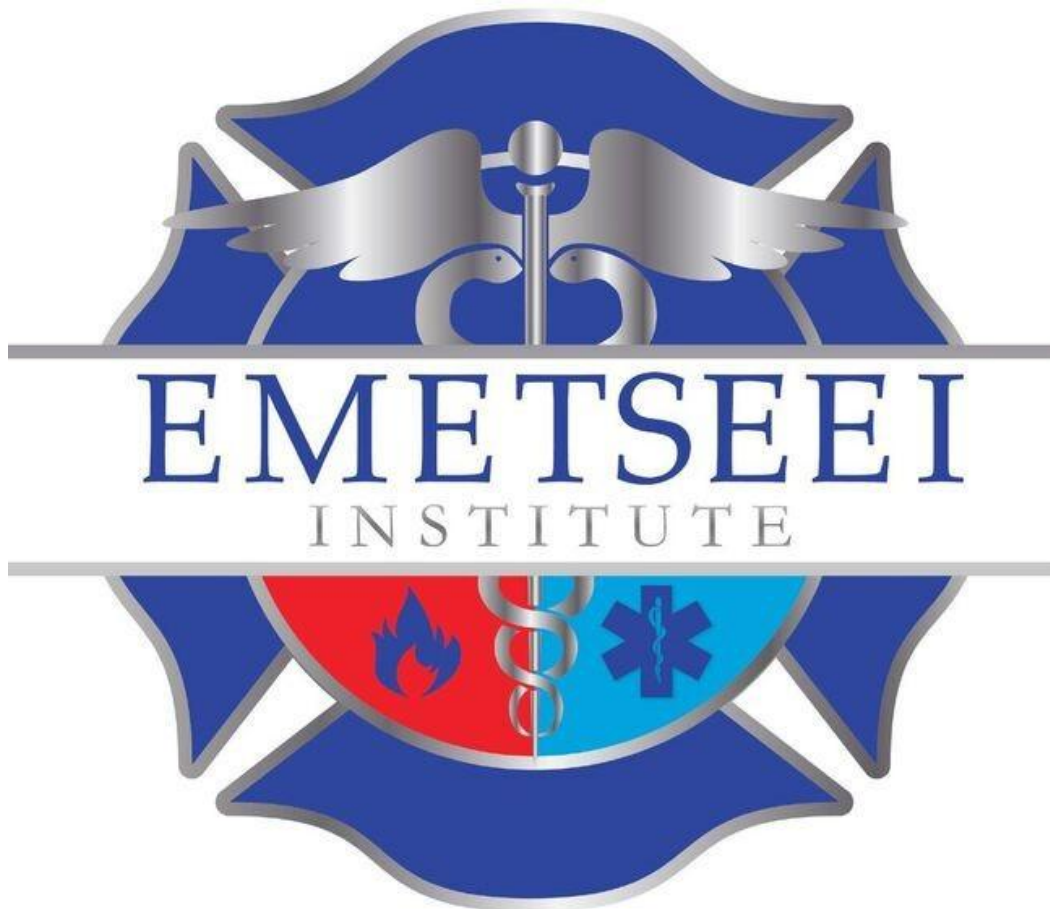


# **EMETSEEI Institute Inc. Student Handbook**



**EMETSEEI Institute, Inc.  
EMS Student Handbook – Operational Addendum  
EMT & Paramedic Programs  
Version: 1.0  
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## Welcome to EMETSEEI Institute, Inc. EMS Education Department

Welcome to **EMETSEEI Institute, Inc.**, and congratulations on taking an important step toward a career in Emergency Medical Services. You are entering a profession built on service, accountability, clinical excellence, and public trust. We are honored that you have chosen EMETSEEI Institute to support your journey.

For more than **ten years**, EMETSEEI Institute has been committed to preparing competent, ethical, and professional Emergency Medical Technicians and Paramedics who are ready to serve their communities with skill and integrity. Our programs are designed to meet the evolving demands of prehospital medicine while maintaining rigorous academic, clinical, and professional standards.

Our EMS programs are developed and delivered in alignment with **state and federal regulations**, recognized **accreditation standards**, and best practices in emergency medical education. Accreditation reflects our commitment to continuous improvement, accountability, and educational quality, and it serves as an assurance to students, employers, and the communities we serve that our graduates are prepared to meet professional expectations.

At EMETSEEI Institute, we believe that technical competence must be matched with professionalism, ethical decision-making, and respect for patients, peers, and the healthcare system. Students are expected to approach their education with dedication, integrity, and a willingness to be held to the same standards expected in the field.

This Student Handbook, together with the EMETSEEI Institute Catalog and program-specific policies, is intended to provide clear expectations, guidance, and support throughout your enrollment. Students are responsible for understanding and complying with all policies, procedures, and standards as a condition of participation in the program.

We are proud of our history, confident in our mission, and committed to your success. On behalf of our Board of Directors, administration, faculty, and staff, welcome to EMETSEEI Institute. We look forward to supporting you as you prepare to serve others in one of the most challenging and rewarding professions in healthcare.

Jeffery D. Gilliard, MEd. NPMD/CCEMTP/FPC  
Program Director

&

Ms. Jay Rebimbas, NREMT, Notary, Student Services Director  
EMS Clinical Coordinator

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MSA-CESS Accredited School Code: FL063W / CoAEMSP LOR: 600960

## 1. Purpose, Authority, and Relationship to Governing Documents

This EMS Student Handbook – Operational Addendum provides detailed procedures, rules, and expectations governing the day-to-day participation of students enrolled in Emergency Medical Technician (EMT) and Paramedic programs at EMETSEEI Institute, Inc.

This document:

Implements the policies approved by the Board of Directors in the EMETSEEI Governing EMS Student Handbook

Operates in conjunction with the EMETSEEI Institute Catalog, which remains the controlling institutional policy document

Applies to all didactic, laboratory, clinical, field internship, externship, simulation, and school-sponsored activities

In the event of a conflict:

Federal or State law prevails

The EMETSEEI Institute Catalog prevails

The Governing EMS Student Handbook prevails

This Operational Addendum prevails

## 2. Student Status and Professional Expectations

All EMS students are considered emerging healthcare professionals and are expected to conduct themselves in a manner consistent with the ethical, legal, and professional standards of the Emergency Medical Services profession.

Students are accountable to:

The Program Director

EMS instructional staff

Clinical preceptors

Clinical affiliate policies and procedures

Failure to comply with professional expectations may result in counseling, remediation, probation, suspension, or dismissal in accordance with this Addendum and the Governing Handbook.

## 3. Attendance and Tardiness – Operational Procedures

### 3.1 Attendance Standard

Students must maintain a minimum of 90% attendance in all scheduled didactic, laboratory, clinical, and field experiences. Detailed institutional attendance definitions, leave provisions, and appeal processes are published in the EMETSEEI Institute Catalog, which remains the controlling document. Attendance is tracked separately for: Classroom Instruction, Laboratory Sessions, Clinical Rotations and Field Internships/Externships

Successful careers require punctual and regular attendance. The attendance and tardiness requirements established by EMETSEEI Institute will assist Students in future employment. **Each Student is expected to contact the school office at 321-417-5151 if he/she will be absent. Students shall not be subjected to call or duty during the training program, this includes classroom, labs and clinical's. The only exception to this policy is under a in-house program not to conflict with FAC 64J or FS 401.**

The school staff and faculty will 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.

### 3.2 Absence Notification

Students must notify the school prior to the scheduled start time if they will be absent. Notification must be made by contacting the school office or designated program contact.

Failure to properly notify the school will result in an unexcused absence.

### 3.3 Tardiness

A student is considered tardy if they are not present and prepared at the scheduled start time.

Operational rules:

Three (3) tardies may equal one (1) unexcused absence

Tardiness during clinical or field rotations may result in removal from the site for that shift

### 3.4 Attendance Probation and Remediation

Students whose attendance falls below 90% will be placed on academic probation.

While on probation:

Attendance is monitored closely.

A remediation Plan may be issued.

Failure to restore compliance may result in suspension or dismissal.

Sponsored students are subject to the same attendance standards and any additional requirements imposed by the sponsoring agency.

## 4. Uniform, Student Appearance, and Hygiene Standards

### 4.1 General Requirements

Students attending EMETSEEI Institute are preparing for professional careers in the Emergency Medical Services field. The administration invites potential employers and guests to visit the school on a regular basis; thus, it is very important for Students to create a favorable appearance and impression at all times. All Students are expected to abide by these policies. Students who come to school, or a clinical, dressed inappropriately or not properly groomed, will be sent home. Students must report to all EMS activities in complete, clean, and proper uniform as prescribed by EMETSEEI Institute. Detailed institutional dress code standards, disciplinary definitions, and appeal processes are published in the EMETSEEI Institute Catalog, which remains the controlling document.

### 4.2 Uniforms Items

- Current AHA Healthcare Provider BLS card MUST be on the Student at all times.
- EMETSEEI INSTITUTE shall be issuing uniform pants, shirts and belts to each EMT/Paramedic Student. Upon acceptance to the program go to the EMETSEEI INSTITUTE uniform provider to pick up your uniform for you to wear at orientation and throughout the program.
- Proper footwear is important in pre-hospital medicine with particular attention paid to ankle support. Black, closed, hard toed polishable shoes (no sneakers). They must be polished at all time, be prepared for inspection at any time.
- Clothing shall be ironed, clean, stain free (uniform shirts only).
- Blue or Grey EMETSEEI INSTITUTE polo shirts with embroidered EMETSEEI INSTITUTE logo and

EMT or Paramedic Affiliate on the right chest with no patches or insignias. (EMETSEEI INSTITUTE will provide)

- Socks to match uniform pants (Student provides).
- Blue Belt with Gold Buckle. (EMETSEEI INSTITUTE will provide) Gold buckle will be polished at all times.
- Lap-top, Tablet, Penlight, trauma shears, black ink ball point pen small notepad, watch with sweep second hand. (Student will provide)
- Stethoscope, BP Cuff and safety goggles (EMETSEEI INSTITUTE will provide)
- Wearing of foundation garments (bras for females).
- Hair is to be of a natural color, is to be clean, neat, tied back and above the collar.
- Beards are not permitted if they interfere with HEPA mask fit pursuant to OSHA guidelines. Mustaches must be neatly trimmed and not extend beyond the corners of the mouth. For your own safety and that of your family, it is strongly recommended that the face should be clean shaven. Men should shave prior to beginning each clinical.
- Fingernails not to exceed the fingertip by more than ¼" and must be clean – if polish is worn, it must be clear only. NO "fake" nails (safety hazard) NO JEWELRY will be worn when in uniform!!!!!! (This is an extreme safety hazard).



#### 4.3 Unacceptable Attire

- Large or decorated belt buckles
- Hats, visors, ball caps or sweatbands
- Jumpsuits, parachute pants or pants that tie at the ankles. Pant legs will always be over the boot.
- Canvas sneakers, athletic shoes, colors other than black, insignias on shoes
- Any T shirt other than white
- Obvious lack of foundations under the uniform
- Short Shorts, halter tops, tank tops, mini-skirts, swimsuits, spandex, or any attire that may be perceived suggestive.
- Baggy, torn jeans, jogging shorts, boxer shorts, pants worn on or below the hips as to appear to be falling down.
- Flip-flops, sandals, non-support shoes
- Excessive make-up or cologne/after shave – many patients are severely allergic to “Sniff-Good” products.
- NO JEWELRY may be worn in labs, clinicals or at any time you are in uniform. This is strictly due to the potential safety hazards. No facial studs/nose rings or inappropriate piercings.
- Dirty Uniform
- Incomplete Uniform

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#### 4.4 Grooming and Hygiene

- All Students will be clean, neat AND in full uniform at all times while representing EMETSEEI INSTITUTE or in a Student role
- It is expected that all Students bathe prior to class or clinical
- Hair will be clean, tied back and above the collar (safety hazard) and freshly brushed/combed
- Clean, short, shaped fingernails – only clear polish acceptable if worn, and NO “fake” nails (safety hazard). Dirty nails will not be tolerated
- Avoid heavy make-up, application of lipstick or lip balm (safety hazard) while in clinicals
- Avoid all perfumes and colognes
- Students must ensure that there is no offensive body odor by utilizing deodorant or antiperspirant
- Students are expected to practice oral hygiene by brushing their teeth and using mouthwash – especially after eating or smoking, no bad breath
- No gum chewing (safety hazard) while in clinical or lab
- No DIP, CHEW, SMOKING, VAPING or use of tobacco products while in clinical, classroom or lab activities (including any outdoor activities)

## 4.5 Enforcement

Please understand that if you go to a clinical, class or lab NOT in the proper uniform (including your clipboard & the proper paperwork) or if you are tardy – you will be sent home. This is Pass/Fail criteria.

Valuables should be left at home. EMETSEEI INSTITUTE and clinical affiliates accept NO RESPONSIBILITY for loss or theft of Student belongings. Clinical areas do NOT have locked storage areas for Students.

During cold or rainy weather, Students may wear a windbreaker or uniform jacket on rescue rotations ONLY. The jacket must be free of any design lettering, logo, badges or patches. Jackets must conform to the dress code policy. No jackets may be worn in the emergency department. Thermal garments may be worn underneath the uniform at any time – Keep yourself warm! **Laboratory attire will be full uniform. The following applies to all clinical/lab functions. ALL LABS are mandatory.**

## 5. Identification Badges/Student Identification Cards

Students are issued identification badges/Student identification cards during the first few days of classes. Students are required to wear the identification badge at all times on their uniform shirt while on campus and on externship/clinical sites. Students who lose the identification badge must purchase an additional badge from the Registrar for a fee of \$5.00. For the safety and security of all staff and Students it is imperative that Students wear the badge at all times when on campus.

## 6. Student Conduct

### CODE OF CONDUCT

On behalf of the EMETSEEI Institute EMS selection committee, we are pleased that you have been accepted into the EMT (or Paramedic) program.

With this acceptance into the program, the Student enters the health profession and has, in effect, been entrusted with the development of emergency care with proper provision of services to his fellow man. As a health profession, EMS is one of honor and dignity. In our society, medical personnel are entrusted with health, life, and the well-being of humanity. It is an expectation that this trust will be earned and that the pursuit of knowledge, as in the care of patients, will be done to the best of one's ability and with honesty too self and others.

Integrity and honor are expected of the Student, indeed, demanded. This implies the expectation of a high level of performance, of through and continued dedication to learning and appropriate conduct are essentials of the EMS profession.

A code of conduct for Students must be both implicit and explicit. Implicit is the development of those attitudes and behaviors which reflect the dedication of one's energies to the humane understanding and care of others. Explicit are those behaviors which reflect the integrity expected at all levels of the profession.

Violation of the code of conduct, such as cheating, stealing, falsification of records, or improper, insensitive approaches to patients and others are clearly unacceptable. A person who violates the code of conduct shall be subject to dismissal or some lesser disciplinary action as the situation may warrant; including suspension, probation, loss of privilege, reprimand and warning; and any other sanction determined appropriate by the EMS Program Director. Convictions in the courts for a felony offense may similarly lead to dismissal from the program.

Attitude is best affected at a Student level and the Student is expected to assume both individual and group responsibility for the avoidance of any question placed upon their integrity. Allegations that cannot be resolved by faculty or Students on an informal basis should be pursued through the formalized Grievance Procedure.

Each hospital has its own rules of conduct and Students must obey these rules. Students will respect the authority of hospital employees in charge of the Student clinical area in which the Student is stationed.

## **7. Counseling, Discipline, Probation, and Remediation (Program Director Discretion)**

Discipline within the EMS programs is corrective and educational in nature whenever possible, while prioritizing patient safety, regulatory compliance, and professional standards. Institutional disciplinary definitions, student rights, and formal appeal procedures are published in the EMETSEEI Institute Catalog, which remains the controlling document. The Student is expected to be familiar with the Institute's rules and regulations as outlined in the Student Handbook. Because the administration believes Students should be offered the freedom of adulthood, the number of rules has been kept to a minimum. With freedom, however, comes the responsibility to behave in a manner consistent with the best interest of the Student body. EMETSEEI Institute, therefore, reserves the right to suspend or to dismiss from the school any Student at any time when such action is deemed by the administration to be in the best interest of the Student body or the school.

Students will be counseled by EMETSEEI INSTITUTE Faculty for purposes of improving the Student's educational experience. Counseling will take place for, but is not limited to:

- Grades
- Attendance
- Behavior
- Appearance
- Nepotism
- Withdrawal
- Expulsion

Each counseling session is individual in need and in nature so that the outcomes will vary on a case by case basis. All counseling will remain confidential unless the Student agrees to release the information for the purpose of improving his/her educational experience.

Students requiring counseling for failure to perform based on established standard criteria, policy or procedures of any aspect of an EMS program will receive VERBAL counseling. A second occurrence of the same problem will result in a written counseling. The third counseling will result in probable expulsion from the program. Any of the following occurrences will be grounds for an immediate WRITTEN counseling memo and/or suspension, and may result in expulsion from the program:

- Unexcused absence
- Cheating
- Not utilizing PPE/BSI/Universal Precautions
- Leaving a clinical without permission
- Leaving a clinical early
- Three (3) tardies in any clinical area of this program

- Variations of assigned clinical area, date, or times without the prior approval of the Clinical Coordinator and/or Program Director
- Behavior deemed by faculty, preceptors, emergency personnel, or hospital staff to be inappropriate or unprofessional
- Not following the chain of command
- Not complying with OSHA standards

!!!! ANY WRITTEN COUNSELING FOR ANY REASON WILL RESULT IN A DROP OF ONE LETTER GRADE OF YOUR GPA!!!!

Each Student in the EMS program, as a healthcare professional, will show respect for fellow Students, faculty, staff, visitors and clinical instructors. Any Student who displays threatening, aggressive, intimidating or violent behaviors or any action which indicates disrespect either in a written form, verbally or physically, risks being dismissed from the program and any legal action that EMETSEEI INSTITUTE feels necessary.

### 7.1 Immediate Program Dismissal

Students in the EMS programs will be immediately dismissed from the program for the following offenses:

- Obtaining, possessing, selling or using marijuana, narcotics, amphetamines, hallucinogenic substances, or alcohol on school property or at a clinical affiliation. Reporting to a clinical experience under the influence of any of these substances.
- Theft, abuse, misuse, or destruction of any property or equipment of any member of the EMS program or clinical affiliations to include patients, visitors, other Students, preceptors, employees or volunteers
- Disclosing confidential information to include, but not limited to, patients, fellow Students, instructors, employees of clinical affiliates, employee's/staff of EMETSEEI INSTITUTE
- Improper conduct: slandering, making disparaging comments about the school, instructors or staff; inappropriate language; exhibiting violent behavior
- Cheating of any type: plagiarism; talking with other Students during an examination; using textbook or notes during an examination
- Improper Dress: Being out of the required uniform for the program of study
- Violation of local, state or federal laws
- Disruptive behavior in the classroom, staff offices, hallways or break room
- Disrespectful attitude towards other Students, faculty or staff
- Sexual harassment
- Improper use of computers or software
- Damaging school property
- Possession of weapons, wielding or threatening to use firearms, knives or other illegal weapons while in a EMETSEEI INSTITUTE Student capacity NOTE: (If you are a Student that is currently employed in law enforcement, please be aware that clinical sites will not allow Students to carry weapons while on a clinical. Since we are guests at the clinical sits we must follow their rules. If your agency/department suggests that you carry a weapon even when off duty you will need to obtain a variance for your clinicals. Please let the Program Director know if this situation pertains to you)
- Assault and/or battery of any patient, visitor, fellow Student, clinical affiliate, employees or EMETSEEI INSTITUTE faculty/staff, instructors or preceptors

- Misuse or falsification of patient, Student, instructor documentation (i.e. writing patient assessment forms on patients not actually assessed or documentation of skills not actually performed by the Student), clinical affiliate employee information or official records
- Removal, destruction or photocopying of official documents without proper authorization
- Performing patient care without permission or not in the presence of a EMETSEEI preceptor or designate by contract, to include invasive techniques or practicing medicine

#### IN ADDITION

IT IS EXPECTED THAT ALL STUDENTS IN THE EMS PROGRAMS HAVE A SAFE DRIVING RECORD AND/OR HAVE NOT BEEN INVOLVED OR ARRESTED IN ANY VIOLENT OR DRUG-RELATED INCIDENT THAT COULD PREVENT THEM FROM BECOMING STATE CERTIFIED. Any Student who has been arrested, ticketed, or involved in litigation prior to, or during the course of the EMS program should check with the State EMS Office to verify eligibility (850-245-4440)

Students will report any behaviors of fellow Students, faculty, staff or clinical instructors that in the opinion of the Student is not professional. Any Student who is asked to leave the classroom, lab or clinical due to inappropriate behavior will be given an unexcused absence.

### 7.2 Remediation/Probation

At the discretion of the Lead Lab Instructor, Clinical Coordinator, Medical Director, or the Program Director, Students may be required to perform additional required classroom, clinical or lab hours. Possible reasons for this action include, but are not limited to:

- Failure to complete the required number of patient assessments
- Unsatisfactory written patient assessments
- Less than the required number of satisfactory preceptor evaluations
- Less than the required number of successful procedures
- Inability to perform required skills to the CURRENT expected proficiency level

If a preceptor, instructor, medical director or the Student him/herself feels it is necessary to extend his/her clinical hours in order to strengthen areas of documented weaknesses, the involved parties will have a conference and develop a remediation prescription plan for improvement. It is possible that the Student will be responsible for any additional costs of these services.

## 8. English Proficiency

Students are required to demonstrate the ability to read and write in Standard English. This is accomplished through the successful completion of the entrance evaluation and the interview with admissions personnel. All classes are taught in English and it is the only language allowed in the classrooms and laboratories during times of instruction.

## 9. Criminal Record

Criminal records within the EMS programs is Affiliate Site Compliant in nature, while prioritizing patient safety, regulatory compliance, and professional standards. Institutional criminal records definitions, student rights, and formal appeal procedures are published in the EMETSEEI Institute Catalog, which remains the controlling document. Some employers may deny employment to Students who have a criminal record; in addition, the EMS Bureau of Florida could deny your ability to take the EMT or Paramedic exam. A criminal background check and drug screening are required by many agencies before accepting Students as externs. Students are reminded that having a criminal background will limit their employment possibilities. As part of the enrollment process, all Students must submit to a criminal background check prior to starting classes. The criminal background check will be at the Institute's expense. This background check is for the purpose of advising Students of the hurdles they may face in the job market and/or licensure. Offenses that are subject to dismissal and or program rejection can be found in our current school catalog.

## 10. Discrimination Policy

EMETSEEI Institute does not discriminate in its admission, access to programs, or other activities on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation or marital status. At no time should any verbal, written or implication on social media be displayed, written or otherwise communicated that could be construed as discrimination or racism.

## 11. Professional Licensure & Certifications

The State requires Emergency Medical Technicians and Paramedics to pass the national certification examinations offered through the National Registry of Emergency Medical Technicians (NREMT). This allows the student to then obtain their Florida certificate in order to work for licensed EMS agencies & Hospitals in the state.

## 12. Clinical and Externship Requirements

### All EMS Students

Clinical and field education are essential components of EMT and Paramedic training and must be completed in accordance with Florida law (FAC 64J; FS 401), accreditation standards, and clinical affiliate requirements.

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, and 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 a must to represent yourselves with a clean, professional appearance. Hygiene and facial hair must be neatly tended to, hair must be placed in a professional manner, shirts will be tucked in and school issued POLO's (No T-shirts) with EMETS logo will be worn with school ID's visibly displayed, and 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. You should have an additional uniform with you, in

the event yours becomes soiled, if you do not have an extra uniform, then your rotation will be done for the day, with only the hours present credited to you.

- 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, as well as there may be financial and disciplinary consequences.
- Cell phone use needs to be at a minimum. During hospital clinicals, cell phones are not permitted in pt. rooms. 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 being 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 patients body language and demeanor, unfortunately we are still within a pandemic and some family members or patients may not wish to have multiple contacts within a ER, we always ask permission prior to entering a 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 hallway, be aware of loud conversations in common areas.
4. Please do not take it upon yourself to assume patient interventions, beyond a basic set of vitals, not all patients require IV's and blood draws, ones that do, we wait for specific orders to be ordered. Some labs if drawn to early may not be accepted by the lab 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 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 preceptor, so they know what you should be capable of), and how long you are there till. Be aware, this guideline as well as 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 crew. During down time, you should be studying or making yourself familiar with 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 unit, along with required clean up
4. Stay with your assigned unit, with the exception of an isolation pt., you should be in the back with the pt. assisting the crew, upon arrival at hospital you should stay with pt. care member of the crew until pass down to hospital personnel has been completed. The 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.**

Students must complete the following prior to beginning the clinical or externship portion of a program of study.

- A criminal background check and drug screening
- Immunization records. Proof of a negative PPD test at least two weeks before beginning the clinical or externship experience (proof must be on file at the school). Students born outside of the United States should discuss this test with their Instructor and primary care physician prior to getting the PPD.
- A zero-balance owed to the business office of the school or a financial payment plan in place.
- Successful completion of an AHA Healthcare Provider CPR class (proof must be on file at the school).
- Completion of all skills required on the competency check off sheet.
- A minimum of the first required shot for Hepatitis B (Hep B) to protect the healthcare worker or declination.

In addition to the above requirements, EMT Students must also provide proof of a general wellness physical at least three (3) weeks prior to the start of the clinical or externship portion of their program of study.



## 12.1 Critical Clinical Information

1. Take all necessary paperwork to the clinical site (don't leave it in your car).
  - A) Student patient care supplies.
  - B) Clipboard.
  - C) Patient Assessment Forms/Patient Care Reports (PCR's)
2. Make certain ALL clinical paperwork is **filled out, evaluated and SIGNED**.
3. Make sure all necessary areas are filled out on your paperwork, DON'T wait until the day of your clinical to study the sheets.
4. Get page protectors to protect and keep your paperwork together.
5. Do NOT procrastinate in completing your clinical paperwork or entries in PLATINUM. **ALL PCR/SKILLS must be entered with 48 hours after you leave the clinical.**
6. DO NOT HANG AROUND the nurse's station at any time or at in non-clinical areas you are not assigned to.
7. Make sure you have the phone # to the clinical coordinator in case of emergency. To reach him/her Call (321) 432-2912 or designate and you will receive directions from who is on call.
8. If you do not know.....ASK.

## 12.1 Critical Classroom/Lab Information

1. Get a tablet, laptop, calendar or day planner, or any combination thereof.
2. Transfer the information from your syllabus to your calendar.
3. ALWAYS Have your calendar with you, things change.
4. If you think a tape recorder will help you, bring it. Mobile phones & laptops must be kept in your backpack until directed by instructional staff.
5. If you do not know.....ASK, an instructor, not a fellow Student.

## 12.2 Externship Guidelines

1. The Student will be responsible for documenting and having the preceptor evaluate all aspects of patient management on every patient contact.
2. Students will complete a PCR (run sheet) on ALL runs (ALS/BLS/Refusals) and enter the information in Platinum within 48 hours from the you leave the externship site.
3. Only on rare occasions, shifts could be 24 hours. If so Students will provide their own bedding, pillows, toiletries, etc. and will provide their own food for all clinicals unless other arrangements are made to eat with the crew.
4. Students will keep any assigned area clean/neat.

5. STUDENTS WILL NOT PARTICIPATE IN FIGHTING ANY FIRES!
6. Students are responsible for completing ALL paperwork and submitting it on time.
7. Should any problems arise that the preceptor is unable to handle, the Clinical Coordinator is available 24/7 – TAKE contact numbers with you at ALL CLINICALS.
8. ***The Student is considered a third person on the rescue and in the hospital, EMT and paramedic Students are not subject to call while participating in class, clinical or field sessions. (FAC 64J-1.0202(1)(a)).***
9. The Student is expected to assist the preceptor in their assigned duties.
10. The Student will report to their preceptor immediately upon arrival at the clinical site.
11. In the event there is no preceptor, contact the Clinical Coordinator immediately – BEFORE LEAVING THE CLINICAL SITE.
12. Students will always maintain a professional attitude. No cell phones are allowed during clinicals.
13. Students will maintain a professional appearance and be ALWAYS in proper uniform throughout the clinical. Class A uniforms will be worn at all times until 6:00p, after that you may wear your class B uniform.
14. Students will NOT leave an assigned clinical area without permission from the preceptor or Clinical Coordinator.
15. Students will be in PROPER Uniform throughout the entire clinical and AT ALL EMETSEEI INSTITUTE ACTIVITIES including labs, extrication, etc.
16. NO FOOD OR DRINK IS ALLOWED IN THE CLASSROOM OR LAB AREAS. There is a lunchroom available for your use while at the institute.

### **13. EMS Student Performance Objectives**

#### **Ambulance/Rescue Rotations**

1. Students will write a clear, concise, complete Informational Report for EVERY patient contact (ALS/BLS/ and Refusals & Cancellations). ECG's photos are required for all patients who have an ECG taken. You will upload that photo on each patient's Informational Report in Platinum. Students will also complete an ESR at the end of the shift as directed on the ESR. Preceptors must evaluate by numerical evaluation and sign both front and back of the ESR. Incompletion failures shall be returned to the student for completion and resubmission.
2. The Student will assist with complete patient assessments and appropriate interventions for management of patient care.
3. The Student will demonstrate knowledge of signs/symptoms and appropriate interventions and treatment.
4. The Student will communicate Prehospital information to the receiving facility/agency and provide verbal report to receiving facility/agency.

5. The Student will perform all skills under direct supervision of the EMETSEEI assigned preceptor.
6. The Student will demonstrate the ability to perform patient and scene management under stress/in stressful situations.
7. The Student will be solely responsible for completing required PCR, clinical documentation and PLATINUM entries.
8. The Student will be solely responsible for scheduling/rescheduling any changes, within 1 week, with the clinical coordinator.

## **Hospital Rotations**

1. Students will document a complete patient assessment on all patients that they have contact with. Informational Report for EVERY patient contact (ALS/BLS). ECG's photos are required for all patients who have an ECG taken. You will upload that photo on each patient's Informational Report in Platinum. Students will also complete an ESR at the end of the shift as directed on the ESR. Preceptors must evaluate by numerical evaluation and sign both front and back of the ESR. Incompletion failures shall be returned to the student for completion and resubmission. Students are their to complete their objectives in patient assessment and skill completion, not in triage or only doing IV's and ECG's. If you are being assigned outside of your objectives call the clinical coordinator for further instructions.
2. The Student will perform complete level appropriate (BLS) interventions for the management of patient care under the direct supervision of the clinical preceptor.
3. The Student will demonstrate knowledge of common signs and symptoms and appropriate interventions and treatment.
4. The Student will be solely responsible for completing required clinical documentation.
5. The Student will be solely responsible for scheduling/rescheduling any changes, within 1 week, with the clinical coordinator.

STUDENTS AT ALL CLINICALS REPRESENTS EMETSEEI INSTITUTE AND WILL ACT PROFESSIONALLY.

Students will make themselves available to perform any assigned duty within the scope of their training. When assigned clinical area is not busy, Students may, with the permission of the preceptor, study or work on their homework. Studying, however, must be done in the sight of the patient care area. Patient care always takes precedence over studying during clinical rotations. Expect homework assignments during clinical and labs.

**Absolutely no equipment, materials, supplies, or forms are to be removed from any facility.**

Students will not eat or drink or use tobacco/vaping materials in any form except in designated areas. Students may take breaks only as assigned and are NOT to leave any patient care area without permission from the preceptor. Students using any break areas at a clinical site are expected to leave them clean after use.

**No electronic equipment is allowed in the clinical/lab areas (cell phones, pagers, etc.)**

Students may not use hospital or station phones without permission from the preceptor. Students may not give out hospital or station phone numbers as contact numbers. Family members should be given

the contact numbers of the clinical coordinator. If there is an emergency, you will be notified immediately.

**Any Student who becomes ill or is injured during a clinical must immediately notify the EMETSEEI INSTITUTE preceptor and Clinical Coordinator.**

Students are cautioned to remember all patient information is confidential. Questions regarding patient status or disposition are to be directed to the preceptor or staff at the clinical site. No portion or copy of any medical record may be removed from the clinical site by the Student at any time.

All clinicals are to be performed under the direct supervision of the assigned preceptor. Only the skills which have been signed off on the Master Skills Log in the lab are to be performed in the clinical areas. Performance of any skill for which the Student has not been checked off or is above the "current level" of training will constitute grounds for immediate expulsion from the program.

Students will be required to repeat their shift/lab if they do not obtain the preceptor's or lab instructor's signature on the required paperwork and/or if the Students fail to bring all required forms and paperwork with them to all clinical/lab rotations. In these cases, the Student will be responsible for any additional personnel costs.

There will be NO EXCUSED clinical/lab absences without a doctor's excuse. If you must cancel a clinical/lab, you are required to contact the Clinical Coordinator/Lead Lab Instructor to inform them of the cancellation PRIOR to the clinical/lab session. Each UNEXCUSED absence will automatically result in a written counseling/drop in letter grade.

Schedule changes must be made at least 72 hours in advance. If the Clinical Coordinator/Lead Lab Instructor is not notified at least 72 hours in advance you will receive an unexcused absence. All cancelled clinicals/labs must be rescheduled within one (1) week. There will be no more than three (3) schedule changes initiated by the Student in any term. Some clinical/lab experiences may only be provided once a year – in which case you may not be able to continue in the program and will have to reapply for admission the following year. Readmission is not automatically guaranteed.

If you receive a "0" (clinical) or "unsuccessful" (lab) on your performance evaluation, you will be placed in the remediation process. If you receive a "1" on your performance evaluation (clinical) you MAY be placed in remediation.

**The following applies to all classroom functions:**

**ANY AND ALL PAPERWORK IS THE PROPERTY OF EMETSEEI Institute Inc.** If YOU wish to retain copies for future reference/use, it is your responsibility to make copies. EMETSEEI INSTITUTE will not reproduce, issue, or provide any duplication of paperwork to a Student after grades have been recorded! All paperwork will be graded and returned to Students for review, quires and filing.

It is the Student's responsibility to check the classroom bulletin board for important memos. They will be posted after they are announced by the instructor.



A Student break room is provided at the school for your convenience. All eating and drinking should be confined to the break room area in either building. Please clean up after yourself by throwing your trash in the appropriate receptacle and placing your chair back under the table. A microwave oven, sink and refrigerator are provided for Student use in the break room. Please speak softly in the break room as it is in the vicinity of classrooms and the training/office center.

## **18. Housing and Transportation**

EMETSEEI Institute does not provide Student housing; however, staff members will refer Students to specific agencies when housing assistance is needed.

EMETSEEI Institute is located on Florida Ave S. in Rockledge, Florida and can be reached by the Space Coast Area Transit bus service on route #6.

## **19. Inclement Weather**

The school will normally be open under bad weather conditions unless most of the other area local school systems are closed. Of course, at all times, personal discretion and safety should be considered according to your location. Closings will be announced by Student email or text if possible.

The Education Coordinator, Program Director or Instructors will call Students, when possible, to let them know if the school is closed. IF YOU DON'T KNOW ASK!

## **20. Campus Visitors**

Students and staff are not to bring children (15 or under) to their classes or offices unless they have the Institute Director's approval. This approval is not given lightly since such children can cause safety and distraction issues. Because EMETSEEI Institute offers classes in the field of allied health, insurance prohibits children in classrooms and in other public areas except during the enrollment process. Children must stay with parents/guardians during all phases of the enrollment process.

With prior approval of their instructor's Students may bring a friend or relative (over the age of 16) to a class to observe (on a space available basis). Such a friend or relative may observe, but not participate in the class.

With prior approval of the Institute Director a staff member may bring a child over the age of 16 to the school to observe his/her parent/guardian at work. Other visitors to the school must have a business/professional purpose and check in with the receptionist in the lobby area.

Unauthorized people will be asked to leave. If they refuse to leave, they risk being arrested for trespassing. This policy is a protection for Students, staff, their property and school property.

## **21. Smoking Policy**

Students and staff are not allowed to smoke/vape inside any EMETSEEI facility at any time. Smoking/vaping is permitted outside of the building, in the smoking area. Smoking is not allowed near the front door.

## 22. Classroom and Public Areas

Please treat the classrooms, labs, Library/Resource Center and all equipment as if you were on the job.

- No eating or drinking in the classrooms, Library/Resource Center, or hallways
- Learn the proper handling of computer hardware and software
- Report any equipment problems to your instructor
- Report any missing laboratory materials to your instructor
- Please clean your work area prior to leaving class each day
- Ensure all sharps are locked up securely and all used sharps are placed in the bio-medical containers
- Place chairs under tables prior to leaving class, **DO NOT PUT YOUR FEET/BOOTS IN THE CHAIRS OR ON ANYOTHER FURNITURE. DAMAGE TO ANY EQUIPMENT OR PROPERTY OF THE INSTITUTE WILL BE THE STUDENTS RESPONSIBILITY TO CLEAN/REPAIR OR REPLACE!**
- Assist the instructor in straightening up the classroom and laboratory areas after classes end to include taking all the trash out.

## 23. Hours of Operation

EMETSEEI Institute is open for classes year-round, except for designated holidays and a break in December and January. The school is open from 8:00 am until the last class finishes in the evening. After evening classes start, it may not be possible to enter the premises unless arrangements have previously been made. Without prior arrangements for entry to the building will not be allowed after 7:00 pm each evening.

## 24. Specific Office Hours

Generally, all offices are open from 8:00 AM until 5:00 PM, Monday through Thursday. Offices are open on Friday from 8:00 AM until 3:00 PM. If you need to see an instructor or staff member at some other time, you may make a specific appointment with the party concerned.

## 25. Class Schedules

EMS Schedules are in accordance to the number of Students that are participating in EMS programs each semester. EMETSEEI INSTITUTE strives to make "Life Working" schedules to meet our Student's needs. Your schedule will be given to you on the first night of class. In general, Students are given a one-hour lunch break during the morning sessions. There are periodic breaks during the evening classes, but not a lengthy dinner break. Students should eat dinner prior to reporting to class.

EMETSEEI Institute will attempt, but cannot guarantee, that a Student's schedule will be kept in the same time block (morning or evenings) for the duration of his/her program. **For Students doing clinicals/externships as part of their program of study, the requirements are as assigned for the duration of the externship.**

## 26. Make Up Work

Each Student is responsible for obtaining and the completion of all assignments missed during an absence including clinical/externship hours. The Student will work with the Educational Coordinator (EC) on an individual basis to complete all missed work. Make up work must be submitted in the time frame established by the (EC). Make up examinations are at the discretion of the (EC). Attention to work missed due to an absence will help avoid an incomplete or failure.

If you miss a test you will may receive an essay make-up test that involves ALL aspects of the required theory or you will take an exam that must be scheduled. This will be taken no more than one week after you return to class or you will receive a zero. It is the Student's responsibility to schedule make- up test by contacting the (EC) to schedule an appointment.

## 27. Firearms and Weapons

Carrying or bringing firearms, knives, handcuffs, or weapons of any type is strictly prohibited. If this policy is violated, the police will be called and the offender escorted off school premises. Students or staff members who violate the policy may be terminated, suspended, or put on probation at the discretion of the administration. The only exception would be in the case of law enforcement officers on official business. Officers attending classes as Students should leave all weapons in a safe place.

## 28. Repeating a Class

A Student must repeat any course completed with a grade less than a required average for your course of study. The Student will be charged the current tuition for each class that is repeated.



## 29. Program Withdrawal

A Student wishing to withdraw from the EMS program should do so in accordance with Institute's policy. Withdrawals are available to the Student through the Admissions Registrar; he/she may assist you in this process. If the voluntary withdrawal is not properly executed for all applicable courses, the Student risks receiving an "F" on the permanent transcript. A Student may be withdrawn from the program for reasons throughout this handbook. Some reasons include: excessive absences, inappropriate behavior, academic dishonesty, weapons, etc.

## 30. Acceptable Use of Computer Resources

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of EMETSEEI Institute. It applies to all users of the School's computing resources including Students, faculty, staff, alumni, and guests of the school. Computing resources include all computers, related equipment, software, data, and local area networks for which the school is responsible as well as networks throughout the world to which the school provides computer access.

The computing resources of EMETSEEI Institute are intended to be used for its programs of instruction and research and to conduct the legitimate business of the school. All users must have proper authorization for the use of the school's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the school's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable school procedures and applicable State and Federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Policy violations generally fall into four categories that involve the use of computing resources to:

1. Harass, threaten or otherwise cause harm to specific individuals or classes of individuals
2. Impede, interfere with, impair, or otherwise cause harm to the activities of others
3. Download, post or install to school computers, or transport across School networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of school contracts, or otherwise damaging to the institution.
4. Recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above four categories include:

- Sending an individual or group repeated and unwanted (harassing/racially implicated) E-mail or using E-mail to threaten someone
- Accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- Propagating electronic chain mail or sending forged or falsified E-mail
- Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- Copying a graphical image from a Web site without permission

- Posting a school site-licensed program to a public bulletin board
- Using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- Releasing a virus, worm or other program that damages or otherwise harms a system or network

### 31. Campus Safety Information & Crime Statistics

Campus policies regarding the reporting of criminal actions and emergencies:

EMETSEEI Institute Students and employees will report all observed criminal actions and confirmed emergencies to the Institute Director. In his/her absence, they should report to any administration official. If necessary, the administrator will contact the emergency response unit of the local police at "911". The administrator to whom the crime or emergency is reported will make written notes, including names, date and time of the reported incident and will remain on duty to assist the police in establishing details of the incident reported. Further, the Institute Director will maintain a file of reported incidents and will endeavor to learn of and note the conclusions. In the absence of the Institute Director or an administrative employee, reporting criminal actions, and/or emergencies to the appropriate authorities should be undertaken directly by the instructor or Student who has either been victimized or has observed an alleged criminal action.

Campus policies with regard to facilities access:

The school building premises at 1016 & 1008 Florida Ave S, Rockledge, Florida are managed EMETSEEI Institute /EMETS. These premises are considered off limits to all but those members of the general public who have specific business concerns or relations with EMETSEEI Institute Inc. Therefore, all unidentified visitors may be challenged for purpose of visit at any time by members of the EMETSEEI Institute staff and administration. Visitors deemed as intruders will be reported to the Institute Director and/or the Police Department when a staff member is not able to cause the unauthorized individual to vacate the school. Students, staff, and faculty are urged to report intrusions immediately to members of the administration. This building security is the joint responsibility of school administration and the building custodian.

#### 31.1 Campus policies concerning law enforcement:

It is the established duty of all EMETSEEI Institute personnel to promptly report criminal incidents to the senior administrator present when a reportable incident occurs. Likewise, Students are to be aware of campus law policies and are expected to report possible infractions at once. EMETSEEI Institute maintains a working relationship with our local police department. Students are counseled at the beginning of each term to report all crimes as suspected or observed.

Employees are informed of crime reporting policies, campus law and crime statistics at the time of their employment and are given updates yearly. Further, all Students and staff members are counseled in drug awareness as a condition of enrollment and employment, respectively.

EMETSEEI Institute has no specific program designed to inform Students and employees about the prevention of crimes, with the exception of those described above and occasional seminars from outside authorities.

EMETSEEI Institute conducts all activities in two building; all procedures concerning campus security are understood to apply to the main school building itself at 1016 Florida Ave S., Rockledge, Florida 32955.

Students are required to observe all safety precautions in the classrooms, laboratory, and on clinical or externship sites. The school, while maintaining a safe environment, is NOT responsible for any negligent actions in which good judgment is lacking. Accidents must be reported immediately to the Institute Director.

### 32. Student Right to Know: Crime Statistics

You are in receipt of this school's handbook that states the school's Crime Awareness and Campus Security policies contained herein. The lists the statistics for the last three years are posted in the main office on the student bulletin board.

The type of crimes or offenses that must be reported are murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

Additionally, there were no arrests for on-campus violations of liquor laws, drug abuse, and weapons possession, manslaughter, or arson for the period January 1, 2004 through present day.

### 33. Drug Free Campus Information

In recognition of the problems associated with drug and alcohol abuse in society today, EMETSEEI Institute is providing all Students and employees with the following information:

- The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all Students and all employees.
- The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

**LOCAL & STATE:** The penalties are determined by the nature of the drug or other substances, the amount of drugs or other substances involved, and the number of offenses. Florida has some of the toughest drug laws in the United States.

**FEDERAL:** Penalties for unlawful manufacturing, distribution and dispensing of controlled substances are provided under the Federal Controlled Substance Act. The penalties are determined by the nature of the drug or other substance involved, and the number of offenses.

- There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:
  - **Marijuana:** Use can lead to an increase of heart rate of up to 50%, a sense of euphoria, acute anxiety and tremendous mood swings. There is potential for long term physical and psychological damage.
  - **Cocaine:** Use can affect the brain in seconds and result in heart or respiratory failure.
  - **Crack:** Use can lead to an intense high within seconds, deep depression and intense dependency in a short time.
  - **Amphetamines:** Use increases heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset which can lead to long term physical problems.
  - **Alcohol:** Use can lead to a feeling of confidence and control. With excessive use, liver, brain, heart and stomach destruction can occur without apparent symptoms. Excessive use for a prolonged period of time can cause dependency and may be fatal.

- There is help available to employees and Students who are experiencing drug or alcohol addictions. The following list provides names and telephone numbers of various agencies in the Central Florida area who may be of assistance in dealing with drug and alcohol abuse:
  - Drug Crisis Line (24 hours) 407-423-6611
  - We Care (Crisis & Suicide Intervention) 407-628-1227
  - The Door Counseling Center 407-423-6606
  - Alcoholics Anonymous 407-644-4287
  - National Institute on Drug Abuse Hotline 1-800-662-HELP

## **34. Special Considerations and Regulations**

### **Disabled Students**

In compliance with the Federal Americans with Disabilities Act attempts will be made to accommodate Students with disabilities, including learning disabilities. Any Student with a disability should contact the EMS Program Director within the FIRST WEEK of class. After such period, it will be understood that the Students attending do not have any such disabilities.

## **35. Prevention and Reporting of Sexual Harassment Offenses**

### **SEXUAL ASSAULT PREVENTION**

Staff and Students are urged to be cognizant of situations which might put them in danger of sexual assault such as walking out to dark parking lots by themselves, waiting in an unlighted area for public transportation by themselves or even working alone at the school late in the evening. In particular, female staff members and female Students should not work by themselves at the school and should travel in groups as often as possible when going to public transportation or going to their automobile. Any staff member who is aware of a situation which could give rise to the risk of sexual assault should bring the situation to the attention of the school president.

### **SEXUAL HARASSMENT**

This school wishes to strongly indicate its opposition to sexual harassment and identify the complete procedures available to victims whether staff members, employees or Students as well as disciplinary penalties which could be imposed for sexually harassing conduct or behavior.

#### **Guidelines:**

1. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment, or which interferes with an individual's work performance or simply creates an intimidating, hostile or offensive school environment. It can include harassment between employees, between employees and Students and between Students.

2. The creation of an intimidating, hostile or offensive school environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a social relationship and that are not intended to have a discriminatory employment effect or discriminatory grading or treatment effect in the event of Students, may not be viewed as harassment. (The school discourages staff from seeking or becoming involved in relationships with Students that exceed normal and usual educational relationships developed to promote the instructional process.) The school will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
3. The school will not condone any sexual harassment of its employees or Students. All employees, including supervisors and managers, and Students, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

Employees or Students who feel victimized by sexual harassment are encouraged to report the harassment to the Institute Director. If the Institute Director is the source of the alleged harassment, the employee should report the problem to the President of EMETSEEI Institute. Twenty-four hours after reporting the harassment to the Institute Director, the person filing the complaint must provide a written account of the incident to the director. The director will give a preliminary report to the complainant within one school day after receiving the written complaint and, in general, will inform the complainant and the accused of the school findings and possible actions within seven days.

4. Institute Directors who receive a sexual harassment complaint should carefully investigate the matter, questioning all employees, or Students as appropriate, which may have knowledge of either the incident in question or similar problems. Both the complaint and the investigative steps and findings should be documented as thoroughly as possible. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know

about such a complaint will be advised of its existence. In the interest of being able to investigate the complaint in an unbiased atmosphere as possible, the person filing the complaint and the accused person shall not discuss the matter with EMETSEEI Institute Students or EMETSEEI Institute personnel not involved in the incident other than the staff person doing the investigation.

5. Employees or Students who are dissatisfied with the Institute Director's resolution of a sexual harassment complaint may file a complaint with the President of EMETSEEI Institute, Inc. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

## **Procedures for Reporting a Sex Offense**

1. When an alleged sex offense occurs at the school or the accused is a Student or employee of the school, Students or employees of the school must report such alleged sex offenses directly to the Institute Director, or if the alleged offense involves an Institute Director, directly to the President of EMETSEEI Institute, Inc.
2. The Institute Director, upon request of the alleged victim, will notify law enforcement officials.
3. The Institute Director will refer the alleged victim to appropriate counseling services, depending upon the nature of the offense.
4. The Institute Director will carefully investigate the matter, questioning all employees or Students who may have knowledge of the incident. Both the complaint and the investigative steps will be documented as thoroughly as possible. As much as possible, confidentiality will be maintained with respect to the sex offense complaint and only those who need to know about such an incident will know of its existence.

## Sanctions for Sex Offenses

Aside from criminal penalties that employees or Students may be subjected to for sex offenses, the school may take action based upon its own investigation of alleged sex offenses, and based upon the conclusion of its investigation may do one of the following to an alleged offender:

- Suspension for a period of time. In the event of an employee, the suspension may be with or without pay.
- Termination
- Other disciplinary action

### 36. Available Options in Living and Academic Arrangements

The school maintains no housing for either employees or Students. Consequently, any change in living arrangements which would be desired by an alleged sex offense victim must be the responsibility of that individual. However, the school will assist Students who are seeking alternate housing by providing recommendations or a source of appropriate housing recommendations. An alleged victim will have an opportunity to request assistance in changing their academic situation. Possible alternatives include:

- A leave of absence
- Changing to a different academic schedule, if available
- Changing instructors

### 37. Physical Plant Safety

EMETSEEI Institute meets all of the general tests of safety, usefulness, cleanliness, maintenance, health, lighting, and compliance with any local or state laws governing physical facilities, particularly with respect to fire, safety and sanitation.

Students should take particular note of exit signs in the building and should familiarize themselves with the appropriate evacuation route posted in each room.

In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion
2. Stand at a safe distance from the building
3. Do not reenter the building until directed to do so by the school administration

### 38. Emergency Situations

In the event of an emergency, Students are to inform their instructor immediately who will then notify school administration. School administration will take the appropriate action depending on the emergency. In the event a Student observes another Student becoming ill or injured, the Student should take the following steps:

#### **ILLNESS**

1. Do not dispense medication, including aspirin.
2. If the person is not in danger of fainting, accompany him/her to the nearest chair. If the person may faint or become unstable, the person should lie down. If she/he wants to go to the rest room, accompany or have someone accompany him or her.
3. If the person is weak or in danger of fainting, get the person to lie down.
4. Locate a EMETSEEI Institute staff person immediately.
5. Refer to appropriate staff actions below.

## **ACCIDENTS**

1. Do not move the person.
2. Locate a EMETSEEI Institute staff person immediately.
3. Inform the Institute Director or manager in charge immediately.
4. Health aids for minor injuries are available and should be administered by the school staff.
- 5.

## **APPROPRIATE ACTIONS BY STAFF**

1. Speak with the person to determine the nature of the illness or injury Contact a family member, when necessary. The contact information from the ill or injured person or emergency numbers for Students is located in their academic file.
2. The Institute Director should be made aware of the situation immediately.
3. In the event the person is not conscious, call an ambulance immediately.
4. Do not move the person.
5. If first aid is appropriate, it should be provided by a trained staff person, if available.
6. Do not administer medication of any type, including aspirin.

## **39. Academic Dishonesty**

Students attending EMETSEEI Institute are all adults and are considered healthcare professionals; each Student is expected to make intelligent, mature decisions. Any Student found to be cheating on any course requirement will be counseled by the Program Director, the Medical Director and appropriate EMETSEEI INSTITUTE faculty and/or staff. Action will be taken as outlined in the disciplinary section of this handbook with probable expulsion. Cheating may be described as but not limited to:

- Looking at another Student's answer sheet
- Allowing another Student to look at your answer sheet
- Using materials such as notes, diagrams, study guides, books, crib (cheat) sheets etc. for the purpose of cheating on a test
- Using tests from previous Students
- Verbally asking another Student for information during an examination
- Falsifying signatures on clinical evaluation sheets
- Allowing a preceptor to do your required PCR documentation or copying from his/her report
- Initialing the skills evaluation for an instructor
- Falsifying laboratory, skills, evaluations, patient assessment sheets, or other "official" documents
- Falsifying Student time records

## **Nepotism**

Students in the EMS programs may NOT be evaluated by or participate in EMS Program activities with faculty, instructors or preceptors in which there exists or has existed a relationship of the following manner:

- Personal Friends
- Partner or Supervisor at place of employment
- Currently dating or previously dated
- Living with/roommate



- Married
- Family relationship, relatives – immediate and extended whether by blood or marriage
- Other personal relationships

It is strongly suggested that you check with the Program Director if any questionable relationships may exist between you and any instructor so that proper scheduling can occur. Failure to notify the Program Director in advance could result in voided evaluations and dismissal of the instructor and Student from EMETSEEI INSTITUTE.

## 40. Academic Appeal Process

The Student is directed to the “Grievance/Complaint Procedure” and “Academic Appeal for Termination” sections of the EMETSEEI Institute catalog for information on appealing an academic decision or for petitioning the School to reconsider its action.

## 41. Serious Disease and Infection Control Plan

### Applies to Students

Revised: 02/01/2026

#### I. Serious Diseases Policy

It is the policy of **EMETSEEI Institute, Inc. (EMETSEEI)** that students who are diagnosed with or exposed to infectious, long-term, life-threatening, or other serious diseases may continue as active students **provided they are physically and mentally able to safely meet program requirements** without posing undue risk to themselves, other students, patients, or the public. Examples of serious diseases include, but are not limited to: cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS).

Under the **Ryan White Comprehensive AIDS Resources Emergency (CARE) Act**, the EMETSEEI Medical Director has designated the **Program Director** as the **Infection Control Officer (ICO)**. Students must direct all infection control–related questions to the ICO and **immediately notify their Clinical Coordinator of any known or suspected exposure**.

Students are expected to comply with all infection control policies and procedures as outlined in the **Student Handbook** and clinical training requirements.

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#### II. Student Rights, Responsibilities, and Accommodations

- Students with serious medical conditions shall be treated **equally and without discrimination**, consistent with applicable federal and state laws.
- If a medical condition affects a student’s ability to meet academic or clinical requirements, the student will be treated in the same manner as other students who request accommodations or academic adjustments.
- Students diagnosed with a serious disease are required to notify the **Infection Control Officer (ICO)** as soon as reasonably possible at (321) 432-2912 or (321) 987-9377. The ICO will respond with professionalism, compassion, and confidentiality and will review:
  - Infection control considerations
  - Available academic options (e.g., leave of absence, return-to-program requirements)
  - Any accommodation request submitted by the student
  - Continued expectations regarding attendance, performance, and conduct



- Students may be required to provide **medical documentation or physician clearance** verifying their ability to safely participate in didactic, lab, and clinical activities. This documentation will be used solely to determine program eligibility and safety.
- EMETSEEI will maintain the **confidentiality of student medical information** unless disclosure is required by law or is necessary, in the judgment of the ICO, to protect the health and safety of the student, patients, or others.

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### III. Infection Control and Universal Precautions

EMETSEEI complies with applicable infection control standards and utilizes **universal precautions** during all instructional and clinical activities. These precautions include, but are not limited to:

1. Identification of tasks and procedures that may involve exposure to blood or other potentially infectious materials
2. Use of appropriate personal protective equipment (PPE), including gloves, gowns, masks, and eye protection, when exposure risk exists
3. Proper handling, containment, and disposal of potentially infectious materials
4. Cleaning and disinfection of contaminated equipment or surfaces using approved disinfectants
5. Required student education and training on infection control and emergency procedures
6. Labeling of biohazardous materials and areas
7. Maintenance of required training and exposure documentation

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### IV. Student Conduct Related to Serious Diseases

Students who have concerns about potential exposure to a serious disease from a co-student, patient, or other individual must promptly discuss the concern with the **Infection Control Officer**.

Students who refuse to participate in assigned academic or clinical activities **without prior consultation and approval** from the ICO may be subject to disciplinary action, up to and including dismissal from the program.

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### Bloodborne Pathogen Exposure Control Plan

#### Hepatitis B Vaccination, Post-Exposure Evaluation, Follow-Up, and Recordkeeping

#### Important Student Notice

- **Students are not employees of EMETSEEI or any clinical site.**
- **Workers' compensation coverage does not apply to students.**
- **Students are financially responsible for medical evaluation, treatment, and follow-up care,** which will be billed to the student's **personal health insurance** or the student directly.

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### HBV Vaccination & Post-Exposure Protocol

Any student who experiences a potential exposure must:

1. **Immediately notify their clinical preceptor and Clinical Coordinator**
  2. Complete a **Student Accident/Incident Report**
  3. Seek medical evaluation **as soon as possible (preferably within 2 hours)**
- Prompt notification is critical to determine exposure risk and eligibility for post-exposure prophylaxis.

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### Post-Exposure Procedures (Step-by-Step)

1. Immediate notification to the preceptor and Clinical Coordinator, including documentation of:
  - Route of exposure
  - Circumstances surrounding the incident
2. If feasible and consent is obtained, the source individual's blood may be tested for **HIV, HBV, and HCV**. Counseling will be provided by the treating facility.
3. Test results will be communicated to the exposed student in compliance with applicable confidentiality and disclosure laws.
4. The student will be referred to the nearest emergency department or designated medical facility for evaluation and treatment.

5. Post-exposure prophylaxis and follow-up will be offered **in accordance with current CDC and U.S. Public Health Service guidelines**. Associated costs are the responsibility of the student.
6. The student will receive counseling on:
  - Post-exposure precautions
  - Symptoms to monitor
  - Follow-up reporting requirements

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**Reference Resources (24-Hour Support)**

- HIV/AIDS Treatment Information Service: **1-800-448-0440**
- National Clinicians' PEP Hotline: **1-888-448-4911**
- PEP Registry for Healthcare Workers: **1-888-737-4448**
- Central Florida AIDS Hotline: **1-800-352-2437 (1-800-FLA-AIDS)**

This statement confirms that the **EMETSEEI Institute Student Handbook (EMT & Paramedic Programs)** has been reviewed for consistency with the EMETSEEI Institute Catalog.

The Catalog serves as the controlling institutional policy document. The Student Handbook functions as a program-level implementation guide and does not supersede institutional policies.

Future revisions to the Catalog will prompt a corresponding review of the Student Handbook to ensure continued alignment and compliance. Handbook revisions will be version-controlled and issued with an effective date.

Documented by,

Jeffery Gilliard

Program Director

EMETSEEI Institute, Inc.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.