

Daytona State College
Emergency Medical Service Programs

2022 DSC EMS Student Handbook
Emergency Medical Technician and Paramedic



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The Daytona State College EMS Program is approved by the Florida Department of Health-Bureau of Emergency Medical Services, as meeting all requirements of Florida Statute Section 401 and Florida Administrative Code 64-J-1 for EMS Training Centers in Florida.

The Daytona State College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Daytona State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Bachelor's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Daytona State College.

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SECTION 1- EMS DEPARTMENT ADMINISTRATION/GENERAL INFORMATION

1.1 Office Hours

The EMS Department office, which is located at the Advanced Technology College (ATC), is open Monday through Friday from 8 a.m. – 5 p.m. (unless otherwise posted).

1.2 Program Application

This is a limited-access program. Candidates must:

- Apply for admission and be accepted to Daytona State College.
- Submit a completed EMS Paramedic or EMT application by deadline to the EMS Department, located at the Advanced Technology College, 1770 Technology Blvd., Daytona Beach, FL 32117.
 - Applications must be 100% complete, by the deadline.
 - Fall and Spring students must provide proof of the current year flu shot (including lot #, expiration date, who administered the shot, and mode of administration.) Proof of the flu shot will be attached to the form supplied by the hospital.
 - Include all other requirements noted in the application, including a Level- II criminal background check (state and nationwide), 10-panel drug- screening exam, physical exam, and supply required immunization records.
 - Clinical affiliates reserve the right to review and request a disposition of any offense(s) that are reflected in the background check. As part of approved affiliation agreements with our clinical sites, any clinical/field affiliate has the right to refuse access, and refusal is at their sole discretion.
 - PARAMEDIC APPLICANTS MUST possess and maintain a current Florida EMT certification/license, or proof of successful completion of a Florida EMT program.

1.3 Student Use of DSC Property/Equipment

Employee Computers, Copy Machine, Department Phones

Students may not use employee computers. Student computer access is available at the ATC for during normal operating hours. Students may not make copies on the EMS department copy machine. Students may not use department telephones except in emergencies and with prior staff approval.

1.4 EMS Department Closing Notification

Occasionally, the EMS Department may close due to inclement weather, or to major public safety events that impact our ability to utilize adjunct instructors. Students will be notified of any changes in your class schedule through their Daytona State College email, course announcements, Daytona State College EMS Facebook page, DSC Alert system, and/or contacting the EMS department.

1.5 Student Contact Information

The EMS office must be notified immediately in writing upon any change of name, address, or phone number. Each student must also notify student records/registration and update FISDAP account contact information. Students may receive communications from their respective instructors using the contact information input by each student. It is highly recommended that students use their college email address, as this provides a layer of confidentiality and protection.

Students must declare an alternate contact email if choosing not to use the DSC assigned email that is provided with their account.

1.6 Change in Approval/Access Status – Background/Illegal Substances/Medical

Students accepted into the limited access EMT or Paramedic program have passed a level 2 background screening as well as tests for illegal substances and other medical compliance. Students involved in any activity OR event that could potentially change the privileges awarded as a result of these evaluations must notify the EMS Program within 24 hours.

Students must immediately notify their Lead Instructor if they become injured, ill, or have a change in medical status that causes the student to no longer be compliant with medical standards necessary to enter the program OR could negatively affect your ability to physically attend and/or perform in the clinical setting without restriction.

The EMS program may require a physician to examine and recommend continued attendance in any EMS program for any change in medical status. Students being seen by a physician will be required to submit a completed Dr. Note to the program manager, on the “DSC EMT/Paramedic Physicians Medical Release Form” (APPENDIX A) before they can be considered to re-enter the program and resume activities. This includes students who are agency sponsored and are placed on light duty and/or worker’s compensation. Continuation of lecture, labs, or clinicals, without notification could jeopardize the students/employee’s participation in the program. If medical the restriction interferes with the student completing the program within the given semester, it is the student’s responsibility to follow the instructions and properly withdraw from all co-requisites, and/or file a student appeal.

1.7 Certification Exams

College Application for Graduation

The College requires that all students complete an “Application for Graduation” prior to the end of the semester that he/she graduates. The EMS Senior Staff Assistant will provide the forms, instructions, and deadline to comply for each EMS class.

Once the application for graduation has been completed DSC will also issue a Certificate of Graduation in recognition of students’ achievement. The College issued Certificate of Graduation is not to be submitted to the Florida Department of Health/Bureau of EMS with your application for certification.

1.8 EMS Certification of Completion

Students who have met all academic requirements and completed the required Application for Graduation will be provided with a certificate of completion within 14 days of their course completion date as directed by Florida Statute.

The EMS department issues the only authorized certificate of completion that is accepted by the Florida Department of Health/Bureau of EMS. The EMS Department issued certificate will contain our site code, the number of hours completed and the signatures of our Medical Director and Program Manager.

1.9 Student Attendance Continuity Requirement

Returning students who have been away from the paramedic program for more than 365 days will be required return starting with Paramedic I. No prior training will be recognized even if the

student has received a passing grade for the prior semesters of training.

SECTION 2- PROGRAM OVERSIGHT

Standards and guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions (2015).

2.1 Program Medical Director

- The program Medical Director is responsible for medical oversight of the program and must:
- Review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed pre-hospital or emergency care practice.
- Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these Standards.
- Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical and field internship.
- Review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary.
- Ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- Engage in cooperative involvement with the Program Manager.
- Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
- Ensure educational interaction of physicians with students. The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, field internship. Interaction may be by synchronous electronic methods.

2.2 Program Manager

Responsibilities: The Program Manager must be responsible for all aspects of the program including, but not limited to:

- The administration, organization, and supervision of the educational program.
- The continuous quality review and improvement of the educational program.
- Long range planning and ongoing development of the program.
- The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
- Cooperative involvement with the Medical Director.
- The orientation/training and supervision of clinical and field internship preceptors.
- The effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

2.3 Lead Instructor/Faculty/Instructional Staff/Clinical/Field Preceptors

Responsibilities: Perform duties assigned under the direction and delegation of the Program Manager. Lead Instructors/Faculty are responsible for configuring the daily, lecture and lab activities, skills, scenarios, demonstration of new skill, scheduling the lab rotations, administering quizzes, exams, assigning/oversight of adjunct faculty, writing scenarios for final skills, tracking

evaluation of students, and grading for all students.

Lead Faculty are also designated to coordinate supervision and provide frequent assessment of the students' progress in achieving acceptable program requirements.

Clinical/Field Preceptors

Clinical Preceptor: Hospital preceptors adjunct faculty designated to coordinate supervision and provide frequent assessment of the students' progress in achieving acceptable program requirements. These preceptors are assigned to a small group of students.

Field Preceptor: Fire or ambulance employee designated to coordinate supervision and assessment ensuring student progress during their field experiences.

Internship Experience: activities occurring in the last semester of the educational process to allow students to develop and practice high-level decision making by integrating and applying paramedic knowledge learned in the previous semesters by a demonstration of the mastery of related competencies; Paramedics - SMC. The EMT clinical and Field experience occurs concurrently to their lecture and lab training.

Field and Clinical Preceptor Training

Training and Orientation: This is a dynamic and ongoing process for field and clinical preceptors.

- Purpose of the student rotation (competencies, skills, and behaviors).
- Evaluation tools used by the program.
- Contact information for the program.
- Team lead only applies during Capstone Internship Phase.
- Program requirements of team leads during Capstone Internship as stated in the Student Minimum Competency

2.4 Director of the School of Emergency Services

The Director of the School of Emergency Services oversees training the community's law enforcement, corrections, fire, and EMS professionals. In addition to initial certification training programs, the Director provides oversight for advanced training and college degree programs to enhance the student's career.

SECTION 3- ELECTRONIC DEVICES AND SOCIAL MEDIA

3.1 Definitions – Terms Relating Electronic Devices to our Program

Social Media/Social Networking Devices: Any means by which all types of information including writing, photographs, audio, or video are shared through various electronics, mass media sites, or devices such as websites, blogs, tweet, live feeds, forums, webcasts, podcasts, net casts, recordings, or other similar present or future avenues of social media/networking, recording devices. These include any still photographs, representations, video, live video, and/or audit images and reporting from local, regional, federal news services in accordance with their respective copyright laws.

Social Networking: Any means by which an individual or individuals may either professionally or privately share, post, or disclose information combined with social media using a variety of

means such as, but not limited to, Snap Chat, Facebook, Twitter, LinkedIn, Instagram or other similar present or future avenues.

3.2 Social Media/Networking Code of Conduct

Students shall not engage in social media posting regarding the EMS program. Social media shall be used by faculty, along with other forms of written communications, to provide advisory notifications to the general community, students, faculty, and industry professionals. Communications shall only be posted by the faculty or program administrative personnel.

Students shall not use any imagery, video, photo, or video chat on social media/social networking that show clinical site/affiliate agency facilities, employees, logos or identifying signs or vehicles or identifiable equipment as a backdrop.

3.3 Social Media Privacy

Students must recognize and acknowledge there is no reasonable expectation of privacy in any electronic communication, comment, file, data, image, video, audio file or posting placed in any form of social media, mass communication system as defined in section.

3.4 Electronic Devices in Class

The EMS Department (which is located in the ATC) is a Wi-Fi zone using “DSCWireless”. Students may utilize laptops, tablet computers, e-readers, and smart phones to access e- textbooks and ancillary internet-based materials as available for your class. All electronic devices shall be used in “silent mode” during instruction not to disturb other students or the instructor. Students may NOT take photographs during their lecture or lab sections without prior permission being attained from the lead instructor. Faculty and staff members reserve the right to take photographs, take audio and/or video recordings for the purposes of reviewing performance or for training/marketing material.

3.5 Electronic Devices During Testing

All electronic devices shall be turned to the “off” position and placed at the front of the classroom prior to any written or practical examination.

3.6 Electronic Devices on Clinical Assignments

Electronic devices are NOT ALLOWED in clinical setting. Students are prohibited from taking photographs IN THE HOSPITALS, ON AMBULANCES OR FIRE APPARATUS. PHOTOGRAPHS OF ANY PERSONNEL OR PATIENTS IS ALSO PROHIBITED.

SECTION 4 - UNIFORM REQUIREMENTS

4.1 Uniform

The designated student uniform shall be worn in its entirety with no additions or deletions during all lecture, lab and clinical sessions unless authorized by the EMS Program Manager.

4.2 College Picture ID

A College issued student picture ID must be worn by all students during clinical sessions. Many of our clinical (hospital) facilities require use of badges, which will be issued by the clinical site. Directives will be given by each site and must be adhered to during the respective semester.

4.3 Program Uniforms

Pants - EMT and Paramedic

Long BDU style or dress style pants, black in color, that are approved for wear during participation in this program must be purchased from a uniform vendor approved by the Daytona State College EMS Program. Sponsored students may wear uniform pants issued by their organization with prior approval of the Program Manager.

EMT Uniform Shirt

EMT students must wear a khaki/tan uniform shirt with the School of Emergency Services logo. Shirts must be purchased from an approved vendor who uses the approved labeling on each shirt. Program uniform shirts must be tucked into your belted pants at all times.

Paramedic Uniform Shirt

Paramedic students shall wear a maroon uniform shirt with the School of Emergency Services logo. Shirt must be purchased from an approved vendor who uses the approved labeling on each shirt. Program uniform shirts must be tucked into your belted pants at all times.

Undershirts

A white or black crew neck short or long-sleeved t-shirt shall be worn under the student uniform shirt. The undershirt shall be free of any graphics and/or lettering which may show through the uniform shirt.

Belt

Professional in appearance black web or plain belt, with a plain belt buckle shall be worn with the uniform at all times.

Shoes

Plain toed black polishable boots shall be worn when in uniform. Black sneakers, slides, or cowboy boots are not permitted.

Hats

Hats are not permitted to be worn at any time the student is required to be in uniform.

Jewelry

To promote a professional appearance and a safe environment, the following are authorized pieces of jewelry a student may wear while in lecture, lab and clinical:

- A watch
- One ring per hand (wedding sets count as one)
- Single post style earrings (one in each ear)

The following Items are prohibited while in lecture, lab and clinical:

- Hoops, dangling earrings
- Plugs or gauges in ears
- Necklaces
- Bracelets, bangles, or bands (including cause/slogan bracelets)
- Jewelry that distracts from a professional appearance or demonstrates symbols of intolerance

- Jewelry that may accidentally inflict injury during patient care activities
- Tongue studs and/or other body or face piercings that are visible while in uniform
- Lanyards hanging out of pockets or around necks
- Ear buds or headphones

Jacket/Rain Gear

Students may wear plain black jackets with the School of Emergency Services logo and that are permitted and sold at uniform vendor locations.

Safety Vests/PPE

An approved safety vest with the “DSC/EMS INTERN” in contrasting reflective materials on the back, a DSC logo/patch on the front left pocket that meets or exceeds ANSI type III safety vest requirements must be worn any time the student is participating in a fire/rescue/EMS clinical. These are not required for hospital clinicals, lab, or lecture. This vest must be accessed through an approved vendor. Proper respiratory protection is to be required and accessible at all times

Clinical/Field Shifts/Lecture/Lab

Students may only wear jackets/uniform pieces that have been approved as an official attire of the DSC/EMS program and purchased from an approved vendor. All students must be clearly identifiable as a student intern within the DSC/EMS program whenever they are in uniform. Uniforms are required for lecture, lab, and clinicals. Students should wear the uniform properly and with respect whenever the uniform is required. The uniform must only be worn in its entirety. Violation of this policy may result in suspension.

Field or Agency Sponsored Students

It is the student’s responsibility to understand and follow the policy of their employing agency with regard to policy compliance and the DSC/EMS uniform standard. All students must be clearly identifiable as a student intern within the DSC/EMS program whenever they are in uniform while fulfilling the requirements of this program.

Uniform Inspections

Students are reminded that the uniform should be worn appropriately as listed above. Should a student’s appearance be deemed unacceptable, the student will be asked to comply. Any personal issues that would result in not being in compliance shall be discussed with the Lead Instructor. Violations will be recorded on Event Forms and violators may be suspended or dismissed from the program.

Uniforms in Drinking Establishments

Students are also prohibited from wearing their uniforms to any establishment whose primary purpose is to serve alcoholic beverages while not on official DSC intern assignment.

4.4 Personal Grooming

Fingernails

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

Hair

Hair must be professional, neat, clean, and if below the uniform shirt collar in length, must be worn above the collar. Hair color must be naturally occurring in the human species.

Cologne/Scented Toiletries

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

Tattoos

Tattoos must be completely covered while on clinical rotations.

4.5 Grooming Standards – Facial Hair

Sideburns, Mustaches, Beards

Students must be clean shaven while enrolled in the class. The OSHA Respiratory Protection Standard paragraph 29 CFR 1910.134(g)(1)(i)(A), states that respirators shall not be worn when facial hair comes between the sealing surface of the facepiece and the face or that interferes with valve function.

4.6 Weapons/Certified Law Enforcement Officers

Weapons

Weapons of any type are not allowed on any DSC campus, or at any clinical site.

Certified Law Enforcement

Students who are certified law enforcement officers must be attired as a student while participating in the lecture, lab, or clinical portions of the class so that they are readily identifiable in their role as a student at all times. FAC 64J-1.020(1)(a) Each applicant shall demonstrate that EMT & paramedic students are not subject to call while participating in class, clinical, or field sessions.

SECTION 5 - STUDENT CONDUCT

5.1 Respectful Language

Students shall be courteous to the DSC EMS program faculty, staff, guests, and other students at all times. Students shall not use coarse, violent, profane, or disrespectful language or gestures. Students shall also not express any prejudice concerning race, sex, religion, politics, national origin, sexual orientation, lifestyle, or similar personal characteristics.

5.2 Addressing Staff and Instructors

Instructors and staff will be addressed as “Sir” or “Ma’am” or by rank unless otherwise specified by the instructor or staff member. Rank or title is always preferred and appropriate.

5.3 Following Orders

All orders and commands will be executed immediately when given by faculty, staff, administrators, or clinical preceptors. If a student disagrees with a command or feels he/she has not received fair treatment, he/she should follow the command and subsequently discuss the matter with this/her Lead Instructor. Students on clinical assignment directly report to their preceptor.

5.4 Conflicting Orders/Methods

If a student receives two different orders from two instructors, the student should inform the second instructor of their original assignment and that they have already been assigned a task while identifying the first instructor. The second instructor should yield to the first instructor and should not countermand the first instructor's assignment of the student. In the case of conflict, the lead instructor should resolve the matter away from the student.

5.5 Investigations/Complaints/Hearsay

The EMS Department Program Manager shall investigate complaints that are filed and shall follow the Daytona State College Student Handbook procedure. Any incident requiring an investigation will result in immediate notification of the program manager who shall coordinate all investigative procedures beginning with the intake of the initial complaint and continue throughout the judicial affairs process.

5.6 Falsification of Documentation or Plagiarism

Any falsification of documentation or plagiarism found to be valid will be grounds for immediate dismissal. This includes FISDAP data entry or any misrepresentation of lab or clinical skills/patient contact documentation. Accusations of this nature will be investigated fully, and students shall be afforded all due process as provided by the Student Handbook and Judicial Affairs.

5.7 HIPAA (Patient Confidentiality)

Students will not violate HIPAA policies, pursue patients, patient information (such as address or phone numbers from any sources), and/or take still or video pictures of any patient or scene. Doing so are grounds for IMMEDIATE expulsion from the EMS Program. HIPAA confidentiality statements will be signed and turned into your Lead Instructor during the first week of class.

*Also refer to social media and electronic device policy.

SECTION 6-SUBSTANCE USE POLICY

6.1 Tobacco Policy

DSC and all affiliated clinical sites are tobacco-free premises. The use of any tobacco products by the EMS Program students is strictly prohibited on any Daytona State College or clinical site.

6.2 Alcohol/Drug Free Campus

Daytona State College is an alcohol and drug free campus. Therefore, no use or possession of alcohol or drugs will be permitted, including in vehicles or personal items. Students will not be under the influence of alcohol or drugs while attending class. If the student verbalizes that the consumption of one or more substances has occurred and/or impairment is suspected/witnessed the student will not be permitted to participate in DSC/EMS classes nor will they be permitted to leave campus/clinical site by driving their vehicle and LEO will be contacted. The student could be subject to medical attention to rule out an alternative cause.

6.3 Consumption of Alcohol Prior to Class and/or Clinical/Field Shifts

Students are prohibited from consuming alcohol eight hours or less prior to the start of lecture, lab, or clinical/field setting, school-sponsored events, and class/event, and during lunch/dinner

breaks. Students may be subjected to a Breath Alcohol Test. See above policy for suspected impairment.

SECTION 7 – POLICY VIOLATION DOCUMENTATION

- 7.1** Violation of the policies of Daytona State College Student Handbook, EMS Program Handbooks, course syllabus, or affiliate host policies should result in coaching from Faculty/Preceptors/Staff. The coaching incident is intended and should be conducted with the intention of informing and educating on the students' behalf. Though it is ideal to hope students may respond immediately, learning and behavior modification may require repetition & reinforcement over time. Violations of policy should be documented in great detail on the CoAEMSP Student Counseling Form, and this is considered the primary form used for documentation. If the violation is a result of Affective Behavior, then the CoAEMSP Affective Behavior Evaluation may be included and attached. If this event is a continuation of prior behavior, a CoAEMSP Performance Improvement Plan form should be included in the documentation.
- 7.2** All forms will be printed on ORANGE paper and will be implemented on January 17, 2022. These forms will be referred to as "Orange Forms." See Appendix D. Students receiving four Student Counseling Forms OR any student's policy violation that results in a safety concern or an injury will result in an expedient meeting with the program manager and possibly the director of the School of Emergency Services. This process is intended to support the existing college policies and supports the judicial Affairs procedures.
- 7.3** All forms must be completed in their entirety to ensure documentation is complete and may include attached witness statements, as appropriate. Documentation is protected. All documentation must be submitted to the Senior Staff Assistant within 48 hours or less to be kept in the students secure, centralized administration file. The program manager must be notified each time student documentation created.
- 7.4** Student dismissal is considered a last resort and can only occur after the appropriate appeals processes have been exhausted. Proper documentation must occur in a complete, timely, and effective manner and reflect appropriate, frequent evaluation of student performance and behavior, and must be recorded via appropriate documentation that includes the student's acknowledgement that the behavior was not acceptable and must include a description of the desired behavior and that it was explained to the student and the student understands that direction.
- 7.5** The program manager must be apprised BEFORE any adverse action is taken that may impact a student's enrollment status. Students who represent a safety concern must immediately be reported to Campus Safety and or 911 as appropriate, with supervisory notifications and documentation to follow. Students who cannot comply with College policies and have been shown the desired performance criteria may be processed out of the program through the application of the judicial affairs process as applied by the program manager and the School of Emergency Services Director.
- 7.6** Affiliate agencies may refuse access or dismiss students without cause and the student will have no recourse against the college or the affiliate agency.

APPENDIX A

**MEDICAL CLEARANCE FORM
REQUIRED TO RETURN TO CLASS AFTER ANY CHANGE IN MEDICAL STATUS
AFTER ADMISSION TO THE PROGRAM**

**DAYTONA STATE COLLEGE
EMT/Paramedic TRAINING COURSE
PHYSICIAN'S MEDICAL RELEASE**

_____ has been treated for the following condition(s):
Student's Name

(Please describe injury or illness)

--

This student is participating in an EMT/Paramedic Training Course, which involves the following activities:

- the ability to wear full protective equipment and may include helmet, protective coat and pants, suspenders, gloves, N95 Mask, Powered Air Purifying Respirators (PAPR) or breathing apparatus
- the ability to drag, lift, carry, and move weights up to 125 pounds.
- the ability to climb stairs and ladders.
- the ability to work in heat, water, and other hostile environments.

This student may return to class with the following limitations: *(Please list - example: no limitations, classroom activities only, no lifting, etc.)*

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Physician's Signature		Date	
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Physician's Name <i>(please print)</i>	
Physician's Address	
Physician's Phone Number	

The student is aware that Daytona State College may verify the information above by contacting the physician who has signed this document.

Student's Name <i>(please print)</i>		Date	
Student Signature		Date	

APPENDIX B

DAYTONA STATE COLLEGE AFFILIATE BACKGROUND REVIEW POLICY

The Daytona State College EMS program will utilize a committee made up of affiliate representatives when evaluating criminal histories of EMS Student applicants that cannot be cleared by the school using the background matrix. Any criminal history revealed by the required Level II background check that cannot be cleared by the school will be forwarded to the committee for review and final determination of the student's acceptance into the EMS program.

The following affiliates and EMS leaders will have a seat on the committee:

1. Volusia County Emergency Medical Services
2. Volusia County EMS Administration
3. Medical Director of the EMS Program
4. Volusia County EMS Providers
5. Volusia County Fire Chiefs Association
6. Halifax Hospital
7. Advent Health

A single dissenting vote from any affiliate representative can disqualify a student from participation into the program. All affiliates retain the right to deny facility access, without cause, to the student. Access to the affiliate facility is not assumed and must be affirmed by the affiliate representatives for any student who is unable to meet the Level II background requirements and that is not able to be cleared by the school based on the student background matrix. If the affiliate does not affirm the student's acceptance into their facility, it will be the same as a denial because the student will not have achieved a clearance that only the affiliate can provide.

It is preferred affiliates denying student's access do so in writing from the affiliate to the school before the school takes adverse action on the student's application. Denial may also be in the form of the school requesting acceptance from the affiliate and the affiliate denying to grant access in writing. This is the same as refusing to affirm clearance of the student's background, thereby stopping the student's application from being processed to the stage of acceptance into the program. If the school cannot clear the student and the affiliate will not affirm a clearance, then the student would need to achieve the "affirmed" status to enter the affiliate facility.

APPENDIX B.1

DAYTONA STATE COLLEGE
 COLLEGE OF HEALTH AND PUBLIC SERVICES
 SCHOOL OF NURSING/EMERGENCY MEDICAL SERVICES
CONVICTION RECORD POLICY

CATEGORY 1	<i>Bad checks, Municipal Ordinances</i>		
Occurrence	Time Period	School May Clear	Application to Committee
One or more times	No time factor	Yes	No
CATEGORY 2	<i>Petit Theft, DUI, Disorderly Conduct, Indecent Exposure, Prostitution/Soliciting, Drug Possession, or any Misdemeanor not listed in 4 notes</i>		
Occurrence	Time Period	School May Clear	Application to Committee
One time	No time factor	Yes	No
More than one time	Less than 10 years	No	Yes
	More than 10 years	Yes	No
CATEGORY 3	<i>Property Crimes, Drug Possession/Substance Abuse, Violent Crimes with No Actual Harm, Other Felony Offenses Not Listed in Category 4 (Felony)</i>		
Occurrence	Time Period	School May Clear	Application to Committee
One or more times	No time factor	No	Yes
CATEGORY 4	<i>Sex Crimes, Child/Elder/Spouse Abuse, Hate Crimes, Violent Crimes with Actual Harm, Fraud, Medicaid/Medicare Fraud. Perjury (Felony)</i>		
Occurrence	Time Period	School May Clear	Application to Committee
One or more times	No time factor	No	Yes

NOTES:

1. Driving on a suspended license (DWLS) is not considered a reportable offense.
2. Arrests for bad checks, disorderly conduct or like charges that went to court but the only disposition was court costs may be cleared by school.
3. Applicants for licensure who have been convicted of a felony and civil rights have not been restored, are not eligible for licensure and are not eligible to take the licensing examination. The application will be denied.
4. All cases involving fraud, aggravated battery, and/or actual harm to victim require committee review.
5. For applicants in pre-trial intervention program (PTI):
 - a. If the offense is one the school could clear if the conviction were upheld, then clear the screening.
 - b. If the offense is one the committee requires review, then inform the applicant that the application is incomplete until information is received on the disposition of the PTI.
6. For applicants on probation:
 - a. If the probation is for category 1- or one-time occurrence in category 2, the school may clear.
 - b. Any other probation must be cleared by the committee.

The purpose of this matrix is to determine which criminal offenses revealed via the required background check during the application process are reportable to the affiliate agencies that host the clinicals required by Florida Statute 401/FAC 64-E, within the requirements of FS 435.04, and Affiliation Agreements during a candidates EMT or Paramedic training program.

APPENDIX C – TECHNICAL STANDARDS

Paramedics are healthcare providers that provide medical care and treatment for patients that have been involved in accidents, emergencies, or other crises. They often work in an out of hospital environment on board an ambulance or fire truck. Paramedics can also be found working at theme parks, emergency rooms, clinics, and doctor's offices.

Paramedics need the ability to make swift decisions and stay calm.

Typical duties of the job include:

- Driving and staffing ambulances and other emergency vehicles
- Responding to emergency 911 calls and working in dangerous areas
- Assessing patients, providing emergency treatment, and making diagnoses
- Monitoring and administering medication, and intravenous infusions
- Using specialist equipment including ventilators and defibrillators
- Reading ECGs and 12-leads, Dressing wounds/injuries, dealing with bloodborne pathogens and other scene hazards
- Transporting patients to hospital and continuing to provide treatment while in transit
- Providing hospital staff with confidential patient information including condition and treatment
- Helping provide patient care in hospitals and other medical facilities
- Communicating effectively with patients and their relatives/friends in times of extreme stress and confusion
- the ability to wear full protective equipment and may include helmet, protective coat and pants, suspenders, gloves, N95 Mask, Powered Air Purifying Respirators (PAPR) or breathing apparatus
- The ability to drag, lift, carry, and move weights up to 125 pounds.
- The ability to climb stairs and ladders.
- The ability to work in heat, water, and other hostile environments.

Key skills for paramedics:

- A caring and outgoing personality
- Good communication skills
- The ability to make swift decisions and stay calm in highly active and potentially dangerous situations
- A good level of physical fitness
- Strong navigational skills and an awareness of mapping technology
- Resilience
- The ability to attend during nights, weekends, and Holidays as Clinicals are assigned on a Shift rotation (including holidays and weekends) is a standard requirement of the paramedic program.

This is a MINIMUM list of Technical Standards a paramedic student may experience during their training.

APPENDIX D – CORRECTIVE ACTION FORMS

1. CoAEMSP Student Counseling Form (10-02020)
2. CoAEMSP Affective Behavior Evaluation (10-2020)
3. CoAEMSP Performance Improvement Plan (10-2020)