



Teaching the Science of Saving Lives

STUDENT CATALOG

by

**Emergency Medical
Sciences Academy**

(954) 577-0577 PHONE
(954) 577-0579 FAX

600 North Pine Island Road, Suite 320
Plantation, Florida 33324

November 1st, 2009 Term
Volume Number 22

Veterans Affairs

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

Tony Chin
Program Director
EMS Academy, Inc.

Date

TABLE OF CONTENTS

<u>Page No.</u>	<u>SUBJECT</u>
14.	Admission Requirements
10.	Attendance
16/17.	Cancellations and Refund Policy
08.	Counseling
18/19.	Course Structure
07.	Description of School Facilities
09.	Dress Code
04.	Educational Philosophy and Objectives of the School
14.	Entrance Requirements
05.	Faculty and Staff
11.	Field Externship
15.	Financial Assistance
15.	Fee Payment Schedule
04	Governing Body
19.	Grading Scale
17/18.	Graduation Requirements
09.	Grievance
04.	History
07.	Holidays
07.	Hours of Operation
04.	Legal Ownership
04.	Licensed by
05.	Mission Statement
04.	Policy Statement
19.	Program Objective
19	a. EMT
20/21.	b. Paramedic
14.	Program Tuition
08.	Rules and Regulations
10.	a. Leave of Absence
13.	b. Make up Work
10.	c. Tardiness
10.	d. Class Cuts
17.	e. Termination
13.	f. Probation
17.	g. Re-Entry
08.	h. Conduct
06.	Schedule of Classes
10.	Selection of students and instructional faculty
22.	Student Recruitment
09.	Student Services
10.	a. Housing
13.	b. Infection Control
09.	c. Injury
10.	d. Student Records
10.	e. Student Placement
11/12.	Testing: EMT and Paramedic
22.	Transfer Students
22.	Transferring to a College
02.	Veteran Affairs' catalog affirmation
23.	Veterans Services

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.A.O.L., REMT-P, Richard J. Paley, MD and Chad Brocato, DHS, REMT-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 officers are President R.E. Fike. Vice President/Secretary

GOVERNING BODY

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

Administration

President, R.E. Fike
Program Director, Tony Chin A.S. EMT-P (Florida Medical Training Institute)
Medical Director, Richard J. Paley, M.D. F.A.C.E.P. (*University of Virginia*)
Program Coordinator, Jason Torlucci A.S. NREMT-PMD 17630 exp 12/2010
(Keiser College)
Admissions, Georgette Perry B.S. (*University of Hawaii*)
Admissions, Liana Carpenter A..S. (*ITT Technical Institute*)
Office supervisor, Donna Reed
A.H.A. T.C.C., Dr. Carlos Pulido, M.D.EMT-PMD 506208 exp 12/2010
(*Universidad Del Norte-Barranquilla, Columbia*)
Clinical Coordinator, James Malcolm EM-P 17559 exp 12/2010

Faculty

Program Director, Tony Chin A.S. EMT-P (Florida Medical Training Institute)
Medical Director, Richard J. Paley, M.D. F.A.C.E.P. (*University of Virginia*)
Program Coordinator, Manny Ajuria, EMT-PMD 18180 exp 12/2010
A.H.A. T.C.C., Dr. Carlos Pulido, M.D.EMT-PMD 506208 exp 12/2010
(*Universidad Del Norte-Barranquilla, Columbia*)
Lead EMT Instructor, Nick Florea, A.A. EMT-PMD 201480 exp 12/2010
(Broward Community College)
Lead EMT Instructor Matt Ritter, B.A. EMT-PMD 508762 exp 12/2010
(University of Florida)
Lead Paramedic Instructor Jason Torlucci A.S. NREMT-PMD 17630 exp 12/2010
(Keiser College)
Lead Paramedic Instructor Erick Solera, B.A. EMT-PMD 506579 exp 12/2010
Lead Paramedic Instructor Joseph Forcine EMT-PMD 17313 exp 12/2010
Lead Paramedic Instructor David McCluskey, EMT-PMD 17148 exp 12/2010
Lead Paramedic Instructor, John Oliver, EMT-PMD 12797 exp 12/2010
Lead Paramedic Instructor, Jaime Torres, EMT-PMD 201005 exp 12/2010
Lead Paramedic Instructor, Chris Dubinski, EMT-PMD 10763 exp 12/2010

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 64E-2 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 - Course Curriculum offers Day and Night scheduling:

EMT *day-time* (EM 100) classes will run from 9:00 a.m. – 1:00 p.m., meeting every Monday, Wednesday, & Friday.
(3 days a week)

EMT *night-time* (EM 100) classes will run from 6:00 p.m. – 10:00 p.m., meeting every Tuesday, Thursday, & Friday.
(3 days a week)

Winter Classes:

Registration	September 1 st , 2009 to January 5 th , 2010
Classes begin	Monday, January 6 th , 2010
Classes end	Friday, April 21 st , 2010
Final Exams	Week of April 17 th , 2010

Spring Classes:

Registration	January 11 th , 2010 to May 3 rd , 2010
Classes begin	Monday May 3 rd , 2010
Classes end	Friday, August 13 th 2010
Final Exams	Week of August 9 th , 2009

Paramedic - Course Curriculum offers Days and Night scheduling:

Paramedic *day-time* (PM 100) classes will run from 9:30 a.m. – 1:30 p.m.
(2 days a week)

Paramedic *night-time* (PM 100) classes will run from 5:30 p.m. – 9:30 p.m.
(2 days a week)

Winter Classes:

Registration	September 9 th , 2009 to February 15 th , 2010
Classes begin	Monday February 15 th , 2010
Classes end	Thursday February 17 th , 2011
Final Exams	Week of February 14 th , 2011

Summer Classes:

Registration	February 16 th , 2010 to July 12 th , 2010
Classes begin	Monday, July 12 th , 2010
Classes end	July 28 th , 2011
Final Exams	Week of July 25 th , 2011

Both (day-time & night-time) classes includes lecture and skills lab

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. Gaining skills are 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:

Frank Galgano, Program Director (754) 224-8457

Dr. Richard Paley, Medical Director (954) 415-4993 = *Office hours*: Thursdays (by appointment)

Manny Ajuria, Program Coordinator (954) 577-0577

If you require an appointment with the Director of the School then please call the main School phone number at (954) 557-0577, during normal business hours.

Holidays

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

Memorial Day (May 25th)

Independence Day (July 3rd)

Labor Day (September 7th)

Thanksgiving Day and the following Friday (November 26th, 27th)

Christmas Eve (December 24th)

Christmas Day (December 25th)

New Year's Eve & Day (December 31st, Jan 1st)

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 "Simulaids" electrocardiogram (mock) 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 Oximeters and Nonin 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 the Instructors. Any unsatisfactory behavior may be cause for dismissal from the classroom and/or program.

Students should arrive prepared to the classroom five to ten minutes prior to start time. Recording devices are allowed into the classroom (at the discretion of the Instructor). The student cannot be subjected to call or duty during any phase of the training program.

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.

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 or 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 and Clinical Externship

Any student late for a field externship (ride time with a permitted Emergency Medical Services agency) will not be given credit for that rotation. Students must reschedule a ride time at the next ride time availability. A student that is absent more than two times in their field externship may be dismissed from the field externship program.

Students must attend all clinical rotations as scheduled. Absolutely no change in the clinical schedule will be allowed without prior authorization. Only under extreme circumstances or an emergency shall a student have cause to reschedule clinical rotations.

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 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.

Students are not allowed to attend clinicals without an EMS Academy approved clinical instructor (preceptor).

GRADING AND TESTING - PARAMEDIC:

It is required that each (Paramedic) student maintain a grade average of no less than 80% for the entire length of the Paramedic program. Throughout the course, written tests, the mid term, and final each will be announced (as shown on the syllabus). Tests, mid term, and the final exam must be passed with a minimum score of 80%. Quizzes may or may not be announced in advanced. 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 to the three test retakes through the curriculum before they are dismissed from the program.

The mid term and final exams must be passed the first time taken. There will be no retaking of these exams. If a student fails either the mid term or the final exam, then the student shall meet with the Medical Director. Depending on the Medical Director outcome, the student may or may not be allowed to continue in the program. All practical skills stations must be passed during the mid term and final exam sessions. There will be an opportunity to retake any required skills station up to a second time.

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 a combination of quizzes, tests and 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. A final written and practical exam must be taken and passed. The final comprehensive exam and comprehensive practical test must be passed to be considered for graduation.

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 of the following State approved organizations: ASHI, ACEP, AAOS, NSCI or AHA.
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

The program cost for either the EMT-B or Paramedic program, includes all lab fees and liability insurance.

<u>EMT-B</u>		<u>Paramedic</u>			
1.	Tuition Cost	\$ 1460.00	1. Tuition Cost	\$ 6,672.00	
2.	Books	\$ 263.00	2. Books	\$ 661.00	
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		\$ 2,133.00	Total cost with books		\$ 7,743.00

1. Tuition costs for either EMT-B 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-B 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-B**

American Academy of Orthopaedic Surgeons <i>Care and Transportation of the Sick and Injured Textbook</i> , Jones and Bartlett (9th ed.) w/AHA update	\$ 95.00
American Academy of Orthopaedic Surgeons <i>Care and Transportation of the Sick and Injured Workbook</i> , Jones and Bartlett (9th ed.) w/AHA update	\$ 60.00
American Academy of Orthopaedic Surgeons <i>Care and Transportation of the Sick and Injured Student Review Manual</i> , Jones and Bartlett (9th ed.)	\$ 55.00
American Academy of Orthopedic Surgeons, Blood borne Pathogens Online	\$ 20.00
I.D. BADGE	\$ 10.00

(book fee total includes taxes & s/h) = \$ 273.00

5. Book fees – Paramedic	
Brady <i>Essentials of Paramedic Care Textbook</i> , Bledsoe, Porter & Cherry, 2 nd Ed.	\$167.00
Brady <i>Essentials of Paramedic Care Workbook</i> , Porter 2 nd Ed.	\$ 82.00
Brady 4-step Method to Drug Calculations, Foust	\$ 38.00
Brady <i>Drug Guide for Paramedics</i> , Cherry & Bledsoe, 2 nd Ed	\$ 32.00
Brady <i>Basic Arrhythmias</i> , Walraven, 6 th Ed	\$ 93.00
Jones & Bartlett <i>Paramedic: Anatomy & Physiology</i> AAOS	\$ 75.00
American Heart Assoc., <i>Pediatric Advanced Life Support-Provider Manual</i>	\$ 45.00
American Heart Assoc., <i>Advanced Cardiovascular Life Support-Provider Manual</i>	\$ 40.00
American Heart Assoc., <i>Handbook of Emergency Cardiovascular Care</i>	\$ 23.00
EMS Academy Field Manual	\$ 66.00
I.D. Badge	\$ 10.00

(book fee total includes taxes & s/h) = \$671.00

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 \$263.00, 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 \$661.00, 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 four ways to pay for classes: by Credit Card (Master Card, Visa, American Express, Discover), by paying with cash, by paying with checks made payable to EMS Academy, or through the SLM (Sallie Mae) financial loan program. Sallie Mae loans can be obtained through Sallie Mae loan website www.slmfinancial.com, College Career Training Loan. 1-888-2-SALLIE (888/272-5543) or with an in house finance program, Tuition Options.

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.

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/Blood borne Pathogens certificate
Paramedic	–	Course Completion certificate, ACLS certificate, PALS certificate HIV/Blood borne Pathogens Compliance, 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 a College

The Emergency Medical Technician-Basic 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-Basic and Paramedic program does fall under an articulation agreement with City College. If a student is interested in transferring to a college, please speak with the Program Director for further information on our articulation agreement. Transfer to a college is not guaranteed.

Transfer Students

Students may only transfer into the Emergency Medical Technician-Basic or Paramedic program if they can produce a certified transcript from a school licensed or approved by the state approving or licensing authority. This applies to schools both in and out of Florida. 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 Paramedic program will be at the discretion of the Program Director. The institution publishes and follows a policy for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE).

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