Probation:

A student who fails to meet the minimum academic achievement (2.0 GPA), will be placed on academic probation. For a student to be removed from academic probation, the student must raise his/her GPA to 2.0 by midterm of the EMT and 3.0 for the Paramedic program. Any student not fulfilling this requirement will be dismissed from the program. These standards will be consistently applied to all students.

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### **Probation/Dismissal Appeal Procedures:**

Any student placed on probation or dismissed from a program can appeal against the decision **in writing**. The student must identify any mitigating or special circumstances within two days of probation or dismissal. The Administrator will appoint a probation committee to hear any appeal. This committee will consist of at least 2 Instructors who will come from the staff, Adjunct Instructors, and/or the Medical Director. The committee must address any mitigating or special circumstances within ten days of the request by the student.

### **Course Withdrawals:**

The student contemplating withdrawal will be required to undergo an exit interview with the Director or designee. The student will also be required to submit a letter to the Director or designee stating withdrawal intentions.

Advisement and guidance will be completed by the Director or designee and will indicate that the student withdrew during a particular course along with the actual date of separation. The student's academic standing at the time of withdrawal will be documented on the student's official school transcript. (W - Withdrew, W.F. - Withdrew Failing).

### **Reinstatement:**

If the student desires to return to the school within one year, a written request must be submitted to the Admission Committee. The Institution will consider the request and, based on the Student's previous record and current enrollment availability will decide re-entry. Program completion must be within 12 months from re-entry into the same Program from which the student withdrew. Completion of all required elements for the Program registered must be performed in a timely manner as required and noticed provided in the reinstatement notification provided to the student.

If more than one year has elapsed since the student withdrew from the school, the student will be required to submit an application and reapply to enter the school and begin the program from its beginning.

## **GRADUATION REQUIREMENTS**

In response to Rule 6E-1.0032, F.A.C., Fair Consumer Practices, Rule 6E-1.0032, F.A.C., Fair Consumer Practices, include the requirement for institutions to provide written disclosures to a student or prospective student regarding exit examination requirements and the grade point average required for completion of the student's program or degree. The student understands that to graduate from the selected program and to receive a diploma. They must maintain their specified GPA and complete the required number of scheduled clock hours defined in the catalog and the Student Enrollment Agreement. Pass all module and cumulative exams with a 70% average for the Emergency Medical Technician diploma and 80% for the Paramedic diploma program. **Emergency Medical technicians and Paramedic students also must pass a comprehensive final written and practical/psychomotor exam and satisfy all financial obligations to the school.**

## **STUDENT SERVICES**

### **Housing:**

The school does not maintain housing for students. A list of dependable Realtors and rental properties in close proximity to the school will be provided to the student that requests housing assistance at the time of enrollment.

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### **Tutoring:**

Tutoring is available to those students in need of it. Tutoring may be suggested by the instructor or requested by the student at an additional fee of \$20 per hour.

### **Student Records:**

The school retains student records, including grades, for an indefinite period of time. Records are available to students upon individual request. If the Student signed a "Release of Student Records" form, records will be provided to potential employers and other schools upon request. Any graduate of EMETSEEI Institute, Inc. requesting replacement credentials will pay twenty-five dollars (\$25.00) for the replacement.

### **Career Assistance:**

EMETSEEI offers Career Assistance to all students that successfully complete their desired program. A guarantee of employment is not offered, but every possible effort will be afforded for gainful employment. A designee of the school will assist in your placement upon request from the student. We ask all students to report their employment progress to the school when employed or experience employment change. Personal and Financial advisement is available from the Administrative Office.

### **Academic Assistance:**

Suppose a student is experiencing any difficulty during their learning process. In that case, the students in need speak with their Lead Instructor and/or the Program Coordinator about any challenges they are experiencing. An appointment may be set with the student's Instructor so that additional assistance may be provided.

### **Library:**

The school has a resource center providing EMS research periodicals and additional resource books.

## RULES AND REGULATIONS

### **Academic Ability:**

If a student's academic ability or motivation is questioned there will be a meeting between the student, the instructor, and the Institute's Director, who will evaluate the ability of the student to remain in class.

The Institution is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. If academic misconduct is detected, the faculty member communicates with the student and takes appropriate grade actions within the scope of the course. Faculty members report all violations of academic honesty to their Institution's administration.

Depending on the severity or reoccurrence of academic misconduct, academic leadership can impose institutional sanctions. Deans, associate deans, or directors, at their discretion, may immediately suspend students pending a hearing on charges of violations. Sanctions may include disciplinary probation, suspension, or expulsion, including notation on the student's academic transcript. Students found responsible for violations of academic integrity have the option of appealing the sanctions. Emails are considered legal communication between the school, staff, Instructors, contracted facilities, and students. Response to emails constitutes acknowledgement of said statements in the correspondence.

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### A Code for Allied Health Students

Students of EMT and Paramedic are responsible to society to learn the academic theory and clinical skills needed to provide care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in various health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice EMT, or Paramedic as a student is an agreement to uphold the trust with which society has placed in us. The statements of the code provide guidance for the EMT and Paramedic student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students participate in the clinical and academic environments, faculty members believe that ethical principles are an essential guide to professional development. Therefore, within these environments' students should:

- \* Advocate for the rights of all clients
- \* Maintain client confidentiality
- \* Make appropriate action to ensure the safety of clients, self, and others
- \* Provide care for the client in a timely, compassionate, and professional manner
- \* Communicate client care in a truthful, timely, and accurate manner
- \* Actively promote the highest level of moral and ethical principles and accept responsibility for their actions
- \* Promote excellence in EMS by encouraging lifelong learning and professional development
- \* Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- \* Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- \* Use every opportunity to improve faculty and clinical staff understanding of the learning needs of EMT and Paramedic students
- \* Encourage faculty members, clinical staff, and peers to mentor EMT and Paramedic students
- \* Refrain from performing any technique or procedure for which the student has not been adequately trained
- \* Refrain from any deliberate action or omission of care in the academic or clinical setting that creates an unnecessary risk of injury to the client, self, or others
- \* Assist the staff or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research
- \* Abstain from the use of substances in the academic and clinical setting that impair judgment.
- \* Strive to achieve and maintain an optimal level of personal health
- \* Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues
- \* Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy
- \* Pursuant to FAC 6E-7.001, Designation of Restrooms and Changing Facilities in Private Postsecondary Educational Institutions we at EMETSEEI Institute only provide single occupancy unisex bathrooms.
- \* Students have the right to file a complaint with the Attorney General alleging that the institution has failed to meet the minimum requirements for restrooms and changing facilities under Sections 553.865(4) and (5), F.S.

The Institution is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and individual freedom are sustained. However, the exercise and preservation of these freedoms and rights require respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly operation of the Institution as defined by the Institution administration or with the rights of other

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members of the Institution cannot be tolerated. Students enrolling in the Institution assume an obligation to conduct themselves in a manner compatible with the Institution's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the Institution retains the power to maintain order within the Institution and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/ or Institution policies and procedures may result in disciplinary action and/or criminal prosecution. Breaches of academic and/or supplementary standards will be managed through the student's academic college, center, or school. Violations of conduct standards, supplemental standards, Institution policies, and/or procedures will be managed by the Director of the Institution, or an administrator as deemed appropriate.

Changes to the Code of Student Conduct and Academic Responsibility will be made available to the students. Students must be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

### Violations

Any violation(s) of any academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Directors and deemed Administrators may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the Institution. Violations of academic standards will be managed through Administration. Breaches of conduct or supplementary standards will be managed by the Academic Director and deemed Administrators deemed appropriate.

### Sanctions

If the Student is found in violation of the Code of Student Conduct and Academic Responsibility and/or Institution policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The Institution reserves the right to take additional disciplinary action as it deems appropriate.

**Expulsion:** Permanent dismissal from the Institution with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges.

**Suspension:** Mandatory separation from the Institution for a period specified in order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the Institution. During the suspension period, the student is barred from campus visiting privileges unless specific permission is granted by the Director of the Institution or designee.

#### 1. Final Disciplinary Probation:

A disciplinary sanction serving notice to a student that their behavior is in flagrant violation of Institution standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career. It may be reviewed by the Director of the Institution no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing to reduce the sanction to disciplinary probation but must also demonstrate a reason to substantiate the request.
- b. Another violation of the Code of Student Conduct and Academic Responsibility will, at a minimum, result in suspension.

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#### 4. Disciplinary Probation:

A disciplinary sanction serves notice to a student that their behavior is in serious violation of Institution standards. A time period is indicated during which another breach of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

#### 5. Disciplinary Warning:

A disciplinary sanction serves notice to a student that their behavior has not met Institution standards. This sanction remains in effect for a designated number of semesters of attendance, after which it is deleted from the student's file.

#### 6. Verbal Warning:

A verbal warning is a verbal caution to the Student by an Institution staff member that their behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time, after which it is expunged from the Student's file.

### **Conduct:**

Because EMETSEEI Institute, Inc. enrolls only adults, it is expected that students will be dignified and honorable. Students must realize that the responsibility for their success in school rests primarily with themselves. Each Student, by the act of registering, is obligated to obey the rules and regulations formulated by EMETSEEI Institute, Inc. The student code of conduct is published in the student handbook. Satisfactory academic progress is a requirement. The syllabus outlines the requirements for each Program and must be met. If these requirements are not met as described in the syllabus, the student will be withdrawn from the Program. At NO time is a student to make any other student, Instructor, or staff persons feel uncomfortable or threatened. If this occurs, administrative staff are to be notified immediately. Outbursts in the classroom are not tolerated and all persons at EEI are to be professional at ALL times. If any violation of this Conduct definition or any common-sense knowledge is violated on conduct, that individual will be asked to leave and meet with administrative staff immediately.

### **Civility:**

Both in-class, e-mail, social media and provided Zoom or Teams, it is required that you are courteous and respectful in your personal communications with all. It is the Institute's policy that "Students are expected to conduct themselves in a manner which exemplifies respect for people of all races, religions, and ethnic groups, and to adhere to one's personal values without unduly imposing them on others. Respect for one's own mind and body is essential. In interpersonal relationships, students are expected to respect the rights of others, particularly their right to refuse to participate in any activity. Students should take responsibility to serve as leaders in promoting compassion for others and challenging prejudice." I ask that we extend this to all communication we have within the classroom. There is no reason to be uncivil or rude towards each other.

**Honor Code:** Violations of the Institute's honor code will not be tolerated in this course and will be immediately reported according to EMETSEEI Institute procedures. That is, while you are all encouraged to study and work together as much as possible throughout the course, e.g., preparing for exams and discussing assignments, all exams and papers are to be completed **individually**. No notes or books may be used during **any** exam.

### **"Cheating" includes, but is not limited to:**

Copying from another student's test paper

\* Using during a test, materials not authorized by the person giving the test

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- \* Failure to comply with instructions given by the person administering the test
- \* Possession during a test of materials, which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test.
- \* Using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program.
- \* Collaborating with or seeking aid from another student during a test or other assignment without authority.
- \* Discussing the contents of an examination with another student who will take the examination
- \* Divulging the contents of an examination to preserve questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or kept by the student.
- \* Substituting for another person or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment.
- \* Paying or offering money or another valuable thing or coercing another person to obtain an un-administered test, test key, homework solution, or information about an un-administered test, test key, or homework solution.

### Social Media:

- \*No confidential or proprietary information about EMETSEEI Institute, Inc. or its students, faculty, staff, or alumni shall be posted on a social media site. Employees and students who share confidential information risk disciplinary action, termination, or withdrawal and possible legal action.
- \*All applicable laws, regulations, and EMETSEEI Institute, Inc. policies must be strictly adhered to, including without limitation, those pertaining to copyright and intellectual property.
- \*A permanent link to the official EMETSEEI Institute, Inc. website must be included on all EMETSEEI Institute, Inc. sites.
- \*No single social media site represents the EMETSEEI Institute, Inc. as a whole. \*EMETSEEI Institute, Inc. units with one or more social media pages or would like to start one should contact the administration office.
- \*Social media websites maintained on behalf of EMETSEEI Institute, Inc. should be kept up to date and in compliance with all EMETSEEI Institute, Inc. policies. Sites that are not kept current or in compliance with EMETSEEI Institute, Inc. policies may be de-activated. All social media websites maintained on behalf of EMETSEEI Institute, Inc. shall be accessible by the Administration.
- \*EMETSEEI Institute, Inc. name, logo, or trademarks may not be used on personal social media pages or sites or to endorse a product or support a cause, political or otherwise.
- \*EMETSEEI Institute, Inc. name, official marks, and logos must be used following the guidelines stipulated in EMETSEEI Institute, Inc. visual standards and with approval of EMETSEEI Institute, Inc. Communications.
- \*Students of EMETSEEI Institute, Inc. are not to post any kind of Information/Pictures about Classroom, Clinical Externships, or Field Externship activity. Suppose a student posts Information/Pictures such as patient information, patient health scenario, or about an Externship. In that case, the student will be held responsible, and expulsion from school may be a consequence. **EMETSEEI Institute, Inc. staff considers any and all social media posting and communication as public and will use it as such. The student understands and agrees that such posting or communication is permissible to use for academic standing consideration.**

### Harassment

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Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status based on race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, familial status, marital status, pregnancy, age, disability status, veteran status, or any other grounds prohibited under state or federal law. EMETSEEI Institute, Inc. will not tolerate harassing conduct that affects interferes unreasonably with an individual's performance or that creates an intimidating, hostile, or offensive educational environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on their protected status.

### Sexual Harassment

Sexual harassment is gender-based unwanted sexual attention of a persistent or offensive nature made by a person who knows or reasonably should know that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working or educational environment. Sexual harassment can be physical, verbal, virtual, and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Members of the Emergency Education Community (EMT/Paramedics students) are prohibited from harassment whether or not the incidents of harassment occur on School premises and whether or not the incidents occur during clinical or class hours. Conduct may be considered sexual harassment whether or not the person such behavior was directed at was offended. Suppose the conduct occurred in the presence of any employee or Student, and that employee or Student perceived or has indicated such conduct in his or her presence was unwelcome. In that case, that conduct may still be considered sexual harassment and will not be tolerated.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against, or poking another employee's or Student's body
- B. Unwanted sexual advances, propositions, or other sexual comments such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- C. Preferential treatment or promises of preferential treatment to a student for submitting to sexual conduct, including soliciting, or attempting to solicit any student to engage in sexual activity for compensation or reward.
- D. Subjecting, or threats of subjecting, a student to unwelcome sexual attention or conduct, or intentionally making the performance of the student's academic work more difficult because of that Student's gender.
- E. Sexual or discriminatory displays or publications anywhere in the workplace and/or academic environment by Emergency Education students, such as:
  1. Sexual, ethnic, and racial harassment through publications or electronic means is strictly prohibited.
  2. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work and/or educational environment, possessing any such material to read, display or view at work and/or educational environment. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the workplace and/or academic environment, and/or who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
  3. Reading or otherwise publicizing in work and/or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic.



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4. Displaying signs or other materials purporting to segregate an employee and students by sex in any area of the academic setting or any School building (other than restrooms and similar semi-private lockers/changing rooms).
5. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility or location can potentially be in view of other individuals.
6. Electronic transmission of sexually explicit, graphically disturbing, or sexually harassing images or text from or to school-owned equipment.
- F. Retaliation for harassment and sexual harassment complaints, such as:

It is illegal and contrary to School policy for any individual to engage, whether directly or indirectly, in retaliatory conduct against a person who files a discrimination or harassment complaint, gives testimony during an investigation of such a complaint, or otherwise objects to perceived discrimination or harassment. Anyone who believes that retaliatory actions have been taken against him or her in violation of this policy may seek redress through the Office of the Director.

### Attendance:

Successful careers require punctual and regular attendance. The attendance and tardiness requirements established by EMETSEEI Institute will assist students in future employment. To maintain satisfactory attendance, a student must be present for 90% of classes during the program of study. If a student's attendance goes below 90%, the student will not receive a grade for the class and will be placed on attendance probation for 30 days. If, while on probation, the student is absent, the student will be scheduled for a disciplinary review that could include dismissal from the program. Veteran students must meet the class attendance policy or will be immediately terminated. **Each student is expected to contact the school office at 321-633-8005 or 321-417-5151 if they are absent. Students shall not be subjected to call or duty during the training program; this includes classrooms, labs, and clinical's.**

The school staff and faculty WILL NOT contact absent students to see if there is a problem where we may assist the student, but the Student is responsible for any missed assignments. This contact may be made via e-mail, telephone, or other contact information given to the school by the student. **(Failure to do so will result in disciplinary actions Demerits)**

**This applies to absences from lecture, lab, clinical, or ride times, EVEN if a student is asked to pay a site fee in addition to any school fees. Any site that requires an additional cost will not exceed \$50 per attendance.** The individual instructor will determine time made up in class if permitted. Any student not completing the required hours for the program being sought will not be allowed to graduate. Being tardy to class affects the Student and the program.—**No more than two tardy days will be permitted per 16 weeks for EMT or Paramedic. The 3<sup>rd</sup> tardy or more will cause 5 points to be subtracted from the subsequent written examination and count as one absence. If you foresee that you will be late or tardy to class, the lead administrative office must be contacted. If the (Administrative office cannot be reached, leave a message with the school.**

**Leaving early from a class, clinical, or ride time without the consent of the administrative office or Program Director will constitute an absence.** Consideration of any sudden or planned absence is to be considered by Student before beginning a Program or semester. The absence policy remains in effect no matter what the cause. **The student may be allowed to attend another class and start where they left off if it is within 12 months of prior withdrawal pending administrative approval.** Special considerations may be considered. Two cancellations of a clinical and/or ride time from any Program during a semester or determined sections of EMT and Paramedic will be cause for one absence.

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### Attendance at clinical or externship:

**178 hours for hospital and 226 (Formative/Summative) hours of ambulance ride time and 96 Capstone hours are required for paramedics. EMTs complete 24 hours of Clinical and 120 hours of Field time.**

All students must show up on time at the time stated. If the student is more than 15 minutes late, an absence will be recorded, and the time will need to be made up.

**If a student does not show or is dismissed from a Clinical or Ride Time, after an investigation the student may be assessed a \$250.00 fee. Students will have 10 days to pay an assessed fee or be subject to disciplinary action. This applies to absences from lab, clinical, or ride times, EVEN if a student is asked to pay a site fee in addition to any school fees. Any site that requires an additional fee will not exceed \$50 per occurrence.**

**If a day is needed for makeup, and the student is the only student to attend, a \$250 fee will be assessed per hospital clinical or ride time.**

*Clinical site facilities have special requirements that students must adhere to at all times. Some facilities require that students have no prior background, such as a DUI, Alcohol and/or drug abuse, etc. Students may confidentially speak with the Clinical Director and Department Director about such cases. Certain facilities may require that a student NOT attend their facility even if it is a legally prescribed medication, drug, or herb. Suppose a student is found to have such a background or possession of any illegal substance or legally prescribed prescription, medicine, or herb at any time. In that case, this will be a consideration for refusal of attending any clinical site and may result in removal from any Program. If, after reading this, if you have any questions and/or wish to voluntarily come forth with a situation on this matter, please set a confidential appointment with the Clinical Director and/or Department Director.*

### Dress code:

To begin instilling a sense of professionalism, all students must attend/complete all Online class assignments by deadline, ride times, and clinical, wearing the school uniform and I.D. name card. The required uniform is a school Polo-shirt and/or a Class A button-down Navy-Blue Shirt with EMS pants (you will go get fitted) with the term **STUDENT** on the uniform shirt. The student must also wear polishable black uniform boots (not provided). The cost of the uniform has been included in the program cost. (not including the boots or a black belt)

Hats are not permitted except at clinicals after 5:00 pm or anytime that it is raining. At NO time is hoodie/Beanie/Skull Cap dress wear permitted. Sunglasses are for outdoors and are not allowed to be worn during class, lab, or clinical. Any use of communication, listening, or recording device is not permitted during class, testing, clinical, or lab unless the instructor gives expressed consent. Long Sleeve Cover-ups are to be worn by students that have visible tattoos on their arms and a proper covering for any other visible tattoos on one's body. For Clinical and Lab, the students with long hair will wear their hair tied back or up in a bun. Only ear-piercing earrings or stud-like design is permitted. No other piercings or visible inserts are allowed.

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### Clinical Guidelines:

As you Begin your Clinical Internship part of this program, there are several things you will need to be aware of.

- Concerning your Clinical Rotations, we must remember that we are GUEST inside these facilities. It is a privilege we have been granted to be allowed and expand our knowledge and receive hands-on experience. With that being said, PLEASE be respectful of all EMS Crews, Chiefs, ER staff, doctors, nurses, janitors, techs, CNA's, registration, and any other employee at any clinical site.
- General appearance guidelines: When you are attending any Clinical, it is necessary to represent yourselves with a clean, professional appearance. Hygiene and facial hair must be neatly tended to, hair must be placed professionally, shirts will be tucked in, and school-issued uniform with EMETS logo will be worn with school ID's visibly displayed school-issued duty pants with appropriate footwear shall be worn at all times. We must remember first impressions are valuable when attempting to extract information from a patient. Hats, beanies, visors, or any headwear, are not permitted. It would be best if you had an additional uniform. If you do not have an extra uniform, your rotation will be done for the day, with only the hours present credited.
- Any student that is not on time, dressed appropriately, fully ready for clinical will be sent home. The Student will have to contact the Clinical Coordinator to reschedule rotation, and there may be financial and disciplinary consequences.
- Cell phone use needs to be at a minimum and only outside of the clinical setting. During hospital clinical, cell phones are not permitted in the patient. Rooms or anywhere inside the facility. Due to photograph policy, at any time, hospital security may confiscate your phone, it will be wiped to factory settings, and you will have to pick it up from security M-F from their office. At any time, if your preceptor feels that your use of cell phone use is disruptive to the clinical, they may end the rotation and ask you to leave.

### For Hospital Clinicals:

1. When interacting with family members or patients, do not give information or your opinion of what may be causing their issues. We are not staff; let nurses or Doctors talk with family.
2. Be mindful of the patient's body language and demeanor; unfortunately, we are still in a pandemic. Some family members or patients may not wish to have multiple contacts within an ER; we always ask permission prior to entering an ER room and introduce ourselves as students.
3. Do not interrupt Nurses or Doctors during their assessment; give them plenty of space while they conduct their assessments, and if a critical patient arrives at your ER, the preceptor will take the necessary students and will attempt to get you access as long as it is permitted by ER staff. This includes while in the hallway, be aware of loud conversations in communal areas.

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4. Please do not take it upon yourself to assume patient interventions beyond a basic set of vitals. Not all patients require IVs and blood draws; ones that do, we wait for specific orders to be ordered. The lab may not accept some labs if drawn too early, and a redraw is required, which causes more work.

### For Field Rotations

1. Be on time, upon arrival, dressed appropriately, and prepared for the day (Dress code is the same for Field as Hospital); enter the station and introduce yourself to personnel. Find out who you are assigned to. Be sure the assigned preceptor knows what school you are from, what type of student you are (i.e., EMT, Paramedic), How many field rotations you have done (this is to preface expectations from the preceptor, so they know what you should be capable of), and how long you are there till. Be aware that these guidelines and rotation assignments are sent to stations, so they are aware of what the rotation should be.

2. You should assist your crew with all duties, including washing of the unit, participating with any in-service, etc., unless told otherwise by the crew. During downtime, you should be studying or making yourself familiar with the unit assigned. Sleeping and Working out is NOT Permitted.

3. You are not allowed to operate the stretcher with a patient on it. You should assist back to the unit, along with the required clean up.

4. Stay with your assigned unit, except for an isolation pt., you should be in the back with the pt. Assisting the crew, upon arrival at the hospital, you should stay with pt. care and a member of the crew until pass down to hospital personnel have been completed. An example would be a Paramedic student not staying with the EMT during a BLS pass down.

• **These Rules and guidelines are for your safety, as well as to make the most of your clinical experience. At any time during a clinical, a negative event occurs (i.e. bbp exposure, injury), you should contact your preceptor as well as your clinical coordinator.**

### Drug Free environment:

All programs at this school are offered to drug-free individuals. If **at any time** a student is suspected of being under the influence of alcohol or recreational drugs, he or she will be counseled and tested at the expense of the student. If, after the first incident, it is suspected that the student is once again under the influence of alcohol or recreational drugs, the Student will be dropped from the program.

### Fees and payments:

Fees may be paid by check, cash, money order, or credit card. A surcharge is added for any card use not to exceed 5%. If arrangements have been made for a payment plan, the student will be given a printed plan with dates of expected payments. A student that has not met their financial obligations will not be allowed to continue the course until obligations are met.

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### Leave of Absences:

Students may be granted a leave of absence for a reasonable amount of time as determined by the administration. A request for a leave of absence must be in writing, and the date of expected return must be specified. If a student does not re-enter within six months and does not notify the school, the student's enrollment agreement will be terminated, and they are granted a refund according to the refund policy if they fill out a leave of absence form.

### Pregnant Student Policy

"Pregnant students may continue in the program with the written approval of the Student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the school indicating the Student's expected date of confinement, the Student's limitations (if any), and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to conduct their EMT or Paramedic duties. If so, the student must withdraw from the program.

In the event, problems arise concerning the Student's ability to carry out her responsibilities in the classroom. In the clinical setting, the Program Director, in consultation with the Student's obstetrician, will determine whether the student may remain in the program."

### Make-up policy:

All assignments, assessments, tests, etc. are due as scheduled. If the student contacts the Program Director or Educational Coordinator directly, they may, but are not required to, accept overdue assignments. Missed exams will result in a failed grade unless the Program Director/Education Coordinator validates extenuating circumstances. **When exams are taken as an approved re-take (MUST be made up within the week or module), the maximum grade the EMT student can achieve is 70%. And a Paramedic is 80%**

Probation: Students will be placed on probation for any or all of the following reasons but not limited to: Absenteeism in excess of 2 absences, excused or unexcused, during the program will be placed on probation, and they will be counseled by the Administrator, which may result in termination. On the 2nd absences, probation will occur. Probation periods are not applicable for academic progress.

For a student to be taken off of probation, the following objectives will apply:

- There will be no absences during the probationary period.
- Any further absences after the probationary period is over will lead to permanent dismissal from the program.
- If a student should fail to maintain a passing grade by the end of the first quarter, they will be put on academic probation.
- Suppose the Student fails to meet the minimum academic achievement and successful course completion standards by mid-term. In that case, he/she may be dismissed from the program or be placed in extended enrollment status.

### Tardiness:

A student arriving after class/clinical has begun will be considered late and will be marked absent unless the Program Director/Education Coordinator considers the reason for tardiness as legitimate. Students are expected to arrive at class on time.

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### Demerit System:

Each Student is subject to an ongoing demerit system as outlined in Appendix A. Students begin their program and have zero (0) demerits. As the Student progresses and violations of this system occur, the appropriate demerits shall be issued. **IF Any Student accumulates 10 demerits, they will meet with Lead Instructor, at 15 demerits the Student will meet with the Lead Instructor & Educational Coordinator, at 20 demerits the Student will meet with Educational Coordinator, and the Program Director. 30 demerits are grounds for an immediate dismissal hearing.**

See Appendix A for Demerit Chart.

### REFUND POLICY

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or cancel within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, a refund of all monies paid, except for the registration fee, does not exceed \$100 and any expenses accord.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation, after completing more than 40% of the program, will result in no refund
6. Termination Date: In calculating the refund due to a student, the student's last date of actual attendance is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
8. If a Program is canceled or the school has to close, a reimbursement of monies paid shall be a refund of 100% of all fees paid except for books, uniforms, parking, and physical exams. If the school cannot continue, it would be considered a breach of contract unless the school has a teach-out agreement with another school or some other way to complete the training. Refunding the tuition would be the option if there were no other way to complete the training. This is related to Fair Consumer Practices located in Florida Rule.

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### GRIEVANCE PROCEDURE

If you feel that your rights have been violated due to an act of discrimination based on race, sex, national origin, religion, disability, political affiliation, beliefs, citizenship, or participation in programs given by EMETSEEI Institute, Inc., you may file a complaint of discrimination with the Office of Civil Rights and Minority Affairs, (OCRMA): 2670 Executive Center Circle West, 200 Sutton Building, Tallahassee, FL 32399-2157. Complaints must be received within 180 days of the alleged occurrence.

#### Complaint Process

If you have a problem that arose in connection with your receiving services from EMETSEEI Institute, Inc., you should discuss the matter with the Lead Instructor. If the problem cannot be resolved within seven days, a written formal complaint and a meeting with the school owner will be required. The school owner will have a final decision on the complaint within three business days. You may complete a formal grievance form on this issue and send it to the Florida Department of Education, Commission for Independent Education, **325 West Gaines St., Ste 1414 Tallahassee, FL 32399-0400**. Phone number: (850) 245-3200 or (888) 224-6684.

### PROGRAM DELIVERY

Programs delivered at EMETSEEI are performed both Residentially and online. All Lectures are performed online. Labs, Clinical rotations, and Ride Experience are performed in person at scheduled times in person. The student will need to possess a computer that has internet access. The computer must be able to view video, and have a video camera and microphone. The student is responsible for maintaining a working computer to perform and complete the program they are enrolled in. The EMT and Paramedic program will maintain the achievement of stated learning objectives, and all nontraditional instruction shall be consistent with the abilities, educational skills, experience, and needs of the students enrolled in the programs. Upon program completion, the student will have the full capabilities to obtain the desired certification. Access to all online material, lectures, and resources is made available to each student through the platforms utilized by the school. Exams are taken in person at the school. All records are kept at the school, and technical support is offered by staff and from the online platforms utilized by the school.

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### COURSE DESCRIPTIONS

All course numbers are provided by the Florida Department of Education, Health and Sciences Supervisor. Numbers are in conjunction with Technical Schools. EMS0110 applies to EMT, and EMS0210 applies to Paramedic.

“Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. College credit is provided by this numbering system, which is provided by the Florida Department of Education, allowing for credits to be permissibly used by a Florida degree granting institution.

### Emergency Medical Technician

- EMS0110.01.0 EMS Systems: Demonstration of a simple depth and foundational breadth of EMS systems F.S. 401 and Rule 64J-1
- EMS0110.02.0 Research: Demonstration of a simple depth, simple breadth of research and evidence-based decision making
- EMS0110.03.0 Workforce Safety and Wellness: Demonstration of a fundamental depth, foundational breadth of workforce safety and wellness
- EMS0110.04.0 Documentation: Demonstration of a fundamental depth, foundational breadth of the principles of medical documentation and report writing.
- EMS0110.05.0 EMS System Communication: Demonstration of a simple depth, simple breadth of the EMS communication system, communication with other health care professionals, and team communication
- EMS0110.06.0 EMS System Communication: Demonstration of a simple depth, simple breadth of the EMS communication system, communication with other health care professionals, and team communication
- EMS0110.07.0 Medical/Legal and Ethics: Demonstration of a fundamental depth, foundational breadth of medical legality and ethics
- EMS0110.08.0 Anatomy and Physiology: Demonstrate the application of fundamental knowledge of the anatomy and function of all human systems to the practice of EMS
- EMS0110.09.0 Medical Terminology: Demonstrate the application of fundamental knowledge in the use of medical terminology and medical terms.
- EMS0110.10.0 Pathophysiology: Demonstrate the application of a fundamental knowledge of the causes, pathophysiology, and management of shock and the components of resuscitation.
- EMS0110.11.0 Life Span Development: Demonstrate the application of fundamental knowledge of life span development to patient assessment and management.
- EMS0110.12.0 Public Health: Demonstrate the use of simple knowledge of the principles of illness and injury prevention in emergency care.
- EMS0110.13.0 Principles of Pharmacology: Demonstrate a simple depth, simple breadth for medication safety, and kinds of medications used during an emergency.
- EMS0110.14.0 Medication Administration: Demonstrate a fundamental depth and foundational breadth of medication administration within the scope of practice of the EMT
- EMS0110.15.0 Emergency Medications: Demonstrate a fundamental depth and simple breadth of emergency medications within the scope of practice of the EMT.
- EMS0110.16.0 Airway Management: Demonstrate a foundational depth, foundational breadth of airway management within the scope of practice of the EMT.
- EMS0110.17.0 Respirations: Demonstrate a fundamental depth, foundational breadth of respiration.
- EMS0110.18.0 Artificial Ventilations: Demonstrate a fundamental depth, foundational breadth of assessment and management utilizing artificial ventilation.



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- EMS0110.19.0      Scene Size-Up: Demonstrate a fundamental depth, foundational breadth of scene management and multiple patient situations.
- EMS0110.20.0      Primary Assessment: Demonstrate a fundamental depth, simple breadth of the primary assessment for all patient situations.
- EMS0110.21.0      History-Taking: Demonstrate a fundamental depth, foundational breadth of the components of history taking.
- EMS0110.22.0      Secondary Assessment: Demonstrate a fundamental depth, foundational breadth of techniques used for a secondary assessment.
- EMS0110.23.0      Monitoring Devices: Demonstrate a simple depth, simple breath of monitoring devices within the scope of practice of the EMT.
- EMS0110.24.0      Reassessment: Demonstrate a fundamental depth, foundational breadth of how and when to perform a reassessment for all patient situations.
- EMS0110.25.0      Medical Overview: Demonstrate a simple depth, foundation breadth of pathophysiology, assessment, and management of medical complaints.
- EMS0110.26.0      Neurology: Demonstrate a fundamental depth, foundational breadth of the assessment and management of neurologic disorders/emergencies for all age groups.
- EMS0110.27.0      Abdominal and Gastrointestinal Disorder: Demonstrate a fundamental depth, foundational breadth of the assessment and management of abdominal and gastrointestinal disorders/emergencies for all age groups.
- EMS0110.28.0      Immunology: Demonstrate a fundamental depth, foundational breadth of the assessment and management of immunology disorders/emergencies for all age groups.
- EMS0110.29.0      Infectious Disease: Demonstrate a simple depth, simple breadth of the assessment and management of a patient who may have an infectious disease for all age groups. HIV 4 HOURS
- EMS0110.30.0      Endocrine Disorders: Demonstrate a fundamental depth, foundational breadth of the assessment and management of endocrine disorders/emergencies for all age groups.
- EMS0110.31.0      Psychiatric: Demonstrate a fundamental depth, foundational breadth regarding the assessment and management of psychiatric emergencies for all age groups.
- EMS0110.32.0      Cardiovascular: Demonstrate a fundamental depth, foundational breadth of the assessment and management of cardiovascular emergencies for all age groups.
- EMS0110.33.0      Toxicology: Demonstrate a fundamental depth, foundational breadth of the assessment and management of toxicological (poisoning and overdose) emergencies for all age groups.
- EMS0110.34.0      Respiratory: Demonstrate a fundamental depth, foundational breadth of the assessment and management of respiratory disorders/emergencies for all age groups.
- EMS0110.35.0      Hematology: Demonstrate a simple depth, simple breadth of the assessment, and management of hematology disorders for all age groups.
- EMS0110.36.0      Genitourinary /Renal: Demonstrate a simple depth, simple breath of the assessment and management of genitourinary/ renal emergency for all age groups.
- EMS0110.37.0      Gynecology: Demonstrate a fundamental depth, foundational breadth of the assessment and management of gynecologic emergencies for all age groups.
- EMS0110.38.0      Non-Traumatic Musculoskeletal Disorders: Demonstrate a fundamental depth, foundational breadth of the assessment and management of non-traumatic fractures for all age groups.
- EMS0110.39.0      Diseases of the Eyes, Ears, Nose, and Throat: Demonstrate a simple depth, simple breadth in recognition and management of nose bleed for all age groups.
- EMS0110.40.0      Shock and Resuscitation: Demonstrate the application of fundamental knowledge of the causes, pathophysiology, and management of shock and respiratory failure.

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- EMS0110.41.0 Trauma Overview: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of the trauma patient for all age groups. **Two-hour trauma score card.**
- EMS0110.42.0 Bleeding: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of bleeding for all age groups.
- EMS0110.43.0 Chest Trauma: Demonstrate a fundamental depth, simple breadth of pathophysiology, assessment, and management of chest trauma for all age groups.
- EMS0110.44.0 Abdominal and Genitourinary Trauma: Demonstrate a fundamental depth, simple breadth of pathophysiology, assessment, and management of abdominal and genitourinary trauma for all age groups.
- EMS0110.45.0 Orthopedic Trauma: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of orthopedic trauma for all age groups.
- EMS0110.46.0 Soft Tissue Trauma: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of soft tissue trauma for all age groups.
- EMS0110.47.0 Head, Facial, Neck, and Spine Trauma: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of head, facial, neck, and spine trauma for all age groups.
- EMS0110.48.0 Nervous System Trauma: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of nervous system trauma for all age groups.
- EMS0110.49.0 Special Considerations in Trauma: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of trauma patients with special considerations for all age groups.
- EMS0110.50.0 Environmental Emergencies: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of environmental emergencies for all age groups.
- EMS0110.51.0 Multi-Systems Trauma: Demonstrate a fundamental depth, foundational breadth of the pathophysiology, assessment, and management of multi-system trauma and blast injuries.
- EMS0110.52.0 Obstetrics: Demonstrate a fundamental depth, foundational breadth of management of the obstetric patient within the scope of practice of the EMT.
- EMS0110.53.0 Neonatal Care: Demonstrate a fundamental depth, foundational breadth of management of the newborn and neonatal patient within the scope of practice of the EMT.
- EMS0110.54.0 Pediatrics: Demonstrate a fundamental depth, fundamental breath of management of the pediatric patient within the scope of practice of the EMT. **Sudden Unexpected Infant Death**
- EMS0110.55.0 Geriatrics: Demonstrate a fundamental depth, foundational breadth of management of the geriatric patient within the scope of practice of the EMT.
- EMS0110.56.0 Patients with Special Challenges: Demonstrate a simple depth, simple breadth of management of the patient with special challenges.
- EMS0110.57.0 Principles of Safely Operating a Ground Ambulance: Demonstrate a simple depth, foundational breadth of risks and responsibilities of transport.
- EMS0110.58.0 Incident Management: Demonstrate a fundamental depth, fundamental breadth of establishing and working within the incident management system.
- EMS0110.59.0 Multiple Casualty Incidents: Demonstrate a simple depth, foundational breadth of responding to an emergency during a multiple casualty incident.
- EMS0110.60.0 Air Medical: Demonstrate a simple depth, simple breadth of safe air medical operations and criteria for utilizing air medical response
- EMS0110.61.0 Vehicle Extrication: Demonstrate a simple depth, simple breadth for safe vehicle extrication and use of simple hand tools.

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EMS0110.62.0 Hazardous Materials Awareness: Demonstrate a simple depth, simple breadth of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.

EMS0110.63.0 Mass Casualty Incidents Due to Terrorism and Disaster: Demonstrate a simple depth, simple breadth of risks and responsibilities of operating on the scene of a natural or man-made disaster.

Laboratory investigations that include scientific inquiry, research, measurement, problem-solving, emerging technologies, tools, and equipment, as well as experimental, quality, and safety procedures, are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate, and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies will be provided to enhance hands-on experiences for students.

EMS1431 Hospital Clinical required hours

EMS1432 Field Clinical required hours

### Paramedic Program

EMS0210.01 EMS Systems: Demonstrate a fundamental depth and foundational breadth of the History of EMS and a complex depth and comprehensive breadth of EMS Systems.

EMS0210.02 Research: Demonstrate a fundamental depth, foundational breath of research principles to interpret literature and advocate evidence-based practice.

EMS0210.03 Workforce Safety and Wellness: Demonstrate a complex depth, comprehensive breadth of workforce safety and wellness.

EMS0210.04 Documentation: Demonstrate a complex depth, comprehensive breadth of the principles of medical documentation and report writing.

EMS0210.05 EMS Communication: Demonstrate a complex depth, comprehensive breadth of EMS communication system

EMS0210.06 Therapeutic Communication: Demonstrate a complex depth and comprehensive breadth of the therapeutic communication principles.

EMS0210.07 Medical/Legal and Ethics: Demonstrate a complex depth, comprehensive breadth of medical-legal and ethical concepts related to EMS.

EMS0210.08 Anatomy and Physiology: Demonstrate a complex depth and comprehensive breadth of anatomy and physiology of all human systems

EMS0210.9 Medical Terminology: Demonstrate the integration of comprehensive anatomical and medical terminology and abbreviations into written and oral communication with health care professionals.

EMS0210.10 Pathophysiology: Demonstrate a comprehensive knowledge of the pathophysiology of major systems.

EMS0210.11 Life Span Development: Apply the integration of knowledge of the physiological, psychological, and sociological changes throughout human development.

EMS0210.12 Public Health: Demonstrate the application of fundamental knowledge of principles of public health.

EMS0210.13 Principles of Pharmacology: Demonstrate a complex depth, comprehensive breadth in the principles of pharmacology.

EMS0210.14 Medication Administration: Demonstrate a complex depth, comprehensive breadth of medication administration within the scope of practice of the paramedic.

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EMS0210.15 Emergency Medications: Demonstrate a complex depth, comprehensive breadth of emergency medications within the scope of practice for the paramedic.

EMS0210.16 Airway Management and Respiration: Demonstrate a complex depth, comprehensive breadth of airway management and respiration within the scope of practice of the paramedic.

EMS0210.17 Artificial Ventilation: Demonstrate a complex breadth, comprehensive breadth of assessment and management utilizing artificial ventilation.

EMS0210.18 Scene Size-Up: Demonstrate a complex depth, comprehensive breadth of scene management.

EMS0210.19 Primary Assessment: Demonstrate a complex depth, comprehensive breadth of the primary assessment for all patient situation

EMS0210.20 History Taking: Demonstrate a complex depth, comprehensive breath of the components of history taking.

EMS0210.21 Secondary Assessment: Demonstrate a complex depth, comprehensive breadth of techniques used for a secondary assessment.

EMS0210.22 Monitoring Devices: Demonstrate a fundamental depth, foundational breadth of monitoring devices within the scope of practice of the paramedic.

EMS0210.23 Reassessment: Demonstrate a complex depth, comprehensive breadth of how and when to perform a reassessment for all patient situations.

EMS0211.24 Medical Overview: Demonstrate a complex depth and comprehensive breadth of pathophysiology, assessment, and management of medical complaints.

EMS0211.25 Neurology: Demonstrate a complex depth and comprehensive breadth of neurologic disorders/emergencies for all age groups.

EMS0211.26 Abdominal and Gastrointestinal Disorders: Demonstrate a complex depth and comprehensive breadth of abdominal and gastrointestinal disorders/emergencies for all age groups.

EMS0211.27 Immunology: Demonstrate a complex depth, comprehensive breadth of immunology disorders/emergencies for all age groups.

EMS0211.28 Infectious Diseases: Demonstrate a complex depth, comprehensive breadth of assessment and management of a patient who may have an infectious disease for all age groups. 4-HOUR HIV

EMS0211.29 Endocrine Disorders: Demonstrate a complex depth, comprehensive breadth in endocrine disorders/emergencies for all age groups.

EMS0211.30 Psychiatric: Demonstrate a complex depth, comprehensive breadth regarding the assessment and management of psychiatric disorders/emergencies for all age groups.

EMS0211.31 Cardiovascular: Demonstrate a complex depth, comprehensive breadth of cardiovascular disorders/ emergencies for all age groups.

EMS0211.32 Toxicology: Demonstrate a complex depth, comprehensive breadth of the assessment and management of toxicology emergencies for all age groups.

EMS0211.33 Respiratory: Demonstrate a complex depth, comprehensive breadth of the assessment and management of respiratory disorders/emergencies for all age groups.

EMS0211.34 Hematology: Demonstrate a complex depth, foundational breadth of the assessment, and management of hematology disorders/ emergencies for all age groups.

EMS0211.35 Genitourinary/Renal: Demonstrate a complex depth, comprehensive breadth of genitourinary and renal emergencies all age groups.

EMS0211.36 Gynecology: Demonstrate a complex depth, comprehensive breadth of the assessment findings and the management of gynecology disorders/emergencies for all age groups.

EMS0211.37 Non-Traumatic Musculoskeletal Disorders: Demonstrate a fundamental depth, foundation breadth of the assessment and management of non-traumatic fractures for all age groups.

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EMS0211.38 Diseases of the Eyes, Ears, Nose, and Throat: Demonstrate a fundamental depth, foundational breadth of the assessment and management of common or major diseases of the eyes, ears, nose, and throat for all age groups.

EMS0211.39 Shock and Resuscitation: Demonstrate the integration of a comprehensive knowledge of causes and pathophysiology into the management of shock and respiratory failure.

EMS0211.40 Trauma Overview: Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of the trauma patient for all age groups.

EMS0211.41 Bleeding: Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of bleeding for all age groups.

EMS0211.42 Chest Trauma: Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of chest trauma for all age groups.

EMS0211.43 Abdominal and Genitourinary Trauma: Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of abdominal and genitourinary trauma for all age groups.

EMS0211.44 Orthopedic Trauma: Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of orthopedic trauma for all age groups.

EMS0211.45 Soft Tissue Trauma: Demonstrate a complex depth, comprehensive breadth of pathophysiology, assessment, and management of soft tissue trauma for all age groups.

EMS0211.46 Head, Face, Neck, and Spine: Demonstrate a fundamental depth, foundational breadth of head, face, neck, and spine trauma for all age groups. **Two-hour Trauma scorecard.**

EMS0211.47 Nervous System Trauma: Demonstrate a fundamental depth, foundational breadth of nervous system trauma for all age groups.

EMS0211.48 Special Considerations in Trauma: Demonstrate a complex depth, comprehensive breadth of special considerations in trauma for all age groups.

EMS0211.49 Environmental Emergencies: Demonstrate a complex depth, comprehensive breadth of environmental emergencies for all age groups.

EMS0212.50 Multi-Systems Trauma: Demonstrate a complex depth, comprehensive breadth of multi-system trauma and blast injuries

EMS0212.51 Obstetrics: Demonstrate a complex depth, comprehensive breadth of the management of the obstetric patient within the scope of practice of the paramedic.

EMS0212.52 Neonatal Care: Demonstrate a complex depth, comprehensive breadth of the management of the neonatal patient within the scope of practice of the paramedic.

EMS0212.53 Pediatrics: Demonstrate a complex depth, comprehensive breadth of the management of the pediatric patient within the scope of practice of the paramedic. **Sudden Unexpected Infant Death.**

EMS0212.54 Geriatrics: Demonstrate a complex depth, comprehensive breadth of the management of the geriatric patient within the scope of practice of the paramedic.

EMS0212.55 Patients with Special Challenges: Demonstrate a complex depth, comprehensive breadth of management of the patient with special challenges within the scope of practice of the paramedic.

EMS0212.56 Principles of Safely Operating a Ground Ambulance: Demonstrate a simple depth, foundational breadth of risks and responsibilities of transport.

EMS0212.57 Incident Management: Demonstrate a complex depth, comprehensive breadth of establishing and working within the incident management system.

EMS212.58 Multiple Casualty Incidents: Demonstrate a simple depth, foundational breadth of responding to an emergency during a multiple casualty incident.

EMS012.59 Air Medical: Demonstrate a complex depth, comprehensive breadth of air medical transport risks, needs and advantages.

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EMS0212.60 Vehicle Extrication: Demonstrate a simple depth, simple breadth for safe vehicle extrication and use of simple hand tools.

EMS0212.61 Hazardous Materials Awareness: Demonstrate a simple depth, simple breadth of risks and responsibilities of operating in a cold zone at a hazardous material or other special incidents.

EMS0212.62 Mass Casualty Incidents due to Terrorism and Disasters: Demonstrate a simple depth, simple breadth of risks and responsibilities of operating on the scene of a natural or man-made disaster.

### LAB

EMS2611L Fundamentals Skills Lab

EMS2612L Airway Management

EMS2613L Patient Assessment

EMS2615L Medical Emergencies

EMS2628L OB/GYN

EMS2658 Clinical Experience

EMS2659 Field Experience



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Rule #	DEMERIT/DISCIPLINARY SYSTEM	De-Merit
1	Any conduct deemed unprofessional or inappropriate by the EMS Coordinator	3-31
2	An arrest or criminal action	31
3	Cheating	31
4	Consuming alcoholic beverages in EMS uniform	31
5	Deliberately refusing or failing to follow a direction or an order from an EMS staff member or Instructor	15-30
6	Dishonesty in any form	31
7	Dismissal without Instructor authorization	5
8	Disruptive behavior	10
9	Entering a bar/lounge while in EMS uniform	5
10	Failure or lateness in completing Assignment	5
11	Late to Class/Clinical/Field without notifying EMS Coordinator	5
12	Sleeping in class or Clinical	5-10
13	Failure to adhere to grooming regulations	5
14	Failure to notify Instructor of absence/tardiness, even if personal emergency or illness exists	10
15	Failure to notify Coordinator and Lead Instructor if served with an injunction, court summons, notice to appear, arrested, placed under investigation of any kind, revocation/suspension of driver's license or vehicle registration, or contact with any law	5-30
16	Failure to notify Coordinator of changes in file information such as an address, phone numbers, e-mail	5
17	The altercation between individuals involving physical contact	30
18	Non-participation in remediation	30
19	Failure to report back to class on time after break or lunch/dinner	5-10
20	Failure to show courtesy and respect to others (e.g., opening doors, using proper titles, being argumentative, disrespecting any person, place, or agency)	5-25
21	Failure to write/submit a report when required	5
22	No Food or drink will be allowed in the classroom without the permission of the Lead	5
23	Improper disposition of trash	3

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Rule #	DEMERIT/DISCIPLINARY SYSTEM	De-Merit
24	Inappropriate civilian attire during EMS educational programs	3-5
25	Lack of good moral character	5
26	Lying	15-30
27	Making or responding to cell phone calls and electronic communication during class time, or having such devices turned on during class without prior approval from the	30
28	Making unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, written graphic, or physical conduct of any sexual or harassing nature creating an intimidating, hostile, offensive, or unprofessional training environment	20-30
29	Posting of unauthorized recordings, photographs, or other inappropriate communication to the Internet about any EMETSEEI EMS program	5-15
30	Reporting to class under the influence of illegal drugs or alcohol	30
31	Smoking or using a tobacco product in an unauthorized location	10-30
32	Violation of the Student Handbook for possession or use of explosives to include fireworks, chemical agents, or deadly weapons including firearms and knives on campus	30
33	Unauthorized absence	10
34	Unauthorized materials in the classroom	30
35	Unauthorized use of classroom computer systems, printers, copy machine, phones, or	3-15
36	Unprepared for the class or a class activity	3-5
37	Unprofessional conduct or behavior by a Student, which is deemed improper and detrimental to EMETSEEI INSTITUTE, the Public Safety Institute and/or the EMS	15-30
38	Violation of EMETSEEI student rules	5-30
39	Dispensing any medications to other Students without authorization from the Instructor	15-30
40	Fraudulent or purposeful inaccurate clinical documentation	30
41	Problems/Discrepancies/Omissions in Background Investigation	15-30
42	Stealing	30



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Rule #	DEMERIT/DISCIPLINARY SYSTEM	De-Merit
43	Using a computer or recording device in a classroom, without permission of the Instructor	10
44	Graffiti on EMETSEEI property or documents	15
45	Playing of games and gambling during training hours	10
46	Gossiping about the academy, fellow classmates, or any EMS Affiliate Site	5-30
47	Any action that could endanger yourself or others	30



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The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team, generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs, including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsant, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, antidysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, antiparasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping ones own pharmacological knowledge-based current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage, and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type of medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients, and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood

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samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs /medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in conducting the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

### Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patients, the Paramedics, and other workers' wellbeing must not be jeopardized.

### Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for the nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in a district known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must

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be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on your place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report, orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

Description of tasks (encompasses the range of all tasks performed by lower level EMTs)

1. Answers verbally to telephone or radio emergency calls from dispatcher to provide advanced efficient and immediate emergency medical care to critically ill and injured persons using a full range of equipment.
2. Drives ambulance to scene of emergency, reads map, responds safely and quickly to the address or location as directed by radio dispatcher, observes traffic ordinances and regulations. Visually inspects and assesses or sizes up the scene upon arrival to determine if scene is safe, determines the mechanism of illness or injury, the total number of patients involved, and remains calm and confident while demonstrating leadership and responsibility.
3. Radios dispatcher for additional help or special rescue and/or utility services. Reports verbally to the responding EMS unit or communications center as to the nature and extent of injuries and the number of patients. Recognizes hazards. Conducts triage, sorting out and classifying priorities for most immediate need for treatment. Uses excellent judgement to identify priorities based on the most critical needs for patient survival.
4. Searches for medical identification as clue in providing emergency care, i.e., identification bracelet for patient who is diabetic. Reassures patients and bystanders while working in a confident and efficient manner, a voids misunderstandings and undue haste while working expeditiously to accomplish the task. Extricates patient from entrapment, works with other EMS providers in rendering emergency care and protection to the entrapped patient. Performs emergency moves, assists other EMS providers in the use of prescribed techniques and appliances for safe removal of the patient.
5. Determines nature and extent of illness or injury in patient, takes pulse, blood pressure, and temperature, visually observes patient, recognizes the mechanisms of injury, takes comprehensive medical history of patient, including patient's current usage of prescribed and non-prescribed medications/drugs. Communicates with and provides verbal direction to Basic EMT to assist with tasks within the Basics scope of practice. Obtains consent and refusal. Uses good judgement to draw conclusions with often, limited information; verbally communicates effectively to provide quality treatment to diverse age and cultural groups. Provides family support, manages the difficult patient, conducts fundamental mental status assessment, restrains patient, and intervenes pharmacologically.

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6. Positions unresponsive patient, protects the seizing patient, identifies, and treats the hypoglycemic patient, provides heating/cooling interventions, manages burns and exposures, overdoses, conducts ingestion management. Manually stabilizes neck and body of child and adult, immobilizes extremities, straightens selected fractures, and reduces selected dislocations. Delivers newborn. Provides pre-hospital emergency care of simple and multiple system trauma such as controlling hemorrhage, bandaging wounds, manually stabilizing painful, swollen joints and injured extremities, and immobilizing spine.

7. Uses basic and advanced life support equipment to open airway and upper airway adjuncts, removes foreign bodies, uses upper airway suction devices, performs orotracheal intubation, nasotracheal intubation, oral intubation with pharmacological assistance and surgery on airway. Uses dual or single lumen airway devices. Provides mouth to mouth barrier device ventilation, oxygen administration, chest injury management, bag-valve mask resuscitation. Uses powered ventilation devices, handheld aerosol nebulizer. Performs cardio-pulmonary resuscitation, uses automatic defibrillator apparatus in application of electric shock to heart, manages amputation, uses anti-shock garment, conducts peripheral venous access, intraosseous infusion, manual defibrillation, interprets EKGs, uses external pacemaker.

8. Administers medication (narcotics), determines the patient's most appropriate body route based on patient diagnosis. Calculates amount of medication to be given in relation to patient's weight, age, and other factors that warrant adjustment of volume. Uses oral, auto-injection, sublingual, inhalation, subcutaneous, intramuscular, intraosseous, transcutaneous, rectal, endotracheal, and intravenous routes including central and peripheral lines and venesection as well as infusion pumps to administer medications.

9. Assists other EMS providers in lifting patients onto stretcher, places patient in ambulance, secures stretcher. Continues to monitor patients enroute to hospital.

10. Checks, maintains vehicles, and provides mechanical reports. Restocks and replaces used supplies, uses appropriate disinfecting procedures to clean equipment, checks all equipment to insure adequate working condition for next response. Takes inventory of and accounts for all medications (narcotics) given. Keeps log of all transactions. Prepares accurate and legible medical reports. Provides medical reports to staff.

11. Transports non-emergency patients to regularly scheduled appointments, for example, transport geriatric patients in nursing homes. Uses computer to enter data for EMS reports.

12. Supervises the activities and educational experiences of assigned observers and students. Complies with regulations in handling the deceased.

13. Functions as the primary direct care provider of emergency health care services to sick and injured patients in pre-hospital settings. Works primarily in advanced life support units affiliated with fire departments, police departments, rescue squads, hospitals, or private ambulance services under the off-site supervision of a physician, usually through radio communication, is usually the senior level member of a two-person team, working in conjunction with a Basic EMT.

14. Accepts primary responsibility for all aspects of advanced life support given to the patient, including use of advanced life support equipment and administration of medication that includes narcotics; responsible for thorough written documentation of all activity related to patient care and medication dispensation. Successfully

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completes continuing education and refresher courses as required by employers, medical direction, and licensing or certifying agencies. Meets qualifications within the functional job analysis.

### Qualifications

Must be at least 18 years of age and be a high school graduate or equivalent. Must have proof of valid driver license. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral, and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations and take on role of leader.

Must have the ability to read road maps; drive vehicle, accurately discern street signs and address numbers, read medication/prescription labels and directions for usage in quick, accurate, and expedient manner, ability to communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders, and ability to discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given. Must be able to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse with dispatcher and EMS providers via phone or radio as to status of patient.

Good manual dexterity with ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to perform quick, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must be able to perform mathematical calculations/ratios and apply them in an expedient, practical manner. Must be independent, confident, able to work independently without structure, have good stable reasoning ability and able to draw valid conclusions quickly relevant to patient's condition, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in practical fashion in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must have successful completion of approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines. Re-certification is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education refresher courses. At any given time, perform any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing journal articles or teach. Meets qualifications within the functional job analysis.

### **The EMT-Paramedic**

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced Cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

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### Description of Tasks:

- Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.
- Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services, as necessary. Determines the nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.). Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members, and bystanders.
- Assists with lifting, carrying and properly loading patients into the ambulance. Avoids mishandling patients and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patients to medical facility providing ongoing medical care as necessary en route. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and conducts medical control orders as appropriate. Assists in moving patients from ambulance into medical facility. Reports verbally, and in writing, observations of the patient's emergency and care provided (including written report(s) and care provided by certified first responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.
- Complies with regulations in handling deceased; notifies authorities and arranges for protection of property and evidence at scene.
- Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment, and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel, and air pressure levels. Maintains familiarity with all specialized equipment.