



# **EMT STUDENT POLICIES**

**2018**

**Emergency Medical Services Education  
MISSION STATEMENT**

It is the mission of the Northwest Florida State College EMT Program to provide the highest quality education & training to paramedic and EMT students that is possible. The Program pledges to use the most up-to-date information in the pursuit of excellence in EMS education. The EMS Programs faculty & staff will endeavor to ensure that our students can competently perform the necessary skills to **conserve life, alleviate suffering & promote health**. Students will be trained to act in ways that preserves their own safety as well as the safety of their patients. Students will be taught first rule of medicine is Non-maleficence, meaning to do no harm. Students will be trained to respect diversity in their patient populations & do provide care irrespective of the patient's race, creed, national origin or ability to pay.

**Program Director:**  
**Medical Director:**  
**Clinical Coordinator:**  
**LEAD INSTRUCTOR:**

**Barry Reed**  
**Martin Landa, MD.**  
**Andrea Jockers**

## NORTHWEST FLORIDA STATE COLLEGE

### EMT PROGRAM PROGRAM GOALS

Upon completion of the program, all EMT graduates will have demonstrated the necessary:

1. **Knowledge** base to collect, comprehend, evaluate & apply patient information to implement safe, effective & appropriate care in the role as entry-level Registered Emergency Medical Technician (REMT)
2. **Technical skills proficiencies** to implement safe, effective & appropriate care in the role as an entry-level REMT
3. **Professional attitudes and behaviors** to implement safe, effective & appropriate care in the role as an entry level REMT
4. **Recognition** of one's own needs for continuing education.

Evaluation format for program goals:

1. The evaluation method for goal #1 is the comprehensive course written exam, National Registry written exam and employer's survey.
2. The evaluation method for goal #2 is the final psychomotor exam, clinical and field internship evaluations.
3. The evaluation method for goal #3 is the graduate & employer.

**NORTHWEST FLORIDA STATE COLLEGE  
EMT PROGRAM  
STUDENT OBJECTIVES**

1. Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness & determine the need for care, assistance and mode of transportation.
2. Give the appropriate emergency treatment necessary to stabilize the patient's condition.
3. Evaluate the patient's response to treatment & determine & further interventions needed.
4. Lift & move the patient in such a way as to minimize discomfort & injury to the Patient
5. Transfer the patient safely to the appropriate medical facility & give an accurate account of patient's problem & status to the health professional who is taking over the patient care.
6. Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, and reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
7. Manage both trauma & medical patients properly in the pre-hospital setting.
8. Give accurate verbal & written reports, know the criteria for safe emergency vehicle driving, properly maintain emergency vehicle & equipment, properly control the emergency scene & perform basic extrication.
9. Demonstrate the ability to comprehend, apply, analyze & evaluate information relevant to their role as entry-level EMTs.
10. Demonstrate technical proficiency in all skills necessary to fulfill the role of an entry-level EMT.
11. Demonstrate personal behavior consistent with professional & employer expectations for the entry-level EMT.
12. The above objectives will be evaluated by written & verbal exam, observation of supervisors, employers, & preceptors.

**NORTHWEST FLORIDA STATE COLLEGE  
EMT & EMT LAB  
SYLLABUS**

<b>COURSE TITLE:</b>	Emergency Medical Technician/EMT Lab
<b>COURSE NUMBER:</b>	EMS 1119 (EMT) & EMS 1401 (EMT Lab)
<b>CREDIT HOURS:</b>	12
<b>CONTACT HOURS:</b>	Lecture: 140 Lab: 72 Clinical: 88 Total: 300
<b>SEQUENCE:</b>	Term: Fall & Spring Length: 16 weeks Summer Length: 12-14 weeks
<b>PREREQUISITES:</b>	High School Diploma or Equivalent Florida Driver's License Approved CPR Training

**I. COURSE DESCRIPTION:**

EMS 1119C is designed to prepare the EMT-Basic student with the necessary fundamental knowledge to be successful on the National certification & Florida licensing examinations for Registered Emergency Medical Technician-Basic (EMT-B). There is emphasis on assessment-based learning consistent with the 1994 Department of Transportation (DOT) EMT Curriculum. EMS 1401 is the clinical & skills laboratory portion of the EMT-Basic course. It is designed to provide basic EMT skills and the opportunity to apply these skills in the clinical setting.

This course will follow the 2009 Department of Transportation National Education Standard for Emergency Medical Technician.

**II. COURSE OBJECTIVES:**

Upon completion of this program, all EMT-Basic graduates will have demonstrated the necessary:

**Knowledge** base to collect & evaluate patient information to implement safe, effective, & appropriate care in their role as entry-level registered emergency medical technician (REMT).

**Technical skills** proficiencies to implement safe, effective, and appropriate care in their role as an entry-level REMT.

**Professional attitudes & behaviors** to implement safe, effective, and appropriate care in their role as an entry-level REMT.

### III. METHODS OF INSTRUCTION:

- Lecture
- Audio-visual presentations
- Group discussion
- Group participation
- Scenarios and roll playing
- Skills demonstration, drill, and practice
- Online content

### IV. REQUIRED OR RECOMMENDED TEXTS:

1. Emergency: Care and Transportation of the Sick and Injured, 10<sup>th</sup> Edition
2. EMT Psychomotor Skills Sheets
3. Subscription/Access to EMSTesting.com
4. Subscription/Access to Jone's & Bartlett's Navigate.
5. Subscription/Access to Fisdap.com

### V. METHODS OF EVALUATION

**EMS 1119 Grading:** Grade averages will be determined in the following manner:

• Module Exams -----	45%
• Homework -----	10%
• Quizzes -----	10%
• Participation -----	10%
• Final Comprehensive exam -----	25%
• Total -----	100%

The minimum passing grade for didactic (written) testing is 75%. Students may retake a **maximum** of two failed tests during a semester. If the "retake" (retest) is successfully passed, the original failing grade will be replaced with a 75% regardless of the score of the retest. Any missed exams **must** be made up within 1 week of the original exam date by scheduling an appointment (outside of normal course time) with the EMS Manager. All make-up (missed) exams will be penalized with a 5% reduction in the overall test score. Students are only allowed to retest any one exam, one time only.

#### **Module and Final Exams:**

There will be **seven** module exams. The student will be required to pass the comprehensive written final exam to complete program requirements. The exam will be comprehensive of the entire EMT program, and will include items in classroom, lab, clinical, and field training.

**Quizzes, Homework, Participation, and Attendance Grading:** Quizzes and homework will be given throughout the course and must be accomplished within the timeframe assigned. Attendance must meet that outlined within the attendance policies discussed later in the handbook. Participation grades will be based on participation and attendance of class sessions. Any missed time will require makeup work equal to the time missed. All makeup work must be

submitted prior to the module exam.

\*Late assignments (i.e. homework, quizzes) will not be accepted. Once quizzes and homework are closed they **WILL NOT** be reopened, unless there are extenuating circumstances to be approved by the Lead Instructor / EMS Manager.

**EMS 1401 Grading:** Grade averages will be determined in the following manner:

• Preceptor Feedback / Clinical grade -----	60%
• Lab Participation / Attendance -----	20%
• Comprehensive Final Skills exam -----	20%
Total -----	100%

### **Skills Grading:**

The program requires mastery of all EMT skills. Initial mastery will be documented during skills training sessions. Additional mastery will be gained by demonstrating these skills during lab by incorporating them into scenario testing during the course. Finally, **the student MUST pass a comprehensive skills test** based on the National Registry of EMT's Final Skills Test. The test accounts for 20% of your final clinical grade. The student will be tested on 7 of a possible 10 critical core skills. Students must successfully pass all seven (7) skills stations. Grading is on a pass/fail basis. Failing a station initially results in a 10 point reduction in the skills score. Retesting individual stations is allowed if three or fewer stations are failed. One retest per skill will be allowed. Failure of four or more stations constitutes a failure of the entire practical examination. **Failure of any retested skills will constitute failure of the course.**

Skills stations to be tested are as follows:

1. Patient assessment/Management (Trauma patient)
2. Patient assessment/Management (Medical patient)
3. Cardiac arrest management/AED
4. Bag-valve-mask (Apneic patient with pulse)
5. Spinal Immobilization Supine Patient
6. Oxygen administration
7. Random basic skill (one of the following):
  - A. Long bone injury (Splinting)
  - B. Joint Injury (Splinting)
  - C. Bleeding control/Shock management
  - D. Spinal Immobilization Seated Patient

**Lab Participation / Attendance Grading:** Lab participation grades will be based on participation and attendance of lab sessions. Absences will receive a 0 (zero) for daily lab grade. Any missed lab sessions will require the equivalent number of hours to be made up during makeup lab sessions scheduled by appointment. All lab objectives must be completed prior to completion of the course.

**EMS Program Grading Scale:** The grading scale is as follows:

A: 90 - 100

B: 80 - 89

C: 75 - 79

F:  $\leq 74$

**VI. REQUIREMENTS FOR COURSE COMPLETION:**

1. A minimum of 75% grade on **each** course examination
2. A minimum of 75% average on all coursework
3. Complete and proper documentation of all clinical requirements prior to established deadlines.
4. A pass rating on **each** skills performance exam
5. Completion of the Health Care Provider CPR requirement
6. Completion of the HIV education requirement
7. Completion of the EVOC course requirement
8. Completion of all psychomotor (skill) objectives
9. Completion of FEMA IS 100 and IS 700 courses
10. Completion of HazMat Awareness course for First Responders
11. Completion of the Sudden Infant Unexplained Death Syndrome

**VIII. OFFICE HOURS:**

Monday	By appointment
Tuesday	By appointment
Wednesday	By appointment
Thursday	By appointment
Friday	By appointment

A drop box is located outside the office door if you need to drop off paperwork.  
It is best if you need to speak to any of the staff to call ahead and schedule a meeting.

Barry Reed  
Andrea Jockers

EMS Program Director  
Clinical Coordinator

[reedb@nwfsc.edu](mailto:reedb@nwfsc.edu)  
[jockersa@nwfsc.edu](mailto:jockersa@nwfsc.edu)



## **PROGRAM POLICIES & PROCEDURES**

**This student handbook serves as an introduction to the NWF EMS Programs policies and procedures for the EMT Program. The policies and procedures listed here supplement but do not replace those of the College or published in the College Catalog. These program policies are subject to change.**

**NORTHWEST FLORIDA STATE COLLEGE  
EMS PROGRAMS  
EMT FUNCTIONAL POSITION DESCRIPTION (TECHNICAL STANDARDS)**

Without compromising patient care, the EMT must be able to show ability to:

1. Communicate verbally by telephone & radio equipment
2. Lift, carry & balance up to 125-pounds (250-pounds with assistance)
3. Interpret written, oral & diagnostic form instructions
4. Use good judgment & remain calm in high-stress situations
5. Work effectively in an environment with loud noises & flashing lights
6. Function efficiently throughout an entire work shift
7. Calculate weight & volume ratios & read small print, both under life-threatening time constraints
8. Read & understand English language manuals & road maps
9. Accurately comprehend street signs & address numbers
10. Interview patient, family members & bystanders
11. Document (in writing) all relevant information in prescribed format, considering the legal ramifications of such
12. Converse in English with coworkers & hospital staff concerning the patient's health status
13. Perform all tasks, with good manual dexterity, related to highest quality patient care
14. Bend, stoop & crawl on uneven terrain
15. Withstand varied environmental conditions such as extreme heat, cold & moisture
16. Work in low light, confined spaces & other dangerous environments.

## ATTENDANCE POLICY FOR CLASSROOM (LECTURE)

Attendance for classroom, skills lab and clinical rotations is **mandatory**.

### Class:

- If at any point during a semester, a student is absent a total of 8 hours (Lecture), that student will be placed on Academic Probation for the remainder of the current semester.
  - If a student is placed on Academic Probation, that student must then meet with the EMS Manager to discuss his/her continuation in the program.
- There shall be **NO MORE** than 12 (*twelve*) hours of total (Lecture) absence during any semester.
  - **Any student** absent more than 12 (*twelve*) hours during classroom (Lecture) will receive a grade of "F" for failure of the course due to excessive absences.

### Early Arrival / Dismissal:

Any student arriving late or leaving early from Class (Lecture) or Lab, before the class is dismissed by the instructor, will have the time absent counted toward their total hours of absence. The time will be rounded to the nearest ½ (half) hour.

Ex: The student exits class at 13:10 and class is dismissed by the instructor at 14:30, will be counted absent a total of 1-1/2 (1.5) hours of classroom instruction. The 13:10 time will be rounded back to 13:00.

**Note:** There are **no** differentiations between **excused** or **unexcused** absences. They both account for total time absent from the program. All absent hours must be made up prior to the completion of the current semester.

## ATTENDANCE POLICY FOR LAB:

Attendance for classroom, skills lab and clinical rotations is **mandatory**.

### Lab:

If at any point during a semester, a student is absent a total of 5 hours (Lab), that student will be placed on Academic Probation.

- If a student is placed on Academic Probation, that student must then meet with the EMS Manager to discuss his/her continuation in the program
- There shall be **NO MORE** than 8 (*eight*) hours of total (Lab) absence during any semester.
  - **Any student** absent more than 8 (*eight*) hours (Lab), will receive a grade of "F" for failure of the course due to excessive absences.

**Early Arrival / Dismissal:** Any student arriving late or leaving early from Class (Lecture) or Lab, before the class is dismissed by the instructor, will have the time absent counted toward their total hours of absence. The time will be rounded to the nearest ½ (half) hour.

Ex: The student exits class at 13:10 and class is dismissed by the instructor at 14:30, will be counted absent a total of 1-1/2 (1.5) hours of classroom instruction. The 13:10 time will be rounded back to 13:00.

**Note:** There are **no** differentiations between **excused** or **unexcused** absences. They both account for total time absent from the program. All absent hours must be made up prior to the completion of the current semester.

The EMS program utilizes an electronic attendance tracking system. It is the **student's responsibility** to sign in and out of class each day. Failure to sign in will be noted as a failure to attend that class. In the case of a dispute regarding attendance it is the **responsibility of the student to provide proof** of their attendance. Failure to provide such proof will result in a documented absence.

## CONDUCT:

Students are expected to conduct themselves in an adult manner during classroom and clinical sessions. Inappropriate behavior and/or any conduct that reflects negatively on the Program will result in written counseling by the Clinical Coordinator and/or Program Manager and may be cause for probation or expulsion from the program. Refer to the NWF Catalog for additional information regarding disciplinary action.

Infractions that may result in disciplinary action, dismissal, or failure include:

1. Dishonesty, including providing false statements (lying) or falsification of documents cheating on written or skills exams
2. Vulgarity during class, clinical or field internship
4. Disruptive behavior in class, clinical or field internship
5. Harassment of instructors or of fellow students
6. Inappropriate attire worn for clinical or field internship
7. Breach of patient confidentiality, giving out information, copying run reports or hospital records.
8. Falsification of any information of student attendance, clinical records or evaluations
9. Violation of absence and/or tardiness policies
10. Failure to meet minimum scholastic, clinical or field internship requirements as outlined in policies
11. Unexcused absence from class or clinical
12. Reporting late or leaving a class or clinical early without permission (excessive tardiness) of Instructor, Preceptor or Course Coordinator
13. Theft of hospital, EMS or ambulance property
14. Unprofessional conduct or derogatory language of any kind toward agency personnel.
15. Behavior indicating drug or alcohol abuse may be grounds for immediate dismissal
16. Any event which may alter criminal background investigation **MUST** be reported to the department immediately.

## **DRESS CODE:**

**Classroom:** Students are expected to arrive for class well-groomed and appropriately attired. Students are required to wear their uniform for all class activities. Students are asked not to wear hats or caps in the classroom. Dress code requirements for clinical rotations must be adhered to.

**Classroom, Clinical, and field:** Students are expected to arrive for class well-groomed and appropriately attired. Students arriving for classroom or clinical rotations inappropriately attired or groomed may be dismissed from the class or rotation and counted as absent. (Clinical yes, class deduction in points/counseled). The following dress code applies to all classroom, clinical and field rotations and is as follows:

1. Shirt:
  - A. NWF EMS Program approved Paramedic Program uniform polo
    1. No other patches, logos or insignia may be worn
    2. Shirts are available in the NWF College Store
2. Pants:
  - A. Navy-blue uniform pants
  - B. No jeans or denim material is allowed
3. Belt: Black leather or web uniform belt
4. Navy blue or black uniform socks
5. Boots
  - A. Black boots with black shoe laces
  - B. All boots must be in good repair and polished
6. Jewelry/Miscellaneous:
  - A. A watch and wedding band are permissible to worn in the clinical setting.
  - B. One pair of stud earring may be worn in the earlobes only.
  - C. ALL other Piercing and tattoos must be completely covered when in uniform.
  - D. While at clinical sites, students must adhere to additional policies regarding jewelry, hair, perfume etc. set forth by the individual site.
  - E. No artificial nails
7. Equipment:
  - A. Scissors
  - B. Black ink pen
  - C. Pen light
  - D. Stethoscope
  - E. Protective Eyewear
  - F. No "fanny packs" may be worn

8. No jumpsuits may be worn during any clinical rotation
9. Jackets or sweaters:
  - A. May be worn during cold weather
  - B. Must be navy-blue
  - C. May display the NWF patch
  - D. May not display any other logo, patch or insignia**
  - E. Denim and leather jackets are **NOT** allowed
10. Hats:
  - A. Students may be authorized to wear a designated NWF "Public Safety" baseball cap style hat approved by the program director

Students arriving for classroom or clinical rotations (1) inappropriately attired, (2) poorly groomed, (3) with offensive body or breath odor or (4) without necessary equipment, **MAY BE SENT HOME and will be counted as absent for that day/rotation.** They will not attend further rotations until counseled by the Clinical Coordinator or the Program Manager. Students should wear the full NWF EMS student uniform to and from Operating Room rotations. Scrubs or plain clothes are not to be worn to or from the hospital. Will result in 0 for weekly affective grades.

## **EMPLOYMENT DURING TRAINING PROGRAM**

State rules forbid students from being subject to call to duty during the EMT training program that includes class, laboratory or clinical rotation. Violations of this rule are grounds for dismissal from the program.



## GRADING CRITERIA FOR THE FINAL SKILLS EXAMINATIONS:

The Program uses the National Registry of Emergency Medical Technicians Basic EMT Practical Examination Skills as its comprehensive skills test. Students must successfully pass all skills stations. Grading is on a pass/fail basis. Failure of any part of a skills station constitutes failure of the entire station.

Retesting individual stations is allowed if two or fewer stations are failed. One retest per skill will be allowed on the day of the original practical examination. Should the retest be failed, a second retest may be taken on a different day provided that the student has obtained a signed certificate of retraining.

Failure of three or more stations constitutes a failure of the entire practical examination. Should this occur, the student will be required to obtain a signed certificate of retraining before being allowed to retest the entire practical exam.

Retesting of the entire practical exam must occur on a different day than the original examination date. **Failure to successfully retest any skill will constitute failure of the course.**

National Registry skills stations to be tested are as follows:

1. Patient assessment/Management (Trauma patient)
2. Patient assessment/Management (Medical patient)
3. Cardiac arrest management/AED
4. Bag-valve-mask (Apneic patient with pulse)
5. Spinal Immobilization Supine Patient
6. Oxygen administration
7. Random basic skill (one of the following):
  - A. Long bone injury (Splinting)
  - B. Joint Injury (Splinting)
  - C. Bleeding control/Shock management
  - D. Spinal Immobilization Seated Patient

Copies of skills testing sheets are available at [www.nremt.org](http://www.nremt.org)

## **PROPERTY USE:**

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

Classrooms and labs will be kept in a neat and orderly fashion. The classroom and lab should be cleaned, equipment put back in place, tables and chairs returned to original locations, etc. at the end of each day. This is a portion of daily grading.

**If you use it, put it back**  
**If you break it, let an instructor know**  
**If you make a mess, clean it up.**

Any damage to equipment that involves a student must be reported to the Program Manager within 24-hours from when the incident occurs, or is noticed. Students who willfully drop, break, or destroy any college, hospital, or ambulance equipment may be financially responsible for replacement.

## COLLEGE E-MAIL

Students are to keep and maintain their Northwest Florida State College assigned email address throughout their duration as an EMS student. All correspondence for the EMS program will be provided through the official college email system. Students are expected to check their College email at least every 48 hours.

Students will also be contacted through their College email after graduation for up to one year. After successful completion of the Paramedic program, please ensure that you complete the CoAEMSP survey.

**MANDATORY CLASSES:**

**2-HOUR TRAUMA SCORECARD METHODOLOGY**

**4-HOUR HIV/AIDS**

**SUDDEN INFANT UNEXPLAINED DEATH SYNDROME**

State rules require that all students participate in 2-hour Trauma Scorecard Methodology, 4-hour HIV/AIDS instruction, and Sudden Infant Unexplained Death Syndrome. These classes are taught in the EMT curriculum. Any student missing these classes must make them up before being certified for graduation.

## **FAILURES / WITHDRAWALS**

If any portion of a given course was not completed successfully, the student must successfully repeat that entire course prior to progressing in the program.

Exceptions may be made on a case by case basis at the Medical Director's Discretion. Only two attempts at any given course are permitted. The student may not re-enter the program, if they have been removed due to Disciplinary Procedure / Code of Conduct violations.

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

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

## **GRADUATION / LETTER OF COMPLETION**

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

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

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

## **EMS PROGRAMS REQUIREMENTS FOR COURSE COMPLETION**

All students completing the Northwest Florida State College EMT Program **must fulfill the following requirements without any exceptions:**

1. Attendance to all didactic and laboratory classes including clinical site and EMS field training with absences within the Program guidelines
2. Maintenance of the Health Care Provider CPR requirement
3. Completion of the 4-hour HIV education requirement and maintenance of the 2-hour HIV education refresher course
4. Completion of the 2-hour Trauma Scorecard Methodology education requirement
5. Completion of the 1-hour Florida EMS Rules (Chapter 401, FS and Chapter 64E-2, FAC) education requirement
6. Completion of the Sudden Infant Unexplained Death Syndrome requirement
7. Completion of the Emergency Vehicle Operation Course (EVOC) course requirement
8. A minimum of 75% grade average on all of the course examinations
9. A minimum of 75% grade on the comprehensive program final examination
10. A minimum of 80% grade average on all skills performance exam
11. A minimum of 80% grade on the comprehensive program skills final examination
12. Complete and proper documentation of all clinical requirements prior to established deadlines.
13. Compliance with all College and Program rules and regulations
14. Recommendation of the Program Director
15. Approval of Program Medical Director
16. Completion of FEMA IS 100 and IS 700 courses
17. Completion of HazMat Awareness course for First Responders

## **COLLEGE POLICIES:**

College policies concerning admissions, grading, professionalism, disciplinary penalties and probation, hearings and appeals, withdrawal and reentry can be found in the NWF Catalog and Handbook.

### **Statement Regarding Accommodations for Students with Disabilities**

If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 729-6079.

### **Statement Regarding Student Rights, Responsibilities, and Academic Integrity**

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

### **Students Must Watch Videos**

This course employs lecture capture software to provide you with videos of your instructor's lectures/PowerPoints/notes/demonstrations, etc., and you are required to watch these. These videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWFSC open lab is available to you. You need only take your own headphones with you..

### **Cell Phone/Electronic Communication Devices Statement**

Cell phones, pagers, and other such electronic devices must not distract from learning. Communication by electronic devices, including but not limited to instant messaging, text messaging, and telephone, during class is strictly prohibited unless expressly designated as part of the learning activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Where emergency or employment situations *require* access to electronic communication services, arrangements may be made *in advance* with the instructor. In certain circumstances, (e.g., exams, presentations, etc.), students may be required to temporarily deposit cell phones or other communications devices with the instructor or lab supervisor for the duration of the specific class or activity. **Cell phones may not be brought into class during any formalized testing days, i.e. BLS, ACLS, PHTLS, PALS, Final**



## **SKILLS, and Final Exams.**

### **Statement Regarding Emergency College Closure**

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

If weather or other situations necessitate cancellation of classes, students will be notified via the college website and through the NWFSC Alert System preference they have chosen through RaiderNet.

### **Children Attending Classes**

(The full "Children on Campus" Policy Statement appears in the College Catalog.)

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options.

### **COUNSELING and GRIEVANCE PROCEDURES:**

Students who violate course, program or college policies will be counseled by the Program Director or his/her designee. A counseling form that includes the problem, corrective action and student's comments, will be completed and signed by the Program Manager and the student. A copy will be given to the student and the original will be placed in the student's personal file.

The method of filing a formal grievance procedure may be found in the College Catalog.

### **TOBACCO PRODUCT USE:**

Use of any tobacco product (cigarettes, cigars or smokeless) is prohibited in the classroom and at any clinical or field site. Use of tobacco products is only allowed in designated areas. Use of any tobacco product while in the clinical environment is not permitted.

## **TRANSCRIPT EVALUATION:**

Students who completed EMT training somewhere other than NWF will need to request a transcript evaluation through the Office of Admissions and Records. Even if all appropriate transcripts have been sent to NWF, a transcript evaluation is not done unless the student requests one be completed. It will be necessary to do this before graduation.

## **FISDAP and CLINICAL PAPERWORK:**

### **FISDAP:**

- All students have 72 hours from the end of their clinical to complete entries in FISDAP before the application closes for that clinical date/time. Any incomplete entries are subject to loss of points on the clinical grade and/or loss of clinical hours that must be made up before the end of the semester.

### **Clinical Paperwork:**

- All paperwork from clinical sites must be turned in to the Clinical Paperwork dropbox located in Room 180 (EMS classroom) on the first class date after the 72 hour window has closed for FISDAP entries.
  - Ex: Your class days are Monday and Wednesday. You attend a clinical on Tuesday from 0800 - 2000. FISDAP will close on Friday at 2000. You must turn in your Clinical Paperwork at your first returning class day after FISDAP closes, which is Monday.
- Any clinical paperwork that is not turned in by the due date, is subject to being refused. This would require you to reschedule your clinical for credit. No partial credit will be given for incomplete FISDAP entries or Clinical Paperwork.

There should never be more than seven (7) days lapse between attending a clinical and completing FISDAP and turning in all clinical paperwork.

The Clinical Coordinator makes the final determination for all late entries and make up clinicals.

**NORTHWEST FLORIDA STATE COLLEGE**  
**EMS Programs**  
**100 COLLEGE BOULEVARD**  
**NICEVILLE, FL 32578-1295**  
**(850) 729-4924**

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

**PROGRAM:** EMT                      **SEMESTER:** FALL 2017

I have been provided an electronic copy (D2L) of the student policies listed below for the Paramedic Program as well as verbal review of the handbook was given in my presence.

- EMT Functional Position Description \_\_\_\_\_
- Attendance for Classroom \_\_\_\_\_
- Attendance for Laboratory \_\_\_\_\_
- Conduct \_\_\_\_\_
- Dress code \_\_\_\_\_
- Employment during training program, i.e., class, laboratory or clinical \_\_\_\_\_
- Grading criteria for the EMT Psychomotor skills examination \_\_\_\_\_
- Property Use \_\_\_\_\_
- College E-Mail requirement \_\_\_\_\_
- Mandatory Classes: 2-hour Trauma Scorecard Methodology and 4-Hour HIV/AIDS, SIUDS \_\_\_\_\_
- Failures / Withdrawals \_\_\_\_\_
- Graduation / Letter of Completion \_\_\_\_\_
- Requirements for course completion \_\_\_\_\_
- College Policies \_\_\_\_\_
- Transcript evaluation \_\_\_\_\_
- FISDAP and Clinical Paperwork \_\_\_\_\_

My signature indicates that this material has been explained to my satisfaction. I further agree to abide by the rules and regulations outlined in the syllabus and the Northwest Florida State College Handbook. I understand that failure to do so will result in disciplinary action that could result in my expulsion from the course.

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

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