



Medical Campus

SCHOOL OF HEALTH SCIENCES
Department of Emergency Medical
Services

Policies and Procedures

IMPORTANT NOTES:

The Policies and Procedures noted in this document are used in conjunction with those in the current *MDC Student's Rights and Responsibilities* handbook. No part of this document may be changed verbally by any person. Official changes will be given to you **IN WRITING** by the Program Coordinator or his designee.

Introduction: Statement of Expectations

As indicated in the ***MDC Students' Rights and Responsibilities Handbook***, Miami Dade College and the Emergency Medical Services program takes great pride in offering a high quality and challenging learning environment that will expose you to a myriad of opportunities for discovery and growth. You can expect:

- a. Excellence in teaching
- b. Encouragement of innovation and creativity
- c. A free exchange of ideas
- d. Respect for cultural diversity
- e. A comprehensive array of services to maximize your academic success

As a student, you play a central role in fostering and maintaining a quality environment for yourself and others. Consequently, you are expected to:

1. Attend classes regularly and on time
2. Succeed and do well in your classes
3. Strive for personal excellence
4. Treat others with courtesy and respect
5. Contribute to the marketplace of ideas at the College
6. Demonstrate personal and academic integrity in your dealings with others
7. Make a positive contribution to the multicultural, multiracial environment at the College
8. Share responsibility for maintaining the integrity of the physical surroundings

To assist students enrolled in the EMS courses, sections of the EMS Policies and Procedures are linked to specific portions of the Statement of Expectations (SE a-e and/or SE 1-8). Students enrolled in any of the EMS courses are expected to abide by the **"Statement of Expectations"** indicated in the ***MDC Students' Rights and Responsibilities Handbook***.

Miami Dade College Learning Outcomes

Miami Dade College has adopted the Learning Outcomes listed below. Upon completion of a program of study at the Medical Center Campus, graduates from Miami Dade College should emulate these outcomes.

1. Communicate effectively using listening, speaking, reading and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

Section One: Program Description

The **First Responder** program provides training in emergency medical care for those who may be first to respond to an accident or medical emergency. This course meets the requirements of the most current U.S. Department of Transportation National Standard Curriculum.

The **Emergency Medical Technician (EMT)** program provides training in the role of the emergency medical technician. Theory, methodology, and logic involved in the immediate care of the acutely ill or injured are provided. This course meets the requirements of the most current U.S. Department of Transportation National Standard Curriculum. Upon successful completion of the entire program (all three courses) you will be eligible to participate in the State of Florida and/or the National Registry EMT Certification Examination process.

The **Paramedic** program provides instruction in advanced theory and procedures currently used by modern comprehensive emergency medical services systems. This course meets the requirements of the most current U.S. Department of Transportation National Standard Curriculum. Instruction includes lecture, laboratory, clinical and field experience course work. Upon successful completion of the entire program (all three semesters) you will be eligible to participate in the State of Florida and/or the National Registry Paramedic Certification Examinations process.

Section Two: Attendance (SE1)

1. Attendance at all classes, laboratories, clinical rotations and field experience rotations (if applicable) is mandatory.
2. Attendance in the EMS clinic courses contributes to the total grade. Specific clinical attendance policies can be found in Section Sixteen.
3. Permission to deviate from the training schedule must be obtained in advance from the Lead Instructor (lecture and lab), Director of Clinical Education (clinical rotation) or Field Experience Liaison (field experience). Permission to deviate from your assigned schedule requires a documented emergency.
4. Tardiness is defined as arriving at an assigned location after the designated start time. Tardiness is not acceptable at a clinical rotation. If you arrive late to a clinical rotation you will be dismissed and receive a zero (0) for that day. If you arrive to laboratory class more than thirty minutes after the designated start time, you will be considered absent. It is up to the instructor's discretion to allow a late student to stay at in lecture or in the laboratory class.
5. Leaving early is defined as leaving an assigned location before being released by the Instructor, Rescue supervisor or Hospital staff. If you leave without permission, you will be considered absent.
6. Attendance may be taken at the beginning and end of each lecture, lab class, and/or clinical rotation.
7. Any student absent the day of an announced quiz or exam must present a valid excuse from a licensed physician or an appropriate source unless other approved arrangements are made with the instructor. The maximum obtainable score on a make up quiz and/or exam is a grade of 80%.
8. It is the obligation of the student to give the instructor or Director of Clinical Education at least one-hour notice on days of expected absences. If absence from a scheduled class, lab or clinic is anticipated, the course coordinator of that course must be notified directly by phone, phone mail, text, or email.

9. While attending instructional hours of the program, the student may not be serving as part of an ambulance or fire department required staffing.

Section Three: Assignments and Tests (SE 2, 3)

1. Assignments missed during any absence are **YOUR** responsibility, **NOT** the responsibility of the instructor.
2. If you have an unexcused absence, you will not be permitted to make up a lecture, laboratory, clinical assignment or field rotation.
3. It is your responsibility to be present for all scheduled quizzes and/or examinations.
4. Assignments scheduled throughout the Program are designed for your benefit. If you have difficulties, seek the assistance of the instructor and make appropriate adjustments in your study habits.
5. Assignments must be completed on time or you will receive a zero ("0") for the assignment.
6. Repetition of a lecture, lab, or clinical examination/assignment to increase a grade is not permitted.
7. It is the student's responsibility to be present for all scheduled quizzes and/or examinations. Absences from a scheduled quiz and/or examination will result in a grade of zero (0) for the missed exam and/or quiz unless the absence is excused. To be excused you must provide a physician's note or other suitable documentation and the instructor must have been given notification prior to the absence. Any approved make up will be given at the convenience of the instructor.
8. The maximum obtainable score on a make up quiz and/or exam is a grade of 80%.
9. Students who enter the lecture classroom late, while a quiz, exam or final is in progress will be allowed only the designated testing time to complete the test.

Section Four: Classroom Testing Procedures (SE 2, 3)

1. All written materials must be placed either under your desk, in the front of the room or in a designated area (at the discretion of the Instructor).
2. No extraneous materials will be allowed in the testing area.
3. You may not wear hats or sunglasses during any written quiz or exam.
4. Only pencils or pens may be brought into the testing area. Use only a #2 pencil on a Scantron sheet.
5. Calculator use is at the instructor's discretion.
6. No talking, walking, or wandering the room will be allowed during the test.
7. You may not leave the room during a quiz without the instructor's permission. Use the restroom before coming to class if necessary.

8. During a major examination, you may be permitted to leave the room to use the restroom. However, this is at the discretion of the Instructor.
9. If a fire drill or other emergency arises, the quiz or test will be considered null and void and will be rescheduled.

Section Five: Laboratory Testing Procedures (SE 2, 3)

1. You must report to the testing area at the assigned time.
2. All personal belongings including electronic communication devices will be placed in a designated area. It is recommended students do not bring electronic communication devices on days of practical testing.
3. The order of testing will be decided on the day of the exam and will be assigned.
4. You may talk quietly until called for your examination.
5. While awaiting your examination you must remain in the waiting area.
6. When called to take the exam, you will be escorted to the testing area.
7. Upon entering the testing area, you will be given a blank MDC run sheet and pencil (NO PENS). Information written on this paper during the examination will be turned in at the end of each student's examination.
8. Upon finishing the exam, the participant must vacate testing area immediately and not return.
9. All laboratory tests may be video taped at the discretion of the Lead Instructor.
10. Laboratory testing may be conducted, at the instructor's discretion, on live patients or manikins.
11. **PARAMEDIC ONLY** - As State Certified EMT's, all students will be responsible for didactic and laboratory skills learned at the EMT level, and may be tested on such topics.

Section Six: Re-Test Policy

1. Due to time constraints and the curriculum involved in the EMS programs, students are **not** afforded the opportunity of retest.
2. Tutorial sessions are provided to assist the students in correcting any weaknesses that may develop. It is highly recommended students utilize this valuable learning resource to further develop the theoretical and psychomotor skill knowledge related to program content.

Section Seven: Grading and Course Completion (SE 3)

1. The following is the standard grading scale for all EMS Program courses:

Grade	From	To
A	100	94
B	93	87
C	86	80
F	79	0

2. A minimum grade of “C” has been established as the satisfactory level of academic achievement in the Program. Failure to achieve at least 80% in a course will result in failure of the course.
3. If a final grade below “C” is obtained in any course, you will not be permitted to continue in the Program and the course must be repeated successfully. (See Section Fourteen: Course Repetition)
10. Specific policies for evaluation and grading for any course may be found in the course outlines/syllabus for that course.

Section Eight: Dress Code (SE 6) (Code of Conduct #13)

1. Students enrolled in **First Responder** may use your own discretion concerning dress and wear reasonable casual attire. For your safety in the laboratory, shoes, not sandals are recommended for wear by both men and women.
2. Students enrolled in **EMT** and **Paramedic** must have the appropriate uniform which includes:
 - a) Navy blue **BDU** pants ONLY (cargo pants)
 - b) Black shoes of comfortable nature (no clogs, heels, shower shoes, sneakers, etc.)
 - c) Light Blue MDC EMS Uniform Shirt
 - d) Student identification badge (available through Student Life)
 - e) Stethoscope
 - f) Watch with second hand
 - g) Black Pen
 - h) MDC Safety vest (For F.D. Ride time, available in the book store)
3. Fire Department, Ambulance Company or other uniforms are **NOT** permitted.
4. Students enrolled in “municipality specific classes” will be permitted to wear their departmental uniform during on campus courses only. During clinical rotations, students enrolled in “municipality specific classes” are required to wear the required blue MDC EMS uniform shirt.
5. During clinical rotations you must dress in the manner described in Section Eight, Item 2 and per the guidelines established by the clinical facility. If you are not properly attired you will be sent home. You will be counted as absent for the day as a result of inappropriate uniform and receive a zero (0) for the day. (See Section Sixteen, Item 3).

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6. Students must be neatly groomed with hair combed, clean manicured nails and have good personal hygiene. Uniforms must be clean and neatly pressed. Uniform shirts must be tucked in.
7. Students with shoulder length hair or longer must keep hair secured back. Student's hair must be a color that is naturally occurring.
8. Students must be clean shaved. No beards or goatees are permitted. Students with mustaches must have the mustache neatly trimmed and cannot extend below the corner of the mouth.
9. Students will be permitted to wear plain band rings only; rings with stones will not be permitted. Only simple post earrings in the ear are permitted; no hoop or dangling earrings will be permitted. Multiple bracelets and/or necklaces will not be permitted. Any student wearing excessive jewelry will be instructed to remove it during program activities. When riding rescue you must follow all departmental guidelines regarding jewelry. **Example-** Most departments forbid the wearing of earrings on duty. You will not be permitted to wear earrings while riding with these departments.
10. Students with visible tattoos must cover these tattoos during all clinical rotations. Exposed tattoos will be covered with a long sleeve plain white t-shirt that contains no lettering worn under the required blue EMS shirt. Any remaining visible tattoos must be covered in order to participate in the clinical rotation.
11. Hats and/or sunglasses are not permitted during lecture, laboratory and/or clinical times.

Section Nine: Counseling and Tutorials (SE e)

1. The full-time Program Faculty has office hours for counseling and to provide tutorial assistance to you.
2. Tutorial assistance is provided for students enrolled in the EMT and Paramedic programs. A semester schedule of tutorial sessions is posted outside the EMS classroom.
3. Faculty may require that you attend counseling and/or a tutorial session.
4. Student are permitted and encouraged to utilize the EMS laboratory area to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization the course and/or program coordinator, and sign in to be eligible to use the EMS laboratory area.

Section Ten: Chain of Command

1. Any student having program problems shall first approach the appropriate or assigned instructor. If the student feels the problem has not yet been resolved appropriately, the student should then make an appointment to the see Program Coordinator. If not resolved, the student should then see the Department Chairperson.
2. ANY STUDENT FAILING TO FOLLOW THIS "CHAIN OF COMMAND" AS STATED WILL BE SENT BACK TO THE INITIAL INSTRUCTOR UNTIL THE PROCEDURE HAS BEEN FOLLOWED.
3. If you fail to follow the chain of command more than once, you may be subject to disciplinary action.

Section Eleven: Required Program Documentation (Except First Responder)

1. You are required to submit a completed MDC Health Form and background check **prior** to entering any clinical rotation. You are to follow the guidelines as indicated regarding the required health information.
2. You must provide written documentation that proves that you have current Health Insurance and current CPR card.
3. You must provide written documentation that you have initiated the Hepatitis B vaccination series or completed the series.
4. If you fail to submit the required information, you will not be permitted to attend the clinical portion of the Program. This, in turn, will prevent you from continuing into the next semester of the Program and/or completing a program.
5. This information may be requested by clinical facilities used by the program. This information will be provided to the clinical facility by the Director of Clinical Education and/or the clinical instructor assigned to the clinical facility.
6. Students successfully completing the EMT and/or Paramedic program must pick up their certificate of completion within 14 days of the completion of the program.

Section Twelve: Exposure Procedure

1. In the event of an exposure during clinical rotations, the student will seek immediate care according to the assigned clinical facility's policies and procedures.
2. After care is provided, the student must notify the Director of Clinical Education and the Program Coordinator. The student must also complete an incident report on campus in the Public Safety Office as soon as possible after the exposure occurs.
3. It is the student's responsibility to maintain health insurance coverage while enrolled in a MDC health related program. Any financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student. Students enrolled in program are automatically provided a maximum coverage of \$15,000 for treatment of exposures in the clinical and laboratory setting.

Section Thirteen: Conduct (SE 1, 2, 3, 6) (Code of Conduct – Procedure 4025)

1. Acceptable quality of work and mature behavior are expected from you.
2. You are required to follow the policies and procedures of MDC, as outlined in the ***MDC Students' Rights and Responsibilities Handbook***, EMS Program as well as those of the clinical facilities during clinical rotations.
3. The Department of EMS takes a **VERY** strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way or knowingly plagiarizing any material will result in disciplinary action and most likely will be dismissed from the Program. The College's "Code of Conduct" (Procedure 4025) and/or Academic Dishonesty (Procedure 4035) will be utilized to resolve alleged violations.
4. You are expected to deal in a positive manner with all individuals while on campus and/or in the

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clinical facility. You will abide by and follow the Programs' Affective Objectives. (See Section Eighteen: Student Affective Objectives Interactions)

5. You will be seated prior to the start of class.
6. If you wish to make a statement or ask a question, raise your hand and wait until recognized by the Instructor.
7. The Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. To maintain patient confidentiality and comply with HIPAA regulations, cell phones and all other electronic devices are prohibited in **all clinical facilities including the Medical Examiner Department and during rescue ride times**. Prohibited devices include, but are not limited to:
 - Cell phones
 - BlackBerry devices and other PDAs
 - iPods and MP3 players
 - iPads, tablets, and other eReaders
 - Laptops, notebooks or any other personal computing devices
 - Cameras or other photographic equipment
 - Headphones, headsets, or in-ear headphones, such as earbuds
 - Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such event

Any student found to have any electronic devices as described above will be removed from the clinical site and receive a zero for that assignment. The student will also be subject to disciplinary action in accordance with the policies and procedures **up to and including dismissal from the clinical course**.

9. **Personal Communication devices (cellular phones, smart phones, etc.) must be on "vibrate" to prevent class (lecture and lab) disruptions.** These devices are not permitted during any testing. You are asked not to bring them during testing. Students are expected to remain in class until break times to respond to any emails, texts, and/or phone calls received during class, laboratory and or clinical rotations.
10. During class times, (lecture and laboratory) the use of electronic communication devices for the purpose of "text messaging" communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class.
11. The use of a smart phone, i-pad, and/or laptop computer for the purposed of program related activities is permitted during **lecture and laboratory presentations only** as long as it is not deemed a distraction by the instructor. The use of these devices will not be permitted during clinical activities or exercises.
12. If you need to use the restroom during class, you may excuse yourself.
13. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
 - a) Academic dishonesty
 - b) Failure to maintain a current CPR card (EMT and paramedic only)
 - c) Failure to maintain a current EMT Certification (Paramedic only)
 - d) Failure to satisfy health examination requirements
 - e) Failure to maintain clinical malpractice insurance
 - f) Failure to satisfy minimum course objectives and program competencies with the

- minimum percentage score as outlined in the EMS Policies and Procedures or course outlines.
- g) Failure to comply with the policies and procedures outlined in the EMS Policies and Procedures
14. **Paramedics only** - You must maintain current Florida EMT certification for the duration of their enrollment in the paramedic program. Failure to maintain this certification will result in administrative withdrawal from the program.
 15. You must notify the Department and the College if you change your address or phone number.
 16. Any injury or exposure must be reported to the instructor **IMMEDIATELY**.
 17. You may only park in designated student parking areas.
 18. You may not carry a gun, knife or other weapon while in lecture, lab, clinic, or field experience. The only exception to this rule is a student who is a sworn Police Officer currently employed by a Florida police agency. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on campus or at a college sponsored activity will be automatically suspended for a period of up to one year.

Section Fourteen: Course Repetition (SE 2, 3)

Students who are required to repeat an EMS course(s) will do so in the following manner:

1. If you fail one course (lecture, lab, clinic or field experience) you will be allowed to enroll in the next available course (lecture, lab, clinic or field experience) if space is available.
2. **You may not fail or withdraw from any class twice. If you do, you will be administratively withdrawn from the Program and will not be permitted to return.** A student may petition in writing requesting permission to continue in the program. Continuation will be contingent upon recommendation of the faculty and Program Coordinator and will be at the discretion of the Chairperson.
3. If you fail or withdraw from a program, you must re-enroll within one (1) year of that failure or withdrawal. If more than one year has elapsed, you will be required to repeat the course(s).
4. Unless you failed a course and are currently enrolled in the course as a repeat, lecture, lab and clinic must be taken concurrently.
5. You may not transfer any of the courses required for the Paramedic Certificate Program from any other institution.

Section Fifteen: Disciplinary Process

1. The EMS program uses a progressive disciplinary process. However, depending on the degree of an alleged violation, the steps of the progression may be accelerated. The following procedure will be utilized within the EMS program regarding alleged violations of the EMS policies and procedures that require corrective action:

First occurrence – verbal counseling
Second occurrence – written counseling
Third occurrence – College Disciplinary Procedure 4030 will be followed

2. The College's Disciplinary Procedure (Procedure 4030) will be evoked for a student who is alleged to have violated one or more of the regulations stated in the "Code of Conduct" as specified in the ***MDC Students' Rights and Responsibilities Handbook*** (Procedure 4025).
3. The student will not be afforded the opportunity of a verbal and/or written counseling in the event of an alleged violation of the College's "Code of Conduct".
4. Continued enrollment in program courses will be in accordance with the College's Disciplinary Procedure (Procedure 4030).
5. As stated in the MDC College Catalog, due to the unique responsibilities involved in the nursing and allied health professions, each program reserves the right to require that any student who does not meet all of the published technical/performance standards for a program may be requested to withdraw from the program and guided into another curriculum of study at the college.

Section Sixteen: Clinical Assignment/Rotations (SE 1, 2, 3, 6)

1. The Director of Clinical Education assigns clinical sites. These sites are often accessible only by automobile. You should have access to an automobile, as it is your responsibility to arrange transportation to any clinical facility. Exchanging clinical assignments will not be permitted.
2. Due to the number of students that must be scheduled in various emergency rooms and fire departments, students must attend clinical rotations as scheduled. **ABSOLUTELY NO CHANGES IN THE CLINICAL SCHEDULE WILL BE ALLOWED WITHOUT AUTHORIZATION.** If a student changes a schedule clinical rotation without authorization, the student will be sent home for the day and receive a grade of zero (0) for that day.
3. **When participating in a rescue ride for the EMT and/or Paramedic program, students MUST report to the identified station only on the day that is assigned by the municipality (Miami-Dade Fire Rescue, City of Miami, City of Hialeah, and City of Miami Beach). Students that change their assigned station and/or report to a station that they have not been assigned will be dismissed from that municipality. This will result in the student's inability to complete the required clinical ride competencies. The student will receive a grade of "F" for the clinical course and will be required to repeat the clinical course for the successful completion of the program.**
4. In the event an EMT/Paramedic student misses a scheduled clinic day and/or ride time, the student's grade will be reduced in accordance with the clinical grading process. No make up clinical/ride will be provided.
5. Fire Department, Ambulance Company or other uniforms are **NOT** permitted. If you arrive at any assigned location in inappropriate uniform, you will be sent home and counted as absent for the day (see Section Sixteen, Item 4).
6. When participating in a rescue ride, you must follow all departmental guidelines regarding jewelry. **Example** - Most departments forbid the wearing of earrings while on duty. You will not be permitted to wear earrings while riding with these departments. Students are not permitted to be in the patient compartment of the rescue vehicle with a patient without a state certified EMT or Paramedic present in the patient compartment.
7. Students enrolled in the clinical portion of the EMS program are frequently required to complete additional paperwork and/or requirements for the clinical facilities used by the program. Students are required to complete all additional paperwork/requirements prior to participating in the assigned clinical rotation. Failure to complete paperwork/requirements will result in the student's

inability to attend this clinical rotation and may jeopardize the student's ability to complete the course and/or program. The student will be considered absent and will have their final grade lowered in accordance with Section Sixteen, Item 3.

8. If a student is dismissed from a clinical facility and/or rescue ride as a result of inappropriate action and/or behaviors, established procedures will be followed and the student may be required to withdraw from the clinical course.
9. The EMS department, in cooperation with the medical facilities (hospitals and fire departments) will provide the opportunity for the program participant to observe and train in a clinical setting. Students may only be at a clinical site at scheduled times. The Rescue Officer, clinical instructor, or Charge Nurse (only for intubation rotations) of the emergency room must sign the clinical performance report at the end of the scheduled rotation.
10. While attending instructional hours of the program, the student may not be serving as part of an ambulance or fire department required staffing.

Section Seventeen: Certificate of Completions (SE 2, 3)

In accordance with State of Florida guidelines, students are required to successfully complete the required curriculum for the program enrolled. This successful completion includes any additional program requirements (specialty classes) identified by the State of Florida. Every effort is made by the Department of Emergency Medical Services to provide all instruction for program completion. However, some of the requirements for application for the State licensure examination will be the responsibility of the student.

Listed below are the additional requirements (specialty classes) for successful completion for each of the programs offered by the Department of Emergency Medical Services. It is also indicated which instruction will be provided while enrolled in program and which is the responsibility of the student.

First Responder – no additional program requirements

Emergency Medical Technician – (EMT)

1. Two hour Trauma Score Card Methodology – Provided while enrolled in program (This is a mandatory class and must be completed prior to receiving the certificate of completion.)
2. Four hour HIV/AIDS instruction – Provided while enrolled in program. This course must successfully complete prior to completion of the EMT-B program. If not completed while enrolled, documentation must be provided to the course coordinator demonstrating successful completion of HIV/AIDS instruction before the certificate of completion for the EMT-B will be awarded to the student.
3. CPR Certification – Responsibility of the student. Documentation must be provided to the course coordinator demonstrating certification at the ARC CPR for Professional Rescuer or AHA CPR BLS-C Professional Rescuer. This documentation must be provided before the certificate of completion for the EMT will be awarded to the student.

Paramedic Certificate Program

1. Emergency Management of Acute Coronary Syndrome – provided while enrolled in program
2. Advanced Cardiac Life Support (ACLS)– provided while enrolled in program
3. Pediatric Advanced Life Support (PALS) – provided while enrolled in program

4. Advanced Stroke Life Support for Prehospital Providers (ASLS) – provided while enrolled in program

In the event a student misses any portion of any and/or all of these specialty classes, the student will then be responsible for completion of these classes on their own with a provider that is approved by the course coordinator. Documentation must be provided to the program from the student demonstrating successful completion of these classes prior to receiving the certificate of completion for the program.

Section Eighteen: Student Affective Objectives (SE 3, 4, 6, 7)

You are expected to interact with **all** college or clinical personnel in a positive manner.

STUDENT INTERACTIONS

A. Student/Patient Interactions

1. You will consistently display a professional and positive attitude in all clinical rotations.
 - a. You will always identify yourself and explain your role to the patient.
 - b. You will display courteous behavior towards the patient.
 - c. You will display respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis or sexual orientation.
 - e. You will follow the above objectives regardless of the patient's condition.
2. You will maintain confidentiality of all patient records and information.
 - a. You will record all information accurately in the patient's chart.
 - b. You will discuss patient information only with other medical personnel involved in the care of the patient when out of the audible range of the patient and the patient's family and in non-public areas.
 - c. You will preserve patient anonymity when removing information from the chart for Program related projects.
 - d. You will discuss with the patient only information already known to the patient.
3. You will display respect for the patient's right to privacy. (All students will be familiar with the American Hospital Association's Patient's Bill of Rights.)
 - a. You will arrange clothing and bedding to maintain patient modesty (when practical).
 - b. You will knock on the patient's door before entering room.
 - c. You will perform a physical examination of the patient only when indicated, and with the assistance of a medical professional of the same sex as the patient, when indicated.
4. You will demonstrate concern for the protection of the patient from injury during all procedures.

- a. You will perform only those approved by the instructor.
- b. You will adhere to accepted guidelines when performing any procedure.
- c. You will assess the patient's condition and response to therapy.
- d. You will ensure the safety and comfort of the patient during and after procedures.

B. Student/Student Interaction

- 1. You will consistently display a professional and positive attitude in your interactions with fellow students.
 - a. You will complete all assignments expected of you, alone, without the aid of another student.
 - b. You will perform cooperatively when working in assigned areas with other students.
 - c. You will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.

C. Student/Instructor Interaction

- 1. You will consistently display a professional and positive attitude when interacting with instructors.
 - a. You will work to the best of your ability to complete all assignments.
 - b. You will use established procedures in mediating any differences between yourself and the instructor.
 - c. You will demonstrate respect for the instructor at all times regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.
 - d. You will demonstrate appropriate behavior at all times and adapt to instructional input.

D. Student/Clinical and Rescue Personnel Interactions

- 1. You will consistently display a professional and positive attitude when interacting with the clinic/rescue personnel.
 - a. You shall identify yourself by wearing the proper uniform.
 - b. You will display respect for all clinic/rescue personnel regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.
 - c. You will read and practice all rules, regulations, and procedures that are established for the department to which you are assigned.
- 2. You will first discuss, with the MDC instructor, any established clinic procedure or any technique observed in the clinic, with which you do not agree.
 - a. You will not discuss or debate any clinic procedure in the presence of a patient and/or family member.
- 3. You will demonstrate respect for the clinic by careful and responsible use of the clinic facility and related equipment.

Section Nineteen: EMT-B and Paramedic Student Agreement

You are expected to comply with all policies, procedures and regulations of Miami Dade College and all academic and Program policies of the Department of Emergency Medical Services.

It shall be your responsibility to receive, become thoroughly familiar with and adhere to any expectations and policies as outlined in the most recent printing of:

- a) EMS Policies and Procedures
- b) EMS Lecture, Laboratory, and Clinical Schedule
- c) EMS Program Objectives
- d) MDC Student's Rights and Responsibility Handbook

It is your responsibility to engage in behavior that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all policies and procedures outlined in *the EMS Policies and Procedures*. It is the responsibility of the Department of Emergency Medical Services and the EMS program instructors to direct, assist, and encourages you in the successful attainment of all course objectives and the fulfillment of Program competencies. This includes administering and enforcing all policies and procedures outline in the *EMS Policies and Procedures* as well as providing appropriate didactic, laboratory, and clinical instruction; conducting periodic evaluations (testing) of your progress; and informing you of that progress.

While enrolled in any EMS program, students are not permitted to be subject to call while participating in class, clinical, or field experience. During field experience, students will function under the direct supervision of an EMS preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements.

Periodic progress reports will be given to you and a copy will be placed in your file. This report will include current course averages, attendance, class participation and any disciplinary actions.

Revised: 06-2013 - rdp