

Treasure Coast Medical & Fire Institute



Paramedic Intern Handbook 2025

Student Name: _____

Instructor Name: _____

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INTERN RESPONSIBILITY

Each Intern is responsible for knowing and adhering to the policies of Treasure Coast Medical & Fire Institute, which are found in the Paramedic Intern Handbook, Program Catalog, and course schedule. In addition, the Intern is responsible for knowing and adhering to the policies of all clinical sites and ambulance services.

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

GENERAL POLICIES

Conduct

- Any intern caught cheating on an exam, quiz, test, homework, assignment, skills station, or any other graded activity will receive a Zero for that grade. Further action including dismissal from the program will be determined by the instructor, Program Director, and Medical Director. Cheating includes giving or receiving answers, revealing testing scenarios, plagiarism, and cheating methods as described in the college catalog/calendar.
- Any intern willfully creating a hazardous situation for themselves or others in the laboratory will be dismissed from that class with an unexcused absence. Continual behavior of this nature will result in dismissal from the EMT Program.
- The intern must exhibit courtesy and respect for the EMS instructors and fellow students while in class. Disrespect or harassment will not be tolerated. Profane, obscene, suggestive language, or gestures are unacceptable behavior.
- Any intern who has alcohol on his/her breath or presents with altered mental status or abnormal behavior while in class, lab, hospital, or ride time rotation will be referred to the Instructor, EMT Lead instructor, and Program Director. A written report will be issued with appropriate follow-up according to the Drugs and Alcohol Policy in the Program Catalog.

Dress Code Policy

As a professional and a representative of Treasure Coast Medical & Fire Institute, Inc., students should be acutely aware of the image they project to the public and other healthcare professionals. First impressions are based on appearance. A poor appearance not only reflects on the student but also on the entire profession and EMS program.

Any student may be sent home by an instructor, preceptor, or official representative if the student does not conform to the dress code. Disciplinary action will be taken by the Lead Instructor and/or Program Director.

Treasure Coast Medical & Fire Institute, Inc. issued clothing is to be worn only during lecture, lab, ride-time, and clinical sessions. Students must not go to any commercial establishments (Restaurant, Bar, etc.) while in uniform. Appearance and demeanor will always be critiqued by others. Students must always put their best foot forward by projecting a positive image.

The designated student uniform shall be worn in its entirety with no additions or deletions during all lecture, lab, ride-time, and clinical sessions.

Uniform Shirts

EMT students must wear the supplied Treasure Coast Medical & Fire Institute, Inc. grey polo shirt, and Paramedic students must wear the burgundy polo shirt. The shirts are embroidered and must be picked up at Daydream Uniforms Inc. in Port St Lucie. One shirt is provided to each EMT student, and two shirts are provided to each Paramedic student. EMT students must purchase a 2nd shirt because they need to have another shirt to change into if their shirt is soiled in the field. Uniform shirts must always be tucked into belted pants. A white, black, or grey crew-neck short or long-sleeved t-shirt is permitted to be worn under the student uniform shirt. The undershirt shall be free of any graphics and/or lettering that may show through the uniform shirt.

Pants

Long, navy blue, BDU-style cargo pants are the only pants permitted for both EMT and Paramedic students, which can be purchased from Daydream Uniforms Inc. in Port St. Lucie or an alternative store. Pants shall not be tucked into or bunched at the top of shoes. Students must always wear an all-black belt with a plain belt buckle while in uniform.

Shoes

All black closed-toe boots, sneakers, or dress-type shoes shall be worn in both programs. Slides, sandals, “Crocs,” or “Hey Dudes” are not permitted at any time. Only plain navy blue, white, or black socks are permitted.

Outerwear/Hats

Students may only wear jackets, sweatshirts, or hats with the Treasure Coast Medical & Fire Institute, Inc. logo. These items are available for purchase at Daydream Uniforms Inc. in Port St. Lucie. Hats are permitted in all settings, except when during clinical rotations at hospitals. No other outerwear or hats are permitted at any time.

Jumpsuit

Students who plan on doing 24-hour ride-time rotations must have a jumpsuit, which can be purchased from Daydream Uniforms, Inc. in Port St. Lucie. Jumpsuits are required to be worn during night ride-time rotations after receiving approval from a preceptor at the station. When wearing the jumpsuit, it shall not be tucked into the boots and shall be zipped completely up.

Uniform Inspections

All students must be clearly identifiable as Treasure Coast Medical & Fire Institute, Inc. students for lecture, lab, ride-times, and clinicals. No other clothing, such as fire department uniforms, are permitted. Should a student's appearance be deemed unacceptable, the student will be asked to comply. Any personal issues that would result in not complying shall be discussed with the lead instructor. Violations will be documented, and violators may be suspended or dismissed from the program.

Jewelry

No jewelry is permitted to be worn, except a wedding band and a watch. If a student wears a smartwatch, they must have the ability to download a face with a second hand. No earrings, facial jewelry, necklaces, or bracelets are permitted. Sunglasses may be worn outside with the uniform but may not be worn indoors during operations.

Fingernails

Fingernails should be trimmed to not extend beyond the end of the fingers. Fake nails or nail extensions are a health concern and may not be worn while in the program. The risk of infection and spread of disease, as well as safety to self and others, is always a concern. Clear nail polish is the accepted uniform standard.

Hair/Facial Hair

Hair must be professional, neat, and clean. Only naturally occurring hair colors are allowed. For males, hair must be cut above the ear, eyebrow, and collar. For males, no buns, ponytails, or pigtails are permitted. Females' hair should be in a ponytail during lectures but must be pinned up in a bun while in the lab or out in the field. Students must be clean-shaven while enrolled in the class. No beards, goatees, or long sideburns are permitted. The only facial hair permitted is a mustache not to extend further down than 2 inches from the corner of the mouth.

Tattoos

The following tattoos are prohibited: Anti-American, Racist, Ethnically or Religiously Discriminatory, Obscene, and those depicting drug use or paraphernalia. Tattoos must be completely covered while on clinical rotations and ride times. Long-sleeve undershirts and sleeves are permitted to cover tattoos in the field. No neck, face, head, or hand tattoos are permitted at any time.

Cologne/Scented Toiletries

Students shall not wear cologne/perfume or other strongly scented toiletries during any EMS training activities or clinical assignments due to the risk of patient sensitivity and allergies. Deodorant/Antiperspirant is encouraged.

Additional Equipment

Students are required to have a stethoscope, penlight, black pen, eye protection, scissors, and a watch with a second hand. The student will be required to provide Safety Goggles. These are to be worn when there is a potential for blood or body fluids to splash. The student may wear the goggles around his/her neck on a chain or use a plain black fanny pack to keep goggles and other supplies in. Students are not permitted to wear hospital-issued scrubs.

Attendance Policy

Attendance is a requirement, and all students must attend and receive the minimum required hours mandated by Treasure Coast Medical & Fire Institute. Students must attend all scheduled classes as directed by the Instructional staff. The need to be absent by a student will be on a case-by-case situation and will be limited to emergency purposes. Emergency will include but not be limited to the following: illness requiring physician care or hospitalization, death in the immediate family, and serious illness of an immediate family member. The Program Director will make the final approval on all requests for absence in attendance. Unauthorized absence will result in disciplinary action up to and including termination from the program.

Attendance for lab, lecture, clinical, and ride times must be recorded in EMCE by clocking in and out at the start and end of each session. Students are responsible for accurately logging their time. Any errors in attendance records must be immediately reported to the Registrar. Altering or falsifying attendance records, or clocking in for another student, may result in disciplinary action, including dismissal. Attendance records will be verified daily. If a student's attendance cannot be verified, the hours will not count, and the student will receive a write-up and incur additional fees.

- Students are allowed to miss up to but not to exceed 2 days of class each semester. If a lab class is missed, the student must attend a makeup lab. This makeup lab will not excuse the lab absence. If a student misses a 3rd day of class within a semester, they will be automatically withdrawn from the program.

- Students are allowed to be tardy a maximum of 2 times per semester. If a student is tardy a 3rd time within a semester, it will count as an absence and the student will receive a write-up. If the student continues to be tardy, the student could be dismissed at the discretion of the President.
- All students must inform Treasure Coast Medical & Fire Institute, Inc. if they will be absent or tardy as soon as possible before their scheduled start time by emailing the office at info@tcmfi.com and their Lead Instructor.
- Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions, and testing sessions. This work must be made up and cannot be skipped.
- Subject material cannot always be written as notes during classes; therefore, it is important to attend each session.
- Students who leave class early without prior permission from the instructor or EMS Coordinator will have an absence recorded for that class period.
- **Attendance at all scheduled examinations is required.** No make-up exams will be given unless specific arrangements have been made with the Lead Instructor before the exam.
- No make-up exams will be given unless specific arrangements have been made with the Lead Instructor before the exam.
- Other attendance requirements for externships are explained in detail within the program requirements.
- Students are to ensure that they are not to be subject to call or duty or duty during the training program.
- No less than 100% of Clinical attendance will be accepted. Clinical hours are scheduled based on the availability of the student and the facility.
- Rescheduling or canceling any scheduled Clinical or Field Internship will result in a \$25 fee, apart from cancellations due to illness, natural disasters, or other extenuating circumstances.
- Missing any Clinical or Field Internship hours is unacceptable. Students who are a “No Show” will be fined \$50. If proper notification is not given to the Clinical Coordinator or Lead Instructor at least 30 minutes before the assigned time, the absence will be considered unexcused. Additional violations are grounds for dismissal.

Cell Phone Use

No cell phones or cell phone-like devices are to be used or carried during any Classroom, Lab, Ride Time, or Clinical Activity. Cell phones should be left in a book bag silenced or turned off, or in the student’s vehicle. Phone calls can be made during break time only.

Any student who uses a cell phone or cell phone-like device to make a call, answer a call, send texts, or receive texts, will be asked to leave class immediately, be marked absent for that class, and the incident will be documented in the student’s file.

If a student feels that carrying a cell phone with them is necessary, i.e., a sick family member, or expecting a baby delivery, the student will ask to meet with the Program Director and explain the circumstances for the request. If the Program Director is unavailable, the student will ask to meet with the Lead Instructor.

Illness and Injuries

Regardless of how minor, an EMS student who has become ill or injured while in the class is required to report the illness and/or injury to the Lead Instructor. Failure to report the illness and/or injury may result in disciplinary actions including removal from the program.

The Lead Instructor, Program Director, or administrative staff may remove students from class to seek medical evaluation for any injury or illness that restricts them from participating in any activity. The safety of the student, classmates, and instructional staff will be of utmost importance and priority.

Physician Consult and Medical Release

Students who have been medically evaluated for an illness or injury while in class and students who have declared their pregnancy before or while participating in the program must provide a medical release form. This standard is mandatory for the student to continue involvement within the program.

The medical release form must be signed by a practicing licensed physician in Florida and include the name of the physician, office practice, and contact information. The medical release form must attest to the student’s ability to participate in clinical and field rotations. Physician-directed limitations may require the student to withdraw from the program.

The medical release form is required to clearly state the following:

- Any physical limitations the student may have (i.e., standing, lifting, radiation exposure, fumes from cold sterilization agents or other chemicals, etc.)
- A date when the student can return to and participate in “Full Activity” or “Nonrestrictive Activity.”
- Documentation of the nature and severity of the illness/injury.
- Documentation of follow-up medical consult if determined.

Treasure Coast Medical & Fire Institute may request subsequent clearance notes from the doctor as the illness, injury or pregnancy progresses so that the student can continue participating in clinical and field rotations. Pregnancy itself is not a disability; therefore, a

declared pregnant student does not automatically qualify for reasonable accommodation under the Americans with Disabilities Act (ADA).

Missing more than 2 class days in a semester may result in the student being removed from the program as the hours required to meet Treasure Coast Medical & Fire Institute standards are not met. The student will meet with the Program Director for further discussions and direction.

CLASS AND LAB POLICIES

- Eating, drinking, smoking, vaping, and the use of tobacco products are prohibited in the classrooms and laboratory. This includes smokeless tobacco. Interns are to take assigned refreshment breaks in the student lounge, outside the building, or in the cafeteria. (Interns may bring water into the classroom and lab). Exceptions to the drinking rule may occur with the permission of the instructor.
- Treasure Coast Medical & Fire Institute provides a non-smoking work and study environment. Those who wish to smoke during breaks must go outside to do so. Under no circumstances may one smoke within 200 feet of any building entrance.
- During class breaks and before class, interns are asked to use the outside of the building or the specified student lounge.
- Interns will park their vehicles where designated by the staff. Any valuables, equipment, gear, or uniforms left in vehicles will be at the interns' own risk.
- Due to the costs of equipment and furniture, placing feet on tables, chairs, stretchers, or other pieces of furniture and sitting on tables is prohibited.
- At the end of each class day and lab day, interns are responsible for ensuring that the classroom/lab is cleaned up and all equipment is put away in the storeroom in its correct position.
- Mannequins are very expensive. Disassembling or throwing the mannequins around is prohibited. If found to require attention or repair, students must let an instructor know.
- Prompt and regular attendance is expected at all class and lab sessions. Accurate records of attendance are kept for class and laboratory sessions. Students are expected to stay the entire class and lab session unless the Lead Instructor is notified.
- Only interns enrolled in the class are permitted in the classroom. No children or non-enrolled adults are allowed in class.
- Interns who are making poor progress in a course will be given written notice of unsatisfactory progress and will meet with the instructor(s) and the Program Director. A plan of action will be agreed upon by the instructor(s), the Program Director, and the student. If an intern is having difficulty with any portion of the class/lab, they must notify the instructor so additional assistance can be discussed and evaluated.

HOSPITAL AND AMBULANCE ROTATIONS

Scheduling

- Paramedic students will complete 96 hours of Fire Rescue Ride Times and 32 hours of Clinical Hospital Shifts each for the 1st and 2nd semesters. Paramedic students will complete 120 hours of Fire Rescue Ride Times in the 3rd Semester (Capstone).
- All hospital and ambulance rotations are scheduled through the Clinical Coordinator based on the syllabus and students' availability documented on the Ride Time Request Form. Interns may never call the hospital or Fire Station for scheduling.
- For ambulance rotations, interns must complete a 12-hour ride-time in each neighboring county (St. Lucie, Martin, Okeechobee) at least once during the 1st semester and 2nd semester.
- If a student is unable to attend a ride time or clinical due to a scheduling conflict, the student must email the Clinical Coordinator at clinicals@tcmfi.com as soon as possible and **before** the Clinical or Ride Time starts so that it can be canceled with the agency in an appropriate time frame.
- If a student is unable to attend the ride time or clinical or ANY reason (sick, flat tire, car problems, last-minute emergency, etc.), the student must email the Clinical Coordinator at clinicals@tcmfi.com PRIOR to the start of the ride time/clinical.
- Rescheduling or Cancellation of a Ride Time/Clinical will result in a \$25.00 fee.
- Showing up to the Fire Department/Hospital unscheduled will result in a \$25.00 fee.
- A No-call/No-show (not showing up for a Ride Time/Clinical and not notifying anyone of the absence prior to the start of the Ride Time/Clinical) will incur an additional \$50.00 fee.
- All fees must be paid to the Front Office in cash.
- In addition to the fees, a No-call/No-show will be counted as an absence and the student will receive a write-up. After the 3rd write-up, the student will be dismissed from the program.

Dress Code

- Students are required to be in full uniform and adhere to all grooming standards while at ride times and clinicals. Failure to adhere to the uniform policy and grooming standards can result in the student being sent home from the Ride Time/Clinical. If the student is sent home for violation of the uniform policy, they will receive a write-up.
- Students are required to have the following equipment/material for all clinical and externships: A watch with a second hand or counter, a Stethoscope, Trauma Scissors, a Pen (black ink), Clinical Evaluation Forms, & All Personal Protective Equipment required by Clinical Site.

Attendance

- Interns are expected to arrive 15 minutes before the assigned start time.
- Interns are required to check in with the Clinical Instructor/Preceptor when they arrive and when leaving the floor for any reason.
- No intern will leave the fire station during an ambulance rotation for food. No intern will leave the hospital or ride time for any reason unless the instructor is notified. Students are prohibited from staying in the facilities past the scheduled end times.

Cell Phone Use

- Interns will not carry cell phones or cell phone-like devices to any clinical area or ride time.
- No personal phone calls will be made or received while on hospital or ride time rotation unless it is an emergency and after receiving permission from the Instructor or Preceptor. Students may make calls or send text messages during breaks only.
- Students will not be called from the unit to the telephone unless there is an emergency.

Professionalism

- Smoking, gum chewing, vaping, tobacco chewing, and the use of tobacco products are prohibited.
- Possession and intake of drugs or alcoholic beverages are prohibited.
- Interns are guests in the hospital and the fire/ambulance stations. If an intern is invited to eat with the staff or crew, they are expected to pay for the food and to help clean up.
- Interns are prohibited from being seated or loitering in the staff lounge, nurse's station, admitting, or any similar area unless permitted by a Clinical Instructor or Preceptor.
- Interns are not allowed to sleep at the fire/ambulance stations. When there is free time, the intern is expected to study or complete skills sheets. Interns are not to engage in video games while at ride time rotations.
- Interns must avoid getting in the way of the staff, including trying to take over a skill the nurse or tech may be trying to perform.
- Interns must display professionalism during all interactions with the facility employees and patients.
- Removing any articles from the hospital is prohibited.

Documentation

- Interns must complete their assigned patient care documentation before leaving the hospital/fire rescue. 5 Patient Assessments are required for each Ride Time and Clinical shift.
- EVERY Ride Time AND Clinical requires a Preceptor Evaluation and a Student Self-Evaluation. All boxes need to be filled out in the self-evaluation. In the self-evaluation form, there is a section for total EMS responses, shift duration, and total number of patients.
- Any forged signatures or inaccurate information on any forms are grounds for dismissal from the program. Accuracy in record keeping is a professional behavior highly regarded by the EMS profession. Any violation of this policy will be referred to the Program Director.

Scope of Practice

- Students must stay within their scope of practice while working in clinical/field rotations. This can be defined as “the skills that have been passed and proved competency performing”.
- Students are not allowed to use their student status outside of scheduled clinical/field rotations with Treasure Coast Medical & Fire Institute.
- All clinical skills performed must be under the direct supervision of the Clinical Instructor or Preceptor and **must not** be performed while employed by the facility as an EMT.

Safety

- Interns must report any unusual incidents or injuries immediately to the course instructor and Program Director. This includes injury to students, patients, or other situations which could be a potential risk management problem.
- EMT interns may not drive any emergency vehicle while on clinical time. Interns are not covered by insurance for driving. Interns may not participate in the hot loading of a patient for helicopter transport and may not fly on the helicopter as an intern.
- The intern will always adhere to the TCMFI Bloodborne Pathogens Exposure Policy when caring for patients. Gloves will be worn during all patient contacts. Additional protective gear (eye protection, mask, and gown) should be worn as the situation or policy dictates.
- ******Any student exposed to blood or body fluids (e.g.: needle stick, fluids in eyes, or skin exposure) must be reported immediately to the appropriate instructor who will notify the EMT Coordinator and the Program Director.

Post Bloodborne Pathogen Exposure Policy

All students must report to the Program Director immediately following a needle stick puncture with a contaminated sharp object, or through mucus membrane contact. After-hours exposure must be reported as soon as possible following the injury.

If the exposure occurs, the exposed person should:

- Notify their Paramedic Lead Lecture Instructor immediately.
- Obtain emergency treatment at the hospital ER or clinical site or go to the nearest hospital Emergency Room.
- If injury or exposure occurs the supervisor or instructor must assure that the exposed person receives immediate medical treatment at the closest medical facility.
- Following emergency treatment and notification to the Program Director, the student **must** be treated by a physician for possible exposure to bloodborne pathogens.
- The need for baseline HIV/HBV/HCV and the appropriate follow-up testing, based on the type of exposure, will be explained to the individual and an appointment will be scheduled with a physician.
- The exposed person may opt to see their own physician for treatment.
- The exposed person must give the physician information form to the attending physician at the clinic or hospital where treated.
- Students are encouraged to follow through with the appropriate recommended treatment. Students are required to obtain copies of all blood work conducted as a result of the exposure and provide copies to the Program Director.

Patient Confidentiality (HIPPA)

- All hospital and patient records are confidential. Requests for information concerning a patient must be referred to a clinical instructor or designate. Interns are required to maintain confidentiality professionally. Failure to maintain confidentiality may result in immediate dismissal from the program.
- Interns must not discuss patients in areas where families or friends can hear, such as in the elevators or cafeteria. Even if names are not used, families can recognize the conditions discussed.
- Interns may only discuss patient conditions and treatment in an educational setting with an instructor.
- Interns cannot give any patient information to anyone other than medical personnel - this includes family, police, etc.
- Interns cannot make copies of patient charts, records, or identifying information.
- Interns are prohibited from taking photos during hospital or ambulance rotations.

During hospital and ambulance rotations, interns must remember that they are professional healthcare providers and important members of the healthcare team. Patients' lives and well-being depend on their professional behavior. Interns are expected to always exhibit professionalism.

An intern may be given a failing grade in a clinical component if the student does not meet the course competencies. If an intern demonstrates a consistent lack of performance in the clinical setting and is performing below average (grade "C"), the intern may be placed on Clinical Probation. An intern may also be placed on Clinical Probation for a severe infraction of program policy. If an intern is placed on Clinical Probation, the student will have a time frame designated to demonstrate that the areas of concern in clinical performance have improved. If the intern does not show improvement within the given time frame, the intern will be dismissed from the program.

Externship Policies and Procedures

Interns are required to adhere to the policies and procedures of each institution according to the contractual agreement between the school and the healthcare institution.

- In order to participate in clinical sessions, students must hold and maintain current CPR certification--Health Care Provider or equivalent and have current health records on file with the school at all times.
- Orientation to each clinical facility is provided and attendance is mandatory.
- **Per 64J-1.020 (1) (a) "EMS students will not be subject to call while participating in class, clinical, or field experience". In addition, Treasure Coast Medical & Fire Institute does not allow ANY EMS Student to ride on any ALS vehicle other than a Rescue or Ambulance.**
- Per Florida State Statutes, Interns function under the direct supervision of an EMS Preceptor, shall not be in the patient compartment alone during patient transport, and shall not be used to meet staffing requirements.
- The instructor may contact the health care agency staff for a report on the progress of each intern as necessary. Written objectives for the clinical courses are shared with agency staff.
- Interns are requested to take as little money, keys, notebooks, etc. possible into the agency, and to store things at the agency in the designated place.

The following are additional rules regarding EMT practice during hospital rotation and are to be followed:

- No verbal or telephone medical orders are to be taken by interns.
- Interns will not answer the telemetry radio or the telephone.
- Interns will not discharge patients or give medical information to patients or families.
- Interns will not apply splints or casts or measure crutches in the ED.
- Interns will report to the Clinical Facility in the appropriate uniform.
- Interns will not possess drugs or alcoholic beverages, nor use either while on duty in the Clinical Facility.
- Interns will not take any articles from the hospital or ride time facility.
- Interns will not engage in immoral conduct, as defined by the Affiliate's Rules and Regulations.
- Interns will not smoke or eat in areas where it is prohibited.
- Interns will not loiter in areas of the clinical facility at times not specified for clinical assignment.
- Interns will not be given smoking breaks.
- Interns will not leave an assignment to go to a code or other unit unless so assigned by the charge nurse.
- **Interns will not sit in the nursing lounge unless the instructor requests it.**

Students must keep in mind that they are working under the licenses of TCMFI's Medical Director (Michael Ferraro), their clinical instructors, the preceptors, the medical directors of the four counties, nurses in the hospital, and other professionals. Their willingness to allow the students to train under their supervision is invaluable for the continuance of this program. They deserve respect at all times!

ACADEMIC PERFORMANCE

Satisfactory Level of Performance

Students will be required to maintain a satisfactory level of performance in both written and practical settings in order to qualify for graduation from Treasure Coast Medical & Fire Institute. The satisfactory level of performance within the Paramedic program requires students to score a minimum of 80% on all written and practical exams.

Methods of Testing

- All methods of testing will be administered on course material that has been covered during classroom lectures, lab settings, and any handouts or assignments provided by TCMFI.
- Students are responsible for all course material contained within the TCMFI-approved handouts, videos, lectures, textbooks, and performance objective books.

Quizzes

- Covers previous course material. Students who do not complete a quiz in the allotted time frame will receive a zero.

Practical Examinations

- Performance-based. Pass or Fail grade.
- All Practical skills previously demonstrated and practiced are subject to testing during Practical Examinations.
- If a student fails a Final Practical Examination, the student may be re-tested at the beginning of the next scheduled course day or the same day (at the Lead Instructor's discretion).
- If a student is not in attendance for the scheduled Final Practical Examination without prior approval from the Program Director, the student will be given a zero and will be required to request, in writing, permission to take a re-test. This will be considered the second attempt.
- If a student fails the RE-TEST Final Practical Examination, the student will be immediately removed from the program.

Written Examinations

- A minimum score of 80% is needed to pass all written examinations.
- If a Paramedic student fails a written examination, the student may be re-tested at the beginning of the next scheduled course day.
- If a Paramedic student fails a RE-TEST written examination, the student will be immediately removed from the program.
- If a student does not attend the scheduled written examination without prior approval from the Program Director, the student will be given a zero in the gradebook and will be required to request in writing, permission to take a re-test. This will be considered the second attempt.
- Only the first written examination attempt will count in the gradebook, regardless of the RE-TEST score.

Examination Review

Each student will be provided time to review their written/practical examinations whether individually or in a group setting. If a student is found to change or manipulate their tests or save answers, this will be considered cheating, and the student will be immediately removed from the program.

If an error is found on a test, the student can explain the findings and request to adjust the grade score in writing. The Lead Instructor and the Program Director will review the request and make the final decision.

DISCIPLINARY PROCESS

Grounds For Written Counseling

- Being tardy three times within a semester.
- Not notifying the Clinical Coordinator/Instructor of being late or absent. Leaving early for any clinical or ride-time rotation, attending a clinical rotation without permission of the Course Instructor.
- Disregard of professional behavior, appearance, performance, or endangering the safety of patients, staff, classmates, or others.

Any intern who has obtained three written counseling documents during the program will be withdrawn from the course.

Violation Of Hospital, EMS, Or Fire-Rescue Regulations

- Any intern whose clinical performance is deemed unsafe or inappropriate will be removed from the clinical setting and required to remediate their skills in the lab before being permitted to resume their clinical rotations.
- In the event the clinical site refuses admission to any intern or requests that an intern be removed from that facility, the Clinical Coordinator will attempt to reassign that intern. If the intern cannot be reassigned to another facility or service, he/she will not be able to complete the program and will be withdrawn.
- If it is agreed by Program Director and the Medical Director that the incident is of a serious nature, the intern may be suspended from the program for the semester. The intern will be required to wait until the next time the course is offered in order to complete the course. If the incident is so serious that patient safety is a concern, the student may not be allowed back into the program.

Dismissal Policy

Upon admission into the program, students are made aware that they may be dismissed from the program if academic or clinical standards are not met. In addition, they may be dismissed for any of the following (please note that this is not meant to be an exhaustive list):

- A third written counseling document during the cohort.
- A grade of less than 80% on a retake of a Paramedic test or exam.
- Failure to meet the requirements of Academic Probation.
- Failure to follow Satisfactory Academic Progress Requirements.
- A second violation of the Student Code of Conduct.
- Severe violations of rules, regulations, or policies of the EMS department, TCMFI, the hospital sites, or the Fire Rescue/ambulance service sites.
- Possession or distribution of alcohol, illegal narcotics/ drugs, or controlled substances during any school function including classes, labs, clinical sites, or ambulance rotation.
- Reporting to or attending class or clinical under the influence of alcohol, illegal narcotics/ drugs, or controlled substances. Not notifying the Program Director of prescription drugs which could affect judgment.
- Malicious destruction or theft of property of TCMFI, a clinical education site, their visitors, guests, or employees.
- Refusal to comply with the Program's policies or requirements.
- Academic dishonesty.
- Unprofessional or unethical conduct.

Dismissal occurs when the institution determines that the student cannot satisfactorily meet the academic, professional, and ethical program expectations or fails to comply with the institution's rules and regulations.

Cheating

Cheating is an act of deception, which includes, but is not limited to the following:

- Copying homework assignments from another student.
- Looking at textbooks, notes, or another person's paper during an examination when not permitted.
- Talking or communicating with other classmates during quizzes and examinations.
- Giving information or work to another student to be copied or used for the student's own work. This includes, but is not limited to:
 - Giving someone answers to exam questions either during or after the exam has been given.
 - Informing another student of questions that appear or have appeared on an exam/practical in the same course.
 - Giving, selling, buying, or receiving projects or other written materials to another student for the student's use.

Plagiarism

Plagiarism is the act of stealing or passing off as one's own work the words, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.

Plagiarism includes but is not limited to the following:

- Failure to credit quoted materials.
- Failure to credit paraphrased materials properly.
- Use of another's ideas as one's own.
- Presenting another person's work as your own.

Misrepresentation

Misrepresentation is an act or omission with intent to deceive an instructor or employee.

This includes, but is not limited to:

- Lying about family circumstances.
- Lying about employment conflicts.
- Lying about personal problems in order to gain academic advantage.
- Changing answers on graded materials.
- Having another complete an assignment or take an examination for you.

Bribery

Bribery is the act of offering, giving, receiving, or soliciting anything of value to achieve an academic advantage. Bribery includes, but is not limited to:

- Offering, giving, receiving, or soliciting money.
- Offering, giving, receiving, or soliciting any item/service to an instructor, employee, or any other person to attempt to obtain assistance that would not have otherwise been provided.

Consequences of Academic Dishonesty

Any student caught for academic dishonesty may be dismissed from the Program. The instructor can immediately remove the student from the classroom setting. The Program Director/President will be notified, and an investigation will begin.

PROFESSIONAL EXPECTATIONS OF THE PARAMEDIC

Verbal Communication

To promote positive, comfortable interactions, the Paramedic always:

- Speaks with an appropriate tone and volume of voice, e.g., not curt, rude, nor abrupt.
- Uses inoffensive language that is neither slang nor profane.
- Uses choice of words and content of speech appropriate for the emotional climate of the moment, e.g., supportive, empathetic, joyful.
- Makes appropriate overtures to engage in conversation/communication with others.
- Maintains the content and flow of conversations/communications, e.g., displays social and therapeutic finesse.
- Brings conversation/communications to closure politely and hospitably.
- Exhibits courteous telephone manners, e.g., greetings, identification, handling inquiries, taking messages, transferring and placing calls, and providing closure.
- Refrains from discussing personal issues and concerns with clients, families, and others in the workplace.
- Discusses client and work-related issues and concerns only with appropriate individuals and in private locations.
- Exhibits discretion and restraint in displays of humor.

Non-Verbal Communication

To promote positive, comfortable interactions, the Paramedic always:

- Exhibits facial expressions that are respectful and appropriate to given situational contexts.
- Uses eye contact that is appropriate, expected, and comfortable for others.
- Uses body and head movements that support comfortable communication with others.
- Respects others' personal space regarding position of self during interactions.
- Places self in a non-confrontational position with others during interactions.
- Maintains an erect posture and gait.
- Uses appropriate gestures.
- Demonstrates appropriate and modest body positions while standing, walking, and sitting.

Social Skills

To reflect a positive & courteous professional image, the Paramedic always:

- Acknowledges and greets others upon arrival, e.g., “good morning”, “good afternoon”, “hello”.
- Makes proper introductions of self to patient (clients and other personnel).
- Expresses appropriate social courtesies, e.g., “please”, “thank you”, “you're welcome”, “excuse me”, “and pardon me”.
- Presents a pleasant demeanor and attitude by being polite, non-threatening, and putting others at ease.
- Addresses patients, family members, and other health care providers with respect. Uses greetings such as Mrs., Ms. Mr., or Dr.
- Does not use terms such as “Hon”, “Sweetie”, and “Champ”. Mature patients should always be addressed as Mr. or Ms. unless specifically told to call them by first name.
- Acknowledges, greets, and offers assistance to those (visitors, other personnel) making inquiries or conducting business, but does not divulge patient information.
- Facilitates positive interactions by introducing people to each other, e.g., patients to other personnel, and personnel to each other.

Professional Values

The Paramedic always:

- Practices within the parameters of the EMS profession.
- Recognizes behaviors that warrant professional disciplinary action, e.g., sexual misconduct, assault, abuse of controlled substances, theft, other abuse, and deceptive advertising.
- Reports persons in violation of the standards.
- Reports persons in violation of the Medical Practice ACT-Chapter 401.
- Recognizes limits of own competence by seeking assistance as necessary
- Reports own errors and omissions to appropriate persons.
- Delegates assignments consistent with caregivers' capabilities.
- Practices within the parameters of the field, e.g., evaluates the quality and effectiveness of the treatment rendered, evaluates own practice concerning professional practice standards, and collaborates with others in providing care.
- Accepts constructive feedback as a means for improving personal growth.
- Supports peers and other personnel.
- Willingly accepts assignments.
- Exhibits adaptability and flexibility.
- Handles stressful situations calmly, constructively, and tactfully.
- Delegates difficult assignments fairly.
- Serves as a role model for others in a human, social manner.
- Exhibits honesty in all areas of responsibility.
- Promotes an environment that fosters team efforts and relationships.
- Follows institutional/agency personnel policies, e.g., regarding absences, tardiness, and scheduling.
- Uses appropriate channels of communication within the institution/agency.
- Exhibits initiative.
- Exhibits timeliness and consideration in scheduling and taking breaks and mealtimes.

PARAMEDIC JOB TECHNICAL STANDARDS & CHARACTERISTICS

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

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics.

Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally, legally, ethically, and morally responsible for each drug administered, for using correct precautions and techniques, observing, and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base

current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

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

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

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature readings between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

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

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

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position.

Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top-quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

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

PHYSICAL DEMANDS

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

COMMENTS

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

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex, and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

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

Source: USDOT 1998 National Standard Paramedic Curriculum.

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The misuse of TCMFI Information Technology resources includes, but is not limited to:

- Use of TCMFI technology for commercial activity or personal financial gain.
- Use of TCMFI technology for any illegal activity, including violation of U.S. copyright law.
- Illegal reproduction of software may be subject to civil damages and criminal penalties including fines and imprisonment.
- Posting on or transmitting through any network unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially, ethnically, or otherwise objectionable material, including, but not limited to, material which encourages conduct that would constitute a criminal offense, gives rise to civil liability, or otherwise violates any applicable municipal, provincial, federal, or international law.
- Wasteful use of finite system resources.
- Wasteful use includes but is not limited to, excessive or unnecessary printing, excessive forwarding of electronic email, or using an excessive amount of bandwidth.
- Connecting unauthorized equipment to the campus network including personal network switches, routers, wireless access points, servers, or any other device that may have a negative effect on network performance.
- Vandalism or alteration of computer hardware or software belonging to the school.
- Unauthorized access or alteration of files, databases, or accounts of other users.

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