

Daytona State College  
Emergency Medical Service Programs

2019 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.

Daytona State College Emergency Services Program Manager Approval 10/01/18

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## SECTION 1- GENERAL INFORMATION

### EMS Department Administration/General Information

#### 1.1 Office Hours

The EMS Department office, which is located at the Advanced Technology (ATC) Campus, is open Monday through Friday from 8:00am-5:00pm (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 Center, 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 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

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, RAVE notification system and/or contacting the EMS department.

### **1.5 Change in 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 each student 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.* This includes students who are agency sponsored, and are placed on light duty and/or worker's compensation. Continuation of clinicals without notification could jeopardize the students/employees claim. Proof of the student released for regular duty must follow any restriction from regular duty. If 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.

### **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.

## **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 toward the end of the educational process to allow students to develop and practice high-level decision making by integrating and applying paramedic knowledge.

#### **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 50 patients further defined in Capstone Field Internship.

## 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 WiFi zone using "FalconNet". 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 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 types of jewelry 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

### **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.

### **Lecture and Lab**

Students may wear their department issued jackets, if it does not violate policy from their employing agency during lecture and lab only. Students may wear personal jackets, sweatshirts during lecture or lab for warmth with instructor approval. Students must be readily identifiable for their level of training at all times.

### **Clinical/Field Shifts**

Students may not wear their department issued jackets or gear, or personal outerwear on clinicals for any reason. 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 at all times they are on clinical assignment. Violation of this policy may result in suspension.

### **Students Currently Working in the Field or Agency Sponsored**

It is the student's responsibility to understand and follow the policy of their employing agency when wearing any portion of the employing agency's uniform.

### **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**

Finger nails 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.

### **Hair**

Hair must be professional, neat, clean, and if below the uniform shirt collar in length, must be pinned/tied back and/or in a ponytail (bun preferred). Hair of excessive length must be pinned up and secured in a bun to avoid risk of injury. Dreadlocks, punk, shaved styles with designs and/or other eccentric hairstyles are considered inappropriate and are not permitted. Beads, decorations, ribbons, or type of hair accessory are not permitted while in uniform. 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**

Any tattoos that detract from a professional image must not be visible at any time while in uniform (i.e. messages or symbols of hate, racism, pornography, etc.).

#### **4.5 Grooming Standards-Facial Hair**

##### **Sideburns**

Sideburns shall be consistent with the hairstyle, and shall not extend below the bottom of the ear.

##### **Mustaches**

In an effort to promote a professional appearance and comply with the program's affiliates, the following grooming styles for mustache must be adhered to while in the DSC EMS Program. Student's mustache will be no wider than ¼ inch past the corners of the mouth or no lower than the corner of the mouth, trimmed to the top of the natural lip line.

##### **Beards**

Other than mustaches meeting the requirements stated above, the students must be clean-shaven while in uniform. This includes a soul patch, goatee, or any trending style.

#### **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 who are wearing the full duty uniform of their employing agency, may carry weapons that are appropriate to their status. Law enforcement officers may not carry their weapons when in school uniform, or during any clinical session.

### **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**

If a student receives two different orders from two instructors, the first order received will be followed. The Lead Instructor in charge during the time of the incident shall be notified of the conflict as soon as possible. However, if the order is hazardous to the student, he/she can request the Lead Instructor and/or Program Manager.

**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. 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 is 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.

**5.8 EVENT FORMS (ORANGE FORMS) WILL BE ASSIGNED FOR ANY VARIATION OR NON-COMPLIANCE OF THIS HANDBOOK. STUDENTS RECEIVING FOUR ORANGE FORMS WILL BE BROUGHT UP FOR REVIEW BY THE PROGRAM MANAGER.**

**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 drive their vehicle. 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 – TECHNICAL STANDARDS**

**7.1** 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

**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
- Stamina and physical ability to lift in excess of 75 pounds

- 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