



*Teaching the Science of Saving Lives*

## **STUDENT CATALOG**

*by*

**Emergency Medical  
Sciences Academy**

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## **Veterans Affairs**

I certify this catalog to be true and correct in content and policy

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Frank Galgano  
Executive Campus Director  
EMS Academy, Inc.

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Date

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## **Policy Statement**

The School does not discriminate regarding race, color, creed and/or religion. The training offered by the School is also recommended to the handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

### **Licensed by:**

Commission for Independent Education  
Florida Department of Education

Additional information regarding this institution  
may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll free number 1-888-224-6684

## **HISTORY**

The **Emergency Medical Sciences Academy** (Incorporated) was established by Frank J. Galgano B.S., EMT-P, Richard J. Paley, MD and Chad Brocato, DHS, EMT-P in August of 2002 to provide training and employable skills through the Emergency Medical Technician and Paramedic Programs.

## **EDUCATIONAL PHILOSOPHY AND OBJECTIVES OF THE SCHOOL**

The educational philosophy of the Emergency Medical Sciences Academy is to encourage students to acquire the knowledge, develop their creativity and achieve excellence. We believe that any person willing to apply him or herself to the study of Emergency Medical Technician and/or the Paramedic Programs can benefit from the training offered at the School. The objective is to prepare the student to be qualified to enter any pre-hospital professional establishment and work in the capacity as a certified EMT and/or Paramedic.

## **LEGAL OWNERSHIP**

City College Incorporated is a Non-Profit corporation formed under the laws of the State of Florida. The College's current officer is President R.E. Fike.

## **GOVERNING BODY**

City College Inc., 2000 West Commercial Boulevard  
Ft. Lauderdale, Florida 33309

## **Administration**

President, R.E. Fike  
National Emergency Services Program Director, Frank Galgano MPS, EMT-P 12558 exp 12/2012  
(*St. Thomas University*)  
Program Coordinator, Manny Ajuria, EMT-PMD 18180 exp 12/2012  
Medical Director, Richard J. Paley, M.D. F.A.C.E.P. (*University of Virginia*)  
A.H.A. T.C.C., Dr. Carlos Pulido, M.D. EMT-PMD 506208 exp 12/2012  
(*Universidad Del Norte-Barranquilla, Columbia*)

## **Faculty**

Medical Director, Richard J. Paley, M.D. F.A.C.E.P. (*University of Virginia*)

Program Coordinator, Manny Ajuria, EMT-PMD 18180 exp 12/2012

A.H.A. T.C.C., Dr. Carlos Pulido, M.D. EMT-PMD 506208 exp 12/2012  
(*Universidad Del Norte-Barranquilla, Colombia*)

Lead EMT Instructor, Nick Florea, A.A. EMT-PMD 201480 exp 12/2012  
(*Broward Community College*)

Lead Paramedic Instructor Jason Torlucci A.S. NREMT-PMD 17630 exp 12/2012  
(*Keiser College*)

Lead Paramedic Instructor Joseph Forcine EMT-PMD 17313 exp 12/2012

Paramedic Instructor, John Oliver, EMT-PMD 12797 exp 12/2012

Ralph Giro EMT-PMD 201928 exp 12/2012

### ***Purpose***

This is an instructional program that prepares students for employment as an emergency medical technician (EMT) and or paramedic to function at the pre-hospital emergency level and treat various medical/trauma conditions, using appropriate equipment and materials. The program prepares students for certification as an EMT and/or paramedic in accordance with Chapter 64J-1 of the Florida Administrative Code.

The primary purpose of Emergency Medical Sciences Academy (EMS Academy) is to offer its students a skills focused education that prepares them for a career in the emergency medical services.

### **MISSION STATEMENT**

*In order to realize our mission, Emergency Medical Sciences Academy (EMS Academy) must excel in producing the most competent pre-hospital emergency healthcare provider student. EMS Academy will accomplish this through quality and compassionate professional instruction. We are dedicated to the mentoring of all students throughout their progressive education.*

### **SCHEDULE OF CLASSES OFFERED**

**EMT** – EMS Academy is not enrolling, recruiting or scheduling new students.

**Paramedic** – EMS Academy are not enrolling, recruiting or scheduling new students.

## COURSE POLICIES AND PROCEDURES

The following policies and procedures for Emergency Medical Sciences Academy students must be carefully read and followed. If you need help in understanding any policy, plan, or regulation then please feel free to ask any agent of the school. It is to the advantage of the student to become familiar with these policies and procedures. Be advised that the program is a competency based course; therefore gaining skills necessary to perform in the field is the focus. During the lab component of both the EMT and Paramedic program a **1:6** ratio of instructor per student will be strictly adhered to.

### Administration Office Hours

The school office hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday. If you do not reach someone in person, then please leave a voice message on the voicemail answering service.

#### Phone numbers:

Dr. Richard Paley, Medical Director (954) 415-4993 = *Office hours:* Thursdays (by appointment)  
Tony Chin, Program Director, Manny Ajuria, Program Coordinator (954) 577-0577, during normal business hours.

#### Holidays

The School administration and class sessions will not be held on the following holidays:

Memorial Day (May 30<sup>th</sup>)  
Independence Day (July 4<sup>rd</sup>)  
Labor Day (September 5<sup>th</sup>)  
Thanksgiving Day and the following Friday (November 25<sup>th</sup>, 26<sup>th</sup>)  
Christmas Eve (December 24<sup>th</sup>)  
Christmas Day (December 25<sup>th</sup>)  
New Year's Eve & Day (December 31<sup>st</sup>, Jan 1<sup>st</sup>)  
The Friday before Easter Sunday

*\*Additional holidays or School closures may be declared at the discretion of the Director.*

#### The School Facility

The school consists of 4,709 square feet within the City of Plantation, Florida. Convenient public transportation and ample parking facilities are available adjacent to the school. There are 3 classrooms, 2 simulative "hands on" laboratories and a student resource center (containing a library and two computers for the study of EMT and/or the Paramedic Programs). The School is equipped with the latest and most innovative training equipment available to date.

#### Equipment

Six (6) "Medtronic" 3- Lead and five (5) 12 -Lead ECG training monitors (electrocardiogram & automated external defibrillators), Four "Simulaid" electrocardiogram rhythm generators, Four Automated External Defibrillators, Six rhythm generators, "Ambu" basic and advanced airway adjuncts (i.e. intubation tubes, oral pharyngeal airway equipment, bag valve mask devices, magill forceps, straight and curved laryngo blades, bite blocks, syringes), Five "Ambu- Intubation Head" mannequins (adult and pediatric), Six "Ambu" Basic Life Support and Advanced Life Support full body adult and pediatric interactive and simulative mannequins, Two Rescue Randy mannequins, Four Cricothyrotomy mannequins, Four Tension Pneumothorax mannequins, Four Pulse Oximeter and Nonin Pulse Oximeters, Four OB GYN simulation Mannequins, Intravenous and Intra-osseous training I.V. arms and hands, Introcan-safety intravenous catheters for I.V.training (adult and pediatric) training equipment, "B.I.G" adult and pediatric Intra-osseous devices, "Dyna-Med" spinal (backboards) and limb (splinting) immobilization training devices. "Ambu" cervical collars, "Kendricks Extrication Device" (short board), fully equipped (practice) medical and trauma bags, a wheeled stretcher, Stair-Chair, Stokes Basket, simulated medicines, multiple medical boxes, blood pressure cuffs, first-aid bandaging and splinting equipment.

In addition to the administrative offices and classrooms, the school maintains a library and nine computers. Students have access to printers and wireless Internet services that can be used anytime during normal school hours. All lectures include “Power-Point” presentations.

## **RULES AND REGULATIONS**

### Classroom conduct

Students are expected to conduct themselves according to a Healthcare Provider standards at all times. Students will be respectful to each other and to Academy Instructors. Any unsatisfactory behavior may be cause for dismissal from the classroom and/or program.

Students should arrive and be prepared for classroom activity five to ten minutes prior to start time. Recording devices are allowed in the classroom at the discretion of the Instructor..

After each class, the student will assist the Instructors in returning any training equipment back into its stored position. Additionally, the student will also help place the classroom into a neat and clean condition. Since the building is a Non-Smoking building, the policy “No Smoking” in the building will be adhered to. Smoking is allowed on the outside of the building.

All students shall not be subjected to call or duty during classroom hours or any other any phase of the training program.

### General Conduct

How you conduct yourself as a student of Emergency Medical Science Academy reflects upon the staff and the program. Any conduct that reflects upon the School, its staff, or another student in a derogatory manner will result in dismissal from the program.

If a student is in violation of the patient’s rights, to include patient care and/or confidentiality, than this violation will result in meeting of Emergency Medical Sciences Academy’s Staff, Medical Director, and EMS Director. The meeting will determine any necessary action to be taken by the School.

### **The following violations may result in disciplinary action:**

1. Students found cheating in any manner (on exams etc.) will be dismissed from the program.
2. Behavior that is disruptive to the class.
3. Harassment or disrespectful behavior towards students, staff, patients, instructors or field preceptors.
4. Falsifying documents, including Student Application, State Application, clinical or classroom evaluations.
5. Exceeding the School’s “excused absence policy”.
6. Unexcused tardiness, absenteeism, or leaving early from class, clinical or field externship.
7. Failing to comply with the School’s 80% minimum grade average for paramedic or 75% for EMT. Falling below average on field (externship) ratings or below average on hospital clinical ratings.
8. Theft of School, Fire Rescue Department, EMS agency or Hospital property.
9. Violating School dress codes for field, classroom or clinical studies.
10. Students displaying behavior that would indicate substance abuse of any type. Students displaying substance abuse behavior will be immediately dismissed from the program.
11. Representing the School in an unprofessional or ethical manner or wearing the School uniform, wearing the School name badge after classroom, field or clinical hours.

### Counseling

The Director of the School will oversee and approve all written counseling correspondence and activity. The student who is in violation of any of the School’s policies is subject to disciplinary action and or possible dismissal. A written discrepancy (form) will be used to process a violation. This form will include comments by the student; the student’s Instructor, and the Director. The form will record the nature of the

problem, a solution to the problem, and any disciplinary action to be taken. All three parties will sign this document.

### Grievance

The student has a right to file a grievance when he/she feels that a problem is not being handled properly or in a timely manner. A grievance must be submitted in writing and addressed to the Director within thirty calendar days after the alleged incident has occurred. The Director will discuss the issue with the student at the earliest time possible. If the student feels unsatisfied that his or her situation is not being handled, then he or she may request (in writing) a meeting with the Staff and Medical Director. The student will receive a decision (regarding their grievance) in writing.

## **SCHOOL DRESS CODE**

### EMT and Paramedic:

The following dress codes will be followed for all Classroom, Field Ride Times and Hospital Clinical settings:

- School issued Polo style short sleeve shirt
- Dark blue pants only (no jeans or black pants allowed)
- Black shoes or boots (leather uppers) with steel tip, preferably
- Watch (with second hand)
- Name tags (school issued I.D. badge)
- Proper equipment must be carried at all externship and labs (shears/scissors, small note-pad for writing)
- Cell phones or beepers must be turned off during classroom and externships
- Make-up should be kept to a minimum
- Perfumes and colognes are not tolerated in the patient setting
- Male students must be clean shaven at all times, no beards
- All students will have appropriate natural hair color. No unnatural hair dyes are accepted

Students will wear the appropriate attire at all times. Students arriving to a field or hospital rotation without the proper dress uniform or displays an inappropriate appearance will be sent home immediately. No credit will be issued to the student for that rotation. Watches, wedding bands, and earrings will be allowed. Jewelry will not be in excess to wedding bands, one set of earrings (female), and a watch. No visible nose rings, navel piercing rings, multiple sets of earrings or long dangling necklaces are allowed. Personal hygiene and grooming will be followed. If long hair is present, then it must be kept away from the face (pulled back or tied).

## **STUDENT SERVICES**

### Injury

A student must have and be covered by Workman's Compensation or personal health coverage while enrolled in the EMT, Paramedic Curriculum, Field Internship, and Hospital Clinical Rotation.

Students that are injured as a direct result of participation in the clinical or field internship areas must report such an injury immediately to the School.

The injury procedure is as follows:

1. The student must immediately inform the Program Director of any injury.
2. The student will complete an occurrence report (obtained from the Hospital Supervisor or Nurse Manager).
3. Report to the Emergency Clerical Department. The Hospital Clerk will establish a patient chart for the student.

4. An Emergency Room Physician will examine the student, determine the extent of the injuries, expected loss of time from school and or work activity, and perform any follow up activity necessary follow-up.
5. If a student is covered by their agency (i.e. Fire Department), they must follow their agency policy.

### Housing

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

### Student Records

Student records are permanently retained by the school in a fire-resistant container or a duplicate record shall be kept at a separate location and will be available to the students upon individual request within 14 business of notification. Only the student may pull his or her own files. No files will be shared with anyone.

### Student Placement

Students are assisted with job placement and are furnished with names and addresses of employment possibilities from Local, County and State employers. Inquiries made to the school from potential employers will be announced in classroom sessions and posted on the school's announcement bulletin board. The school will assist student with employment to the best of its ability, but cannot guarantee employment.

### Selection of instructors/students

The Medical Director will participate in the selection of both students and instructional faculty.

## **ATTENDANCE**

### EMT and Paramedic: Classroom

Students are responsible for all material covered in the course syllabus including ALL current applicable USDOT objectives, regardless of whether the material was covered in the lecture, lab, field or clinical environments. The syllabus includes lecture, skills lab, reading assignments, test sessions, hospital clinical rotations and field internships. Handouts will be available for each lecture given throughout the course. Because of the detail given in the lecture, it is important the student attends each class. In addition to traditional lecture delivery, paramedic students will be provided the opportunity to obtain the modular lectures through the internet.

### Absence

If a student missed a class then they are responsible for any and all classroom material. The school will not be held responsible for any support materials and/or information given (test information, outlines, etc.) due to an absence on the student's part. Students are not allowed to have more than three absences during the Paramedic course and no more than two for the EMT course. Further excused absences will be at the discretion of the Director.

### Leave of Absence

A student may be granted a leave of absence for a reasonable amount of time as determined by the Director. A request for a leave of absence must be in writing and the date of expected return must be specified. If the student does not re-enter within the specified time and has not notified the school, the student will be terminated and granted a refund according to the refund policy.

### Class Cuts

Leaving class without prior permission from the instructor will be recorded as an absence.

### Tardiness

Any student who is late to class without prior notification to their instructor, or the Program Director will be tardy for class. If a student is late more than three times (without prior notification), then they will be considered absent for one day.

#### Field Externship

Students must attend all field rotations as approved by the clinical coordinator. Any student late for a field externship (with a permitted Emergency Medical Services agency) will not be given credit for that rotation. Students will be allowed to reschedule for the next available ride time opening. Students that miss or are absent more than one time for a scheduled field externship may be dismissed from further scheduling.

#### Clinical Externship

Students must attend all clinical rotations as approved by the clinical coordinator. Absolutely no change in the clinical schedule will be allowed without prior authorization.

Any student who is fifteen minutes late to any clinical will be required to repeat that clinical. Due to hospital clinical availability, the student must reschedule the clinical at the earliest date. A rescheduling fee of \$100.00 will be charged for this absence if unexcused. Paramedic students missing two or more clinical rotations will be dismissed from the clinical portion of the program. A student may reschedule any clinical with prior notification to the school. This notice must be emailed or in writing, and sent to the Clinical Coordinator (at least) 2 days in advance of the clinical.

If an instructor is late for a clinical rotation within 15 minutes of the scheduled start time, then contact must be made with the Clinical Coordinator, or the Program Director. Students must notify the charge nurse that they will be in a specific area studying while waiting for a response from the School. Students shall not leave the clinical site until you are given permission by EMS Academy. If a School representative does not call back within 30 minutes from the start time of the clinical then all students must leave the site without penalty.

Only under extreme circumstances or an emergency shall a student have cause to reschedule clinical or field rotations.

### **GRADING AND TESTING - PARAMEDIC:**

It is required that each student maintain a grade average of no less than 80% during the length of the Paramedic program. Throughout the course, quizzes, written tests, mid term, and the final exam will be announced as shown on the syllabus. Tests, mid term, and the final exam must be passed with a minimum score of 80%. There is no minimum score on quizzes, however, the class average of 80% must be held at all times.

Students that score below 80% on a test will be given a retake. The retake must be taken within 5 School days from the original test date. The maximal allowable score on the retake will be 80%. The school will allow up the three test retakes through the curriculum before they are dismissed from the program.

A final written and practical exam must be taken and passed. A final comprehensive exam and a comprehensive practical test must be passed to be considered for graduation. If a student fails either the mid term or the final written or practical examinations, then the student shall meet with the Medical Director. Depending on the Medical Director review, the student may or may not be allowed to continue in the program.

The cognitive portion of the paramedic program entails a letter grade while all other areas of the program are competency based only (pass/fail). The letter grade is determined by compiling combinations of quizzes, tests and homework and internet assignments. Each quiz is worth 1%, each test is worth 5%, the mid-term is worth 12% and the final exam will be worth 16%. All tested portions, online coursework and workbook assignments (combined) are worth 100% as a total grade.

In addition to the classroom learning environment, there will be assigned online lectures that are a mandatory

part of the paramedic curricula. Students must complete all online lectures as part of the course completion requirements. Computers with internet access are available for use during regular business hours.

#### Re-Test Policy: Paramedic

If a paramedic student fails a paramedic retest, then notification will be given to the Medical Director to review the student's grades and attendance. Depending on the outcome of Medical Director Review, the student may or may not be given the opportunity to progress in the current class in which they are enrolled.

#### Absenteeism on the Day of Testing:

When a student is absent on the day of a test, they are then required to take the test the next day of normal operating office hours. The maximum allowable score of the test will be no greater than 80%. If a quiz is missed because of absence, then the student shall make up this quiz within the next two scheduled class dates. If a student is more than 15-minutes late for a test, then it shall be up to the Instructor to allow the student to sit for the exam.

Both the ACLS (Advanced Cardiac Life Support) and PALS (Pediatric Advanced Life Support) class courses are offered at the School as part of the Paramedic curriculum. Each course must be passed with a minimum written score of 84%. The practical part of ACLS and PALS must be successfully completed as well.

The Paramedic student must successfully pass all tests and maintain a score of 80% throughout the course. The successful student will also pass all portions of the final practical in order to sit for the Florida State or National Registry examinations.

## **GRADING AND TESTING**

#### EMT:

Each student is required to achieve a total grade of no less than 75% for the entire program. Throughout the course, written tests, a mid term, and the final exam will be announced as shown on the syllabus. The final comprehensive exam must be passed with a minimum score of 75%. A final comprehensive practical skills exam must be taken and passed. Both the final and practical exams must be passed to be considered for graduation

The cognitive portion of the EMT program entails a letter grade while all other areas of the program are competency based (pass/fail). The letter grade is determined by a combination of quizzes and tests. Each quiz is worth 2%, each test is worth 7%, the mid-term is worth 10% and the final exam is worth 20%. All tested portions of the course are worth 100% to make for a total (combined) grade. Completion of the EMT workbook is a mandatory part of the EMT course completion requirement.

#### Re-Test Policy: EMT

Under Medical Director (discretion), students that score below 75% on the final test may be given an opportunity to retake the final test. The retake must be taken within 14 days of the original test date with verification of instructor or Medical Director tutoring and cognitive material review. The new passing score will supersede the original failed test score. The successful final exam (score) will count as part of the overall class grade average.

#### Absenteeism on the Day of Testing:

When a student is absent on the day of a test, he or she must take the exam within 5 days of normal operating office hours. If a quiz is missed because of an absence, then the student shall make up this quiz within the next two scheduled class dates. If a student is late for more than 15-minutes for a scheduled test, then it shall be up to the Instructor to allow the student to sit for the exam. Appointments to sit for a make-up exam must be made at least one day in advance with Administration.

#### The Criteria for the Final Practical Skills Evaluation are:

1. A single station that is failed must be taken again with a different evaluator.

2. If one station is failed a second time, then the Medical Director must be notified for student evaluation.
3. If more than two of the practical skills stations are failed, then the Medical Director must be notified for student evaluation.
4. The successful student will pass all portions of the final practical station.

### Make-Up Work

Students who have been absent for any reason are required to make-up any missed classes before being allowed to sit for the next test. Regardless of the reason for the absence the student is held responsible for any material covered within the missed day. To demonstrate competency the student will need to complete a homework assignment project.

### Probation

A student that does not adhere to the attendance policy will be placed on probation for a period of thirty days. Should the student be absent during the probation period then he or she will be counseled by the Program Director. A consequence of this meeting may result in dismissal from the program. Probationary periods are not applicable for academic progress.

## **PROPERTY DAMAGE**

Any damage to school equipment or school property involving damage by a student must be reported to the Director within one (1) business day. A student who drops, breaks, or destroys any hospital or ambulance equipment may be responsible for its replacement or cost of repairs.

## **INFECTION CONTROL**

### Paramedic and EMT Infection Control:

1. Universal Precautions:
  - A. Students must wear gloves anytime that they are in contact with patients on Hospital Clinicals or Field Externships.
  - B. If the patient is coughing or vomiting then goggles (or face shield) and mask must be worn.
  - C. If a student is exposed to any gross patient's bodily fluids (Field, Hospital, OB/GYN delivery, etc.), then trauma (Tyvek) sleeves and (Tyvek) gowns must be donned.
2. All students who choose to receive the Hepatitis series vaccination must complete two of the three vaccines prior to attending the field and clinical (hospital) rotations. Students who elect not to receive the Hepatitis B series vaccine must sign a Hepatitis Declination form.
3. Gloves must be worn at all skills labs including the skills rotations during the tested portions of the mid-term and final practical skills exams.

## **ENTRANCE REQUIREMENTS**

1. All prospective students must be at least 18 years of age.
2. Be a high-school graduate or possess high school equivalency
3. Possess and maintain a current Florida's driver's license.
4. Each student will submit a VECHS (voluntary employment criminal history search) background check.

5. Take an adult TABE test for both the EMT or Paramedic program, and score 10th grade competency levels in reading comprehension, English and math. Students that possess an A.S. (or A.A.) degree or higher, will be \*exempt from taking the TABE test. EMS Academy will conduct the TABE tests onsite. \*Or by discretion of Program Director.
6. Copy of Social Security card.

### ADMISSION REQUIREMENTS

1. Possess and maintain a current BLS cards in any Florida BEMS approved organizations that meets American Heart Association, American Red Cross or is approved by CECBEMS accreditation: ASHI, ACEP, AAOS, or NSCI.
2. Proof of a physical exam, including TB screening and proof of immunizations within the past year.
3. Personal medical health insurance must be obtained and kept current throughout the program.
4. Paramedic students must possess (and maintain) a current EMT State of Florida Certificate for paramedic program entry or obtain Florida EMT certification before 40% of (paramedic) course completion.
5. 10 panel drug screen urinalysis.

### PROGRAM COST

Program costs for either the EMT or Paramedic program includes all lab fees and liability insurance.

<u>EMT</u>			<u>Paramedic</u>		
1.	Tuition Cost	\$ 1,606.00	1.	Tuition Cost	\$ 7,228.00
2.	Books	\$ 299.00	2.	Books	\$ 864.00
3.	V.E.C.H.S.	\$ 200.00	3.	V.E.C.H.S.	\$ 200.00
4.	Registration Fee	\$ 100.00	4.	Registration Fee	\$ 100.00
5.	*Application Fee	\$ 50.00	5.	*Application Fee	\$ 50.00
6.	Uniforms	\$ 50.00	6.	Uniforms	\$ 50.00
7.	I.D. Badge	\$ 10.00	7.	I.D. Badge	\$ 10.00
Total cost with books		\$ 2,315.00	Total cost with books		\$ 8,502.00

1. Tuition costs for either EMT or the paramedic programs cover all lecture, lab and clinical activity.
2. Uniforms - 2 short sleeve "Polo" style uniform shirts are given to each student. The uniform shirt clearly identifies the student in the clinical environment. The EMT student is given 2 royal blue colored shirts and the paramedic student is given 2 gray colored shirts. All uniform shirts bear the school logo (embroidered) on the left side front with stitching labeled "student" on the right side front.
3. Registration fees are refundable in accordance with the Refund Policy stated on page 15.
4. Applications are non-re-fundable in accordance with the Refund Policy on page 15.

5. Book fees - **EMT**

American Academy of Orthopaedic Surgeons <i>Care and Transportation of the Sick and Injured Textbook</i> , Jones and Bartlett (9th ed.) 2008 w/AHA update	\$ 90.00
American Academy of Orthopaedic Surgeons <i>Care and Transportation of the Sick and Injured Workbook</i> , Jones and Bartlett (9th ed.) 2008 w/AHA update	\$ 65.00
American Academy of Orthopaedic Surgeons <i>Care and Transportation of the Sick and Injured Student Review Manual</i> , Jones and Bartlett (9th ed.) 2008	\$ 45.00
American Academy of Orthopedic Surgeons, Blood borne Pathogens Online 2009	\$ 30.00
EMS Academy Field Manual 2010	\$ 41.00
I.D. Badge	\$ 10.00
(book fee total includes taxes & s/h) =	\$ 299.00

5. Book fees – **Paramedic**

American Academy of Orthopaedic Surgeons <i>Caroline's Emergency Care In the Streets 6th 2008 edition</i> textbook	\$175.00
American Academy of Orthopaedic Surgeons <i>Caroline's Emergency Care in the Streets 6th 2008 edition</i> workbook	\$ 100.00
Jones & Bartlett <i>Paramedic: Anatomy &amp; Physiology EMS AAOS 2008</i>	\$ 80.00

American Heart Assoc., <i>Pediatric Advanced Life Support-Provider Manual 2008</i>	\$ 55.00
American Heart Assoc., <i>Advanced Cardiovascular Life Support-Provider Manual 2008</i>	\$ 49.00
American Heart Assoc., <i>Handbook of Emergency Cardiovascular Care 2008</i>	\$ 30.00
Jones and Bartlett, <i>Caroline's Interactive</i> (paramedic internet program) 2010	\$240.00
EMS Academy <i>Field Manual</i> (Clinical and Lab) 2010	\$125.00
I.D. Badge	\$ 10.00
(book fee total includes taxes & s/h) =	\$864.00

6. VECHS Level II Criminal Background Check \$200.00

Due to hospital regulations, all students MUST undergo a V.E.C.H.S. (Voluntary Employment Criminal History Search) to be cleared for clinical externships. Background investigations will be conducted through EMS Academy prior to start of class. EMT students, who graduate from Emergency Medical Sciences Academy, and are eligible to enter into the paramedic program, will be waived from repeating a VECHS criminal background check. If the timeframe from EMT graduation to paramedic program start exceeds four (4) months, then the student must submit to a VECHS background check. All other new paramedic students to Emergency Medical Sciences Academy must submit to a VECHS background check.

### FEE PAYMENT SCHEDULE

#### Emergency Medical Technician

Registration for class seating is on a first come first serve basis. A \$150.00\* deposit is required for seat reservation. The balance of \$1460.00 (tuition fees) must have a payment plan processed prior to the class start date. Books have an additional cost of \$299.00, and may be purchased at EMS Academy or any other bookstore location, but must be in the possession of the student on the first day of class. School uniform shirts are also required and are made available to the student at a cost of \$50.00, and ID badges at \$10.00 each. Voluntary Employment Criminal History Search (VECHS) Level II background check is an additional \$200.00.

#### Paramedic

Registration is on a first come first serve basis. A \$150.00\* deposit is required for seat reservation. The balance of \$6672.00 (tuition fees) must have a payment plan processed **prior to the start date**. Books have an additional cost of \$864.00, and may be purchased at EMS Academy or any other bookstore location, but must be in the possession of the student on the first day of class. School uniform shirts are also required and are made available to the student at a cost of \$50.00, and ID badges at \$10.00 each. Voluntary Employment Criminal History Search (VECHS) Level II background check is an additional \$200.00.

#### Financial Assistance

There are five ways to pay for classes at EMS Academy. They are by Credit Card (Master Card, Visa, American Express, Discover), by paying with cash, by paying with checks made payable to EMS Academy, financial loan assistance programs such as Sallie Mae loans which can be obtained through Sallie Mae website [www.slmfinancial.com](http://www.slmfinancial.com), College Career Training Loan 1-888-2-SALLIE or 888/272-5543), or with Beneke Financial Assistance Program which is conducted in with assistance of EMS Academy.

#### Sallie Mae Loans

The minimum loan amount is \$1,000, and you can borrow up to the total cost of the education, less other financial assistance received, for tuition and education-related expenses such as books, fees, a computer, and living expenses. Up to 60% of the tuition amount is allowable for expenses, not to exceed \$6,000. A portion of the tuition must be financed to be eligible to apply for expenses.

## **STUDENT FEES REFUND and CANCELLATION POLICY**

### **Tuition and Fees**

1. Application Fee - This fee is assessed prior to enrollment and is non-refundable.
2. Registration Fee – This fee is assessed upon enrollment and is non-refundable unless the student is not accepted by the School, or the student meets the conditions of cancellation as outlined in the REFUND POLICY.
3. Tuition – Tuition charges are assessed by the program and are payable before the beginning of classes.
4. Textbooks and Uniforms – EMS Academy will give credit for unused books and/or unworn uniforms if withdrawal is on or before the first day of class.

**\*\$50.00 application fee is non-refundable.**

### **REFUND POLICY FOR ALL STUDENTS**

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

1. Cancellations must be made in writing, either in person or by certified mail.
2. There will be a full refund of all monies paid, including the registration fee, if the applicant is not accepted by the school or if the student, cancels within three (3) business days after signing the Enrollment Agreement.
3. Cancellation prior to attending class but after classes have begun will result in a refund of all monies paid less the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program will result in a pro-rata refund computed on the number of hours completed to the total program hours.
5. Tuition is non-refundable after 40% of the program has been completed.
6. Emergency Medical Sciences Academy will repurchase books if never used, and/or uniforms if never worn, provided that withdrawal is on or before the first day of class. No other withdrawal policies provide for the repurchase of books or uniforms after the first day of class.
7. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
8. Refunds will be made within 30 days following determination or receipt of Cancellation Notice.
9. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, breeches in student conduct or failure to comply with the School rules and regulations.

## **STUDENT FEES REFUND and CANCELLATION POLICY (continued)**

### Re-entry

A student that has been terminated and desires to re-enter into the program of study must notify the School and follow the required admission procedures with any applicable fees. A student that was terminated for any reason will have the opportunity to meet with the Program Director and show cause why he/she should be re-instated into the program.

The Program Director and/or Medical Director will reach a final decision within one (1) week of the initial student interview. The student will be contacted (by any confirmed means of communication) if they are to be considered for re-entry, or not. If the student feels unsatisfied that his or her situation is not being handled, then he or she may request (in writing) a meeting with the Staff and the Medical Director. A meeting shall occur with at least the Medical Director whereby a decision shall be reached. The student will receive the decision for re-instatement or not, in writing. All decisions are final.

Students that are eligible to re-enter the EMS program as a result of being cancelled or terminated will be charged the current tuition fee. A pro-rated tuition adjustment is computed by dividing the total amount of program hours by the tuition cost. The total amount of hours satisfactorily completed is multiplied by the hourly tuition (program) rate. In addition to the pro-ration amount, re-registration fees of \$100.00 and a nonrefundable application fee of \$50.00 are added to all re-registration transactions.

### Class Cancellation

EMS Academy reserves the right to cancel or re-schedule any class that the Administration deems necessary (i.e. emergencies). If classes are to be cancelled or re-scheduled, EMS Academy or its Faculty will contact each student by telephone or e-mail within twenty-four to forty-eight hours of the scheduled class time.

In the event of a natural disaster (i.e. hurricane warning) students are expected to contact the school and their instructor to receive instruction on the restart of classes.

## **GRADUATION REQUIREMENTS**

The EMT and Paramedic curricula require the student to pass a final comprehensive written exam and a final comprehensive practical exam. The student will have multiple practical skills stations to pass in either the EMT or paramedic skills portion of the curriculum. All successful students will move towards course completion.

## **GRADUATION REQUIREMENTS**

### EMT

To be considered for graduation, the student must achieve a grade average of 75%. This can be achieved through a combination of successfully passing tests and quizzes in addition to the following criteria:

1. Attend all classroom hours to include State required lectures such as SIDS, Trauma Score Card Methodology, HIV/AIDS, and Laws that govern Florida EMS
2. Pass all skill labs including the mid-term practical and the final skills practical test
3. Pass all Clinical and Field hours with competency
4. Complete all SOAP reports
5. Medical Director's final recommendation
6. Fulfill all paperwork and monetary obligations to the school.

## Paramedic

To be considered for graduation, the student must *maintain* an overall grade average of 80%. This can be achieved through a combination of tests, quizzes and homework assignments.

1. Attend all classroom hours to include State required lectures such as SIDS, Trauma Score Card Methodology, HIV/AIDS, and Laws that govern Florida EMS
2. Pass all skill labs including the mid-term practical and the final skills practical test
3. Pass all Clinical and Field hours with competency
4. Complete all SOAP reports
5. Medical Director's final recommendation
6. Pass ACLS and PALS AHA courses with a minimum 84% score
7. Fulfill all paperwork and monetary obligations to the school.
8. Maintain status as a Florida Certified Emergency Medical Technician

**Upon successful course completion, all students will receive a School Diploma within fourteen days from the last official day of the course syllabus.**

### Student Assessment

Academically, the final decision as to whether a student passes either the EMT or paramedic course shall be determined by the sole discretion of the Medical Director. This is based on an over-all assessment of the student's performance including but not limited to, overall grade average, clinical performance, skill evaluation, attitude, general performance, knowledge base of clinical areas of study and judgment exhibited by the student during the course.

It is emphasized that the grade point average or total attendance of hours are not the sole determinant factors of issuance of a certificate. Each candidate applying for a certificate will be reviewed and evaluated by the program Medical Director on an individual basis.

## **COURSE STRUCTURE**

### **Course: EMT**

EM 100	Didactic	120 hours
EM 110	Skills Lab	60 hours
EM 002	Clinical: Field Internship: Ambulance	96 hours
EM 113	Clinical: Hospital Clinical: Emergency Dept	<u>16 hours</u>
		*292 hours

### **Course: Paramedic**

PM 100	Didactic	428 hours
PM 110	Skills Lab	196 hours
PM 002	Clinical: Field Internship: Fire Rescue	360 hours
PM 003	Clinical: Hospital Clinicals: Emergency Dept.	88 hours
PM 01A	ACLS (Advanced Cardiac Life Support)	16 hours
PM 01B	PALS (Pediatric Advanced Life Support)	16 hours
PM 01C	Basic 12-Lead ECG	<u>8 hours</u>
		*1,112 hours

*\*each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting.*

## Grading Scale

The following scale will determine the grade received on any written examination:

A	90% - 100%	4
B	80% - 89%	3
C	70% - 79%	2
D	60% - 69%	1
F	below 59%	0

## Credentials received upon completion of Programs

EMT	–	Course Completion certificate, HIV/AIDS certificate
Paramedic	–	Course Completion certificate, ACLS certificate, PALS certificate HIV/AIDS certificate, 12-Lead ECG certificate

**Upon successful course completion, all students will receive a School Diploma within fourteen days from the last official day of the course syllabus.**

## **OBJECTIVES FOR THE EMT STUDENT**

Cognitive, affective and psychomotor objectives are provided by the most recent version of the United States Department of Transportation's EMT-Basic Curriculum as adopted by the Florida Department of Health Bureau of Emergency Medical Services. A copy of the entire curriculum is available from the Florida Association of EMS Educators at <http://www.faemse.org/downloads.html>.

## **COURSE OBJECTIVES**

1. To develop in the graduate EMT an understanding of Emergency Medical Systems. The roles and responsibilities of the EMT are emphasized.
2. To prepare the graduate EMT to provide quality care and to function competently and effectively in the pre-hospital system. The graduate EMT will be able to demonstrate advanced skills and knowledge in his/hers patient encounters.
3. To prepare the graduate EMT in the recognition of their need for continuing education.

## **Course Curriculum – EMT EM 100**

### Orientation

1. Program Orientation
2. Review of Policies
3. Clinical Orientation
4. Field Orientation

### Course Evaluations

EMT – The program and instructors will be evaluated on a monthly basis. Learners will have the opportunity to evaluate their instructors, facility, clinical sites, field sites and overall program.

## **EMT EM 113 IN-HOSPITAL SCHEDULING**

### Hours Required

Emergency Department

Total of 16 hours

## IN-HOSPITAL CLINICALS – EMT EM 113

### Objectives

The primary objective of the hospital is to:

1. Allow the student the opportunity to observe and participate in the care of the patient in the following areas:
  - a. Emergency Department
  - b. Specialty Care Department (i.e. pediatric, psych, ICU etc)
2. Allow interaction between the student, nurses, and physicians.
3. Allow the student, under direct supervision of an experienced nurse, paramedic or physician, to do patient assessments, obtain vital signs bandaging and splinting, administer oxygen, and assist in CPR.
4. Allow the student to practice various skills learned in the classroom.

### **OBJECTIVES FOR THE PARAMEDIC STUDENT**

Cognitive, affective and psychomotor objectives are provided by the most recent version of the United States Department of Transportation's Paramedic Curriculum as adopted by the Florida Department of Health Bureau of Emergency Medical Services. A copy of the entire curriculum is available from the Florida Association of EMS Educators at <http://www.faemse.org/downloads.html>.

### **COURSE OBJECTIVES**

1. To develop in the graduate Paramedic, an understanding of Emergency Medical Systems. The roles and responsibilities of the Paramedic are emphasized.
2. To prepare the graduate Paramedic to provide quality care and to function competently and effectively in the pre-hospital system. The graduate Paramedic will be able to demonstrate advanced skills and knowledge in his patient encounters.
3. To prepare the graduate Paramedic to successfully complete the State of Florida Paramedic or National Registry exams.
4. To assist the graduate Paramedic in the recognition of their need for continuing education.

Course Curriculum – Paramedic PM 100

#### Orientation

1. Program Orientation
2. Review of Policies
3. Clinical Orientation
4. Field Orientation

#### Course Evaluations

Paramedic – The program and instructors will be evaluated on a quarterly basis. Learners will have the opportunity to evaluate their instructors, facility, clinical sites, field sites and overall program.

## IN-HOSPITAL CLINICALS – PARAMEDIC PM 003

### Objectives

The primary objective of the hospital clinical is to:

1. Allow the student the opportunity to observe and participate in the care of the patient in the following areas:
  - a. Emergency Department (ED)
  - b. Intensive Care Unit (ICU)
  - c. Post Anesthesia Care Unit (PACU/Operating Room)
  - d. Labor and Delivery (L&D)
  - e. Pediatric Rotation (PED)
  - f. Burn Unit (BU)

- g. Operating Room (OR)
- 2. Allow interaction between the student, nurses, and physicians.
- 3. Allow the student, under direct supervision of an experienced nurse, paramedic or physician, to do patient assessments, treat medical and trauma patients, prepare and administer drugs, interpret lab and EKG findings, etc.
- 4. Allow the student to practice various skills learned in the classroom.

**PARAMEDIC PM 003 IN-HOSPITAL SCHEDULING**

Hours Required

Emergency Department	Total of 68 hours
Pediatric Department	Total of 4 hours
Intensive Care Unit	Total of 4 hours
Labor and Delivery	Total of 4 hours
O.R.	Total of 4 hours
Triage	Total of 4 hours

**FIELD EXTERNSHIP**

In order to fulfill a minimum requirement for the field externship program, each student shall ride at a minimum of **EMT EM 002: 96 hours, or Paramedic PM 002: 360 hours** with an ambulance or Fire Rescue Service.

Introduction

The \*field externship is a period of supervised experience on a mobile intensive care ambulance or Rescue unit which provides the student with a progression of increasing patient, care responsibilities. The intent is to have the student progress from observation to becoming a working member of the pre-hospital team.

Objectives

- 1. Allow the student the opportunity to observe and participate in the care of patients in the field.
- 2. Allow interaction between the student and other allied emergency personnel.
- 3. Allow the student, under direct supervision of an experienced paramedic, to do patient assessments, treat medical and trauma patients, prepare and administer drugs, and interpret lab and EKG findings in the pre-hospital setting.
- 4. Allow the student to practice various skills learned in the classroom.

Required Hours

EMT: 96 hours          Paramedic: 360 hours

*\* EMT and paramedic students will not be subjected to call while participating in class, clinical or field sessions. All students will be accompanied by a preceptor at all times, and shall not be alone while tending to a patient.*

### Policy on Student Recruitment

It shall be policy of the management of EMS Academy that employment agencies will not be used to recruit prospective students. No advertisements will be placed in help-wanted sections, and prospective students will not be led to believe that they are responding to a job opportunity. All members of the faculty and administration will be counseled against making any false or misleading statements about the School curriculum, licensure, or potential for post graduation employment. The school does not employ or contract with recruiting agents for potential students and does not solicit students at welfare offices, unemployment lines, food stamp center, homeless shelters, nursing homes, etc.

### Policy on Denying Admission

A student shall be denied admission if he or she fails to satisfy each of the admission requirements or fails to submit the required registration fee. If a student is denied admission, the reason for such a denial will be documented and those records will be retained for one year.

### Policy on Curricula Development

On a quarterly basis, the administration shall hold a faculty meeting at which the purpose and curricula will be reviewed, assessed, and revised if deemed appropriate. The administration will also seek input on the Schools curricula from independent administrators, employers, professionals, and physicians locally involved with emergency medical services.

### Policy on Qualifications of Faculty

The minimum qualifications for faculty to instruct or evaluate a student are that the faculty must have obtained the level of certification that the course prepares the student for. In addition, all lead instructors must have previous experience in didactic instruction and field experience for a minimum of two years prior to any respective discipline that is taught.

### Transferring to EMS Academy

Transferability of credit is at the discretion of EMS Academy. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Students may only transfer into the Emergency Medical Technician or Paramedic program if they can produce a certified transcript from licensed EMS schools outside of Florida, or from Florida Department of Education (Commission for Independent Education) licensed EMS school who are also approved by the Florida Department of Health, Bureau of EMS training and education division. Courses for which transfer is acceptable must parallel, in content and intensity, as the program presently being offered by the school. This documentation shall be included in each student's permanent file.

Regardless of the time completed in any other program, the student must pass any entrance exam being given for the desired program, and demonstrate appropriate skill level to the Course Coordinator. The final acceptance of any student transferring into the EMS Academy EMT or Paramedic program will be at the discretion of the Program Director.

### Transferring to a College

Transferability of credit is at the discretion of accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice

The Emergency Medical Technician and Paramedic programs are diploma only programs. Emergency Medical Sciences Academy is a vocational school and does not issue any college credit. The Emergency Medical Technician and Paramedic program does fall under an articulation agreement with City College.

## **VETERANS SERVICES**

### Veterans' Standards of Academic Progress

EMT (emergency medical technician) students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term. Paramedic students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 3.0 each term.

A VA student whose CGPA falls below 2.0 (EMT) or 3.0 (paramedic) at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 (EMT) or 3.0 (paramedic) at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after one term has elapsed and after attaining a CGPA of 2.0 (EMT) and 3.0 (paramedic).

### Veterans' Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' file. Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding two days (EMT) and three days (paramedic) unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

### Veterans' Transfer of Credits

The Veterans' Administration benefit recipient has the responsibility to report all previous education and training to Emergency Medical Sciences Academy (EMS Academy). EMS Academy will evaluate a verified report of such and allow appropriate credit, with training time and tuition reduced proportionally, with the veteran student and Veterans' Administration so notified. The school will evaluate such and grant appropriate credit, with training time and tuition reduced proportionately, and with the VA and student so notified.

### Veterans' Refund Policy

The veteran student refund policy shall be in accordance with the procedures for the general student body. Please refer to page 15 for the student refund policy.

**Emergency Medical Sciences Academy  
COURSE POLICY SIGNATURE FORM**

\_\_\_ EMT Student

\_\_\_ Paramedic Student

*(Check the one that applies to you)*

This signifies that I have received a copy of the EMT/Paramedic Course Policy and Procedures and that I am responsible for reading them. I understand I am also responsible for the following policies during the time that I am enrolled in the EMT/Paramedic program.

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Witness (agent of the School)

In case of an Emergency, please notify: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Please fill out, sign, date and return with application