



**TCMI**  
Treasure Coast Medical Institute

# PROGRAM CATALOG

**Treasure Coast Medical Institute  
4172 Okeechobee Rd.  
Ft. Pierce, FL 34947**

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**[www.treasurecoastmi.com](http://www.treasurecoastmi.com)**

Licensed by the Commission for Independent Education, Florida Department of Education  
325 West Gaines Street Suite 1414 Tallahassee, Florida 32399-0400 (850) 245- 3200 and (888) 224- 6684  
**License # 5638**

***Catalogs are made available to our students online.***

Catalog | 2023

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**INTRODUCTION**

## **Welcome to the Treasure Coast Medical Institute, Inc.**

Treasure Coast Medical Institute, Inc. is owned by Kevin and Audrey Franklin. Treasure Coast Medical Institute, Inc is in Fort Pierce, Florida and offers State of Florida and National Association of Emergency Medical Technicians (NAEMT) approved curriculum in Emergency Medical Technician and Continuing-Education Courses. TCMI also serves as a Training Site for the American Heart Association (AHA).

"Treasure Coast Medical Institute" and "TCMI" is a fictitious name used by Treasure Coast Medical Institute, Inc.

### **STATE LICENSE AND AFFILIATIONS**

The school is a legal private entity having active registration with the Florida Dept. of State, Div. of Corporations. We are licensed by the Commission for Independent Education, Florida Department of Education, License # 5638.

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

325 West Gaines Street Suite 1414  
Tallahassee, FL 32399-0400  
Toll free telephone number (888)224-6684

### **Accreditation**

Fully accredited by MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON SECONDARY SCHOOLS  
3624 Market Street | 2 West | Philadelphia, PA 19104  
Telephone: 267.284.5000 | FAX: 215.662.0957

"The Treasure Coast Medical Institute Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:  
214-703-8445  
www.coaemsp.org"

### **MISSION**

To prepare competent entry-level EMS providers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains in order to function as part of a comprehensive EMS response under medical oversight. TCMI provides a student-centered environment consistent with its core values preparing graduates to apply knowledge, critical thinking skills, and abilities to succeed in employment, advancement in careers, and services to the community.

Our graduates leave prepared to pass the required examinations with the skills necessary to immediately function as proficient technicians in the EMS field.

### **VISION**

We are striving to become one of the best training facilities in the Treasure Coast. We will achieve this goal by earning and maintaining a reputation that promotes high quality education and having a staff that has the dedication, skills, and heart to achieve this goal.

***Treasure Coast Medical Institute, Inc does not discriminate in any form.  
Our students and staff are treated fairly and with respect.***

### **CURRENT OFFICERS**

**President:..... Kevin Franklin**

Responsibility for the organization Treasure Coast Medical Institute, Inc a registered Florida "S" Corporation and governance of Treasure Coast Medical Institute, Inc rests with the President and co-founder of TCMI. Kevin Franklin along with other staff Member's exercise responsibility for the establishment of the basic policies that govern the operation of the school. The

members meet on a regular basis to review the implementation of these policies. Members are primarily concerned with the academic quality of the institution and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities the school serves.

## **FACULTY AND ADMINISTRATION**

### **Kevin Franklin, EMT-P, Owner, President, Program Director, Instructor**

Kevin Franklin started his career in emergency medicine in 1995. His experience ranges from being a paramedic on the street, critical care air transport, and training and educating Emergency Medical Technicians and Paramedics. Kevin holds a BA in Organizational Management from Warner University and an AS in Fire Science from Indian River State College. He is a state of Florida certified Paramedic and Firefighter. He holds provider and instructional certificates in BLS, ACLS, and PALS. During his 10 years at Indian River State College, he received the State of Florida EMT instructor of the year award from the Florida Association of EMS Educators. He also earned the Indian River State College Most Outstanding Adjunct of the Year award. He is currently a paramedic with Saint Lucie County Fire Department. He also assists with district wide training and education and assists with the quality assurance program at the Fire District. Throughout his career, Kevin has helped thousands of EMT and Paramedics students successfully complete National and State of Florida certifying exams.

### **Dr. Michael Ferraro, ER Physician, Medical Director**

Dr. Michael Ferraro has been working in the medical field for over 25 years. His career began as an EMT in 1997. From there, he went on to gain his Bachelor's in Marine Science and Masters of Physiology and Neurobiology Science. He graduated with his Doctorate of Osteopathy at Nova Southeastern University in 2004. He holds provider certificates in BLS, ACLS, PALS, and APLS. He is currently working as an ER Staff Physician at Cleveland Clinic Martin Health in Stuart. He is the Medical Director of Jupiter Island Public Safety and a Consulting Physician at Florida Association of EMS Medical Directors. Dr. Ferraro has received various awards including the "Kudos Award" featured in "Botsford on Rounds" for increased public relations (2007), Certificate of Appreciation at Florida Health-fair in Key West and Belle Glade (2003), and a Certificate of Appreciation from the Plantation Fire Department, Community Fire Education (2002). Michael has publications in the American College Emergency Physicians and the Southeast Surgical Congress. He is part of many professional societies including the Florida Association of EMS Medical Directors and the American College of Osteopathic Emergency Physicians.

### **Amy Brown, RN, Office Manager**

Amy Brown is the Office Manager for Treasure Coast Medical Institute. She leads, directs, and oversees the everyday administrations of the office and staff at TCMI. Amy is a Registered Nurse who has worked the medical field for over 25 years in a variety of areas of nursing from ER/trauma to home health, as well as, in management and marketing. Amy holds her Bachelor of Science in Nursing from Florida Atlantic University.

### **Yvon Paiement, EMT-P, Paramedic Instructor**

Yvon Paiement started his career in emergency medicine in 1995. Yvon's experience consists of being a Firefighter / Flight Paramedic in the street for the St. Lucie County Fire District that responds to over 50,000 calls a year. He is also assigned to one of the busiest critical care air transport helicopters in the south-east region of the United States. He holds provider and instructional certificates in BLS, ACLS, PALS, and PHTLS. He has trained and educated various healthcare providers over the last 17 years including Emergency Medical Technician and Paramedic students. He has successfully trained and assisted hundreds of students to pass the National Registry and State of Florida Emergency Medical Technician and Paramedic exam while teaching at Indian River State College. He has earned the Indian River State College Lead lab instructor of the year award two years in row. He has been involved in the training, education, and recertifying of employees of the St. Lucie County Fire District for the last 17 years. He is also a member of the quality assurance program at the St. Lucie County Fire District. He has been instrumental in the development in various programs at the St. Lucie County Fire District such as the Field Training Instructor program, Air Rescue's Flight Paramedic program, Medical Protocols, Field Training Office program, and Trauma Transport Protocol. Yvon holds a Bachelor of Science Degree in Fire Science from Columbia Southern University, Master of Science in Emergency Services Management from Columbia Southern University, and currently completing a Master of Art in Organizational Leadership Fire/Rescue from Waldorf University.

### **Andrew Willmore, BS, SPO/FF/PM Lead Paramedic Instructor**

Andrew Willmore started his career in emergency medicine in 2016. Andrew Willmore's experience consists of being a Special Operations Firefighter Paramedic in the street for the St. Lucie County Fire District that responds to over 60,000 calls a year. He holds provider and instructional certificates in BLS, ACLS, PALS, and PHTLS, LFAT, and Fire Officer I. He has trained and educated various healthcare providers over the last 3 years including Emergency Medical Technician and Paramedic students as well as 4 years at the university level. He has successfully trained and assisted hundreds of students to pass the National Registry and State of Florida Emergency Medical Technician and Paramedic exam while teaching at TCMI. He also serves as Treasurer for the Firefighters Union with Local 1377 and a Trustee for the Employee Health Insurance Trust at the

St. Lucie County Fire District. Andrew Willmore holds a Bachelor of Science Degree in Molecular Biology from Florida Atlantic University.

### **Craig Stolzer, EMT-P, Paramedic Instructor**

Craig Stolzer started his career in EMS in 2006 with American Medical Response in Belle Glade, Florida. In 2008 he began with St. Lucie County Fire Department as a Firefighter EMT and attended the IRSC Paramedic program with Dr. Marjorie Bowers and Kevin Franklin as his instructors. Craig is currently part of the St. Lucie County Fire Department special operations division as a Firefighter Paramedic. Craig has a Bachelors in communications from Texas Christian University and has been teaching since 2010. He is certified through the State of Florida as Level A EMS instructor, Fire instructor 3, and BLS, ACLS, and PALS instructor through AHA. He has been with TCMI since 2021 as an adjunct instructor, Lead lab instructor, and Lead instructor.

### **Instructors**

All of our instructors are experienced educators who are currently employed in the medical profession. (See Appendix A)

## **FACILITY AND EQUIPMENT**

Our new classrooms are located at the Renaissance Business Park located in Fort Pierce, Florida. It is 2.4 miles from our former location. Our new location is close to 8,000 sq/ft and allows us the ability to continue to hold classes while maintaining Covid-19 guidelines when required. The new location has 4 large size classrooms, 4 lab bays, breakroom, 2 conference rooms, student resource center and 6 offices. By being at the business park, there is an abundant amount of parking, and they also have a security team that will be there when open. The classrooms and laboratories are outfitted with updated equipment to meet all training needs. Student break and restroom areas are conveniently located on campus. Ample (free) parking is available near the classrooms. Although the school does not provide housing, transportation or childcare for students, faculty, or staff, there are lodging options close to the facility and public transit bus lines run nearby. Treasure Coast Medical Institute will always endeavor to aid any and all students including those students requiring any special attention.

**School Office hours are 9:00 a.m. – 5:00 p.m., Monday – Friday.**

### **Campus Security Report**

Treasure Coast Medical Institute, Inc is a safe campus. No crime of any type has been reported to date. Students and employees should report any theft, vandalism, or any crime no matter how minor to the President or staff. A campus security report is published annually by Treasure Coast Medical Institute, Inc to the Commission of Independent Education. All students and employees should take reasonable precautions, such as not leaving personal possessions unattended and seek an escort to one's vehicle after dark.

### **Drugs and Alcohol Policy**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all locations on the property of, or as part of any of the activities of Treasure Coast Medical Institute, Inc. We recognize the dangers of drug and alcohol abuse in the workplace, and it is our policy to ensure that our campuses are free of drug and alcohol abuse. The school will take appropriate action consistent with local, state, and federal law against a student or employee who violates the standards of conduct contained herein, up to and including termination from academic study or employment, and referral for prosecution for violations of the standards of conduct described above. Academic Policies and Student Responsibilities. All students enrolled at Treasure Coast Medical Institute, Inc assume an obligation to always conduct themselves as responsible members of the community, to respect the personal and property rights of others, and to support the educational mission of the school. The school insists that its students demonstrate personal and professional integrity in addition to academic excellence.

### **Sexual Harassment**

Treasure Coast Medical Institute, Inc strives to provide a work environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is also a violation of The APA Code of Conduct. It is the policy of Treasure Coast Medical Institute, Inc that sexual harassment of employees or students is regarded as unprofessional and demonstrative of improper conduct. Sexual harassment is defined as unwelcome sex advances, request for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature. Conduct of this nature is improper whether 1) submission to the conduct is either an explicit or implicit term or condition of employment or student status; 2) submission to or rejection of the conduct is used as a basis of employment or student standing; 3) the conduct has the effect of substantially interfering with an individual's work or academic performance; or 4) the sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions. All employees and students of Treasure Coast Medical Institute, Inc are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment. Reporting Harassment Students who believe they have been the victim of sexual or other harassment should immediately report the matter to the school President.

Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the President of Treasure Coast Medical Institute, Inc. Similarly, any administrator, faculty member, or supervisor

who becomes aware of a situation involving potential harassment of an employee or student should contact the school President. All complaints of harassment will be investigated promptly and will be kept confidential to any and all extents possible. Appropriate disciplinary action up to and including termination from academic study or employment will be taken against any employee or student found to have engaged in harassment. Reporting Health or Safety Hazards Students should immediately report health or safety hazards to the nearest available school representative and then to the President. Any accident or injury, no matter how slight, must also be reported immediately.

## **ADMISSION POLICIES AND PROCEDURES**

### **Applications**

Applications are available to download from our website at [www.treasurecoastmi.com](http://www.treasurecoastmi.com) upon paying the application fee.

Follow this four-step application process:

1. THOROUGHLY read the “Functional Job Description” and “Americans with Disability Act” information on the EMT/Paramedic Application. It is imperative that applicants new to the EMS field fully comprehend the challenges ahead.
2. Be certain that you can meet all the pre-requisites.
3. Pay the \$150 non-refundable Application Fee to reserve your spot in the class.
4. Come in, tour our facility, submit the registration paperwork, and participate in an admissions appointment.

### **General Prerequisites for Admission**

- Be at least 18 years of age with a valid FL Driver’s License
- Be financially capable of covering the cost of the course
- Provide a copy of a High School Diploma, G.E.D. or College Transcript
- Be free of any felony convictions
- Be, and remain, drug and substance abuse free
- Complete and provide proof for an AHA BLS CPR card that must remain current throughout entire course (available for students at the school for \$45 (not included in Tuition))
- Register for the physical and immunization CastleBranch tracker (MANDATORY - \$125 (not included in Tuition)) that includes;
  - 10-panel Drug Screening
  - Background Investigation
  - Signed statement (form provided by the school) from a Physician proclaiming you are of sufficient health to participate in the chosen course and are free of any communicable diseases.
  - Up-to-date Shot Record showing MMR, Hep B, Varicella, PPD/TB, Tetanus and FLU vaccines.
- Ability to comply with the requirements for EMS personnel set forth in the Americans with Disabilities Act
- Able to participate in clinical rotations at various hours/days
- Participate in a admissions appointment
- Read, sign, and submit all applicable paperwork
- EMT Certification (Paramedic application *only*)
- Obtain personal health insurance valid through the duration of the program

## **FERPA Policy**

FERPA is the Family Educational Rights and Privacy Act enacted in 1974 (a/k/a the Buckley Amendment) that protects the privacy of students’ education records and provides guidelines for the appropriate maintenance and release of those records. Under FERPA, students have the right:

- To inspect and review their education records,
- To request an amendment to an inaccurate education record,
- To provide written consent before disclosure of personally identifiable information, and
- To file a complaint with the U.S. DOE concerning potential compliance issues.

FERPA rights are assigned to all students when they reach 18 years of age or when they enroll in postsecondary education. All students admitted to TCMI are protected by FERPA. Education Records regulated by FERPA are divided into two types of student information: Directory Information and Personally Identifiable Information. Directory Information is defined by the institution and is not considered to be an invasion of a student’s privacy if disclosed. In general, requests for student Directory Information should be referred to the Office of Student Records. TCMI Directory Information that may be released in accordance with TCMI procedures includes:

- Student Name
- Student Address
- Dates of Attendance
- Program of Study

o Degrees/Awards/Scholarships

Personally, Identifiable Information is any part of a student's education record that is not Directory Information and is defined by FERPA as protected and confidential. Personally Identifiable Information includes student education records such as:

- Academic standing
- Email address
- Gender
- GPA
- Grades
- Race
- Social Security Number
- Student ID Number
- Student Schedule
- Test Scores

**Enrollment**

Treasure Coast Medical Institute, Inc does not discriminate regarding race, color, gender, ethnic background, or religion.

Acceptance is dependent on the staff's determination that the applicant can handle the financial responsibility and meet the prerequisite requirements. If met, an individual Enrollment Agreement listing monies submitted, monies due and a payment schedule will be developed for the student's signature.

**FINANCE**

**Costs/Payments**

Students receive individual Enrollment Agreements detailing payment amounts. All fees will be expected before the first day of class.

- The Schedule of tuition and fees are published with each program / course description of this catalog.
- Each program will show a breakdown of total costs per course including books and other materials.
- All fees are due at the time of registration. A student may not attend classes until all tuition and fees have been submitted. Students withdrawn for non-payment will not be reinstated into their classes. No registration will be complete until all fees have been paid in full.
- Students may be required, in certain programs, to purchase uniform components.

**Current Administrative fees**

Non-refundable Application Fee	\$ 150.00
Returned Check Fee	\$ 35.00
Late Payment Fee	\$ 35.00
Rejected Bank Transfer Fee	\$ 10.00

***All Tuition Costs and Fees are Subject to Change***

Payment may be made in the form of cash, counter check, online bank transfer, or credit/debit card (service fees may be applied for credit/debit payments). Counter Checks are to be made payable to "Treasure Coast Medical Institute, Inc".

**Refund Policy**

Cancellation/ Withdrawal Refund Policy:

Treasure Coast Medical Training Institute offers a refund to the student who withdraws from the program, or to the sources from which the student's prepaid fees came, accordingly to the schedule outlined below. This refund is based on tuition charged for the semester. Any student wishing to withdraw should complete and sign a Withdrawal form. The Withdrawal form may be obtained at TCMI's registration desk or TCMI's website [www.treasurecoastmi.com](http://www.treasurecoastmi.com). Cancellations can be made in person, by electronic mail, by Certified Mail or by termination. The termination date will be the last date of actual attendance by the student.

The refund schedule is as follows:

1. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

2. Cancellation after the third (3<sup>rd</sup>) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
3. Any textbooks and polo shirts issued must be returned to the school unused to receive full refund for those items.
4. All monies due, will be refunded to the payee within 30 days of the date of determination of the student's withdrawal. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Date of determination is based on the student's withdrawal based on the school's programmatic attendance policy the student is enrolled in.
5. Cancellation after attendance has begun, through 40% completion of the semester, will result in a Pro Rata refund computed on the number of hours completed to the total semester hours. Cancellation after completing more than 40% of the semester will result in no refund.
6. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

**Refunds for classes cancelled by TCMI**

All monies will be refunded in the event that TCMI cancels the class. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student. **A student can be dismissed, at the discretion of the Director and/or President, for unsatisfactory progress, non-payment of tuition and fees, or failure to comply with rules and regulations.**

**Students called to Active Military Duty must submit a copy of their orders. The student may opt to drop from the course and receive a refund under the Standard Refund Policy or, enter Military Leave Status and have their files and finances put on hold. The student is to notify the school within 180 days of discharge as to his/her intention to return or drop. At what point in the course the student will be allowed to re-enter will be determined by the Lead Instructor. Those dropping out will receive the Standard Refund.**

**ACADEMICS**

**Clock Hours**

**A clock hour is defined as fifty (50 minutes of instruction followed by a ten (10) minute break).**

**The Course Numbering System**

The course numbering system is comprised of letters and numbers representing the content of the course or program. One clock hour equals a minimum of 50 minutes of Instructor-led training plus an appropriate break.

Credit Hours: 1 Credit Hour Lecture = 15 Clock Hours; 1 Credit Hour Lab = 30 Clock Hours; and 1 Credit Hour Externship = 45 Clock Hours

**Program Hours**

We offer various Traditional course schedules tailored to the needs of our students, such as:

EMT – Day Class:	9:00-1:00 PM	Tuesday, Wednesday & Thursday
EMT – Night Class:	6:00-10:00 PM	Tuesday, Wednesday & Thursday
Paramedic Shift	Varies	Shift Schedule

Clinical hours are scheduled according to availability of the student and clinical site(s) and administered by the Clinical Coordinator.

**Calendars**

Academic Calendars are based on semesters. Four months or sixteen weeks will begin every January, April, and August.

The School observes the following Federal Holidays:

New Year's Day	Martin Luther King, Jr. Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day	

**Transfer of Credits**

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

**Grade Appeal Procedures**

The only grounds on which a formal grade appeal will be entertained are instances in which there is evidence of discrimination or factual error on the part of the faculty member. Mere disagreement with a faculty member's professional judgment is not sufficient grounds for a grade appeal. Any appeal by students of a grade or evaluative comment shall be initiated within one week of the day the grade or evaluative comment was given.



The initial step is for the student is to consult the faculty member who issued the grade or evaluative comment for reconsideration. If after consultation with the faculty member, the student wishes to pursue the issue, the student should request, in writing, a determination from the Director of Education/President. The Director of Education/President conducting the investigation should consult the parties involved, gather all pertinent information, and review the relevant facts. At the conclusion of the investigation, the Director of Education/President shall issue a finding, in writing, that will decide the matter.

## **Attendance Policy**

The administration and faculty recognize that proper attendance is essential to the overall effectiveness of the training the student receives in his/her educational pursuits. Cultivation of positive habits is as important as the acquisition of knowledge and the development of skills needed later in life. Consistent attendance is required in order to complete each program as scheduled. If a student is suspended, must repeat a course due to lack of academic progress, or withdraws and re-enters, TCMI is unable to ensure completion of the student's program in the prescribed amount of time. In this event, the student will be scheduled for any remaining courses as soon as they are offered in accordance with the normal schedule and on space available basis.

The school must be able to ensure to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions and externships. Attendance is an absolutely crucial part of the training program and a requirement for graduation. Attendance is taken by instructors at every class (lab, externship & or clinical) for the entire time the class meets. Students will not be excused from part of a class to attend to personal business. The only excused absences are for illness and or emergency. TCMI recognizes that there are many times when a student cannot attend class or arrives late because of unusual circumstances. The attendance policies have been formulated to allow for those circumstances, while at the same time ensuring that each student attends class a sufficient amount of time to acceptably master the subject matter and to meet the minimum criteria for National Standard curriculum. Makeup work is given at the discretion of the instructor.

## **Attendance**

- Students are allowed to miss up to but not to exceed 2 days. Being tardy 2 times equal one absence. Absences exceeding this will result in academic withdrawal.
- Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions, and testing sessions. This work must be made up and cannot be skipped.
- Subject material cannot always be written as notes during classes; therefore; it is important to attend each session.
- Students, who leave class early without prior permission from the instructor or EMS Coordinator, will have an absence recorded for that class period.
- Other attendance requirements for externships are explained in detail within the program requirements.
- Students are to ensure that they are not to be subject to call or duty or duty during the training program.
- No less than 100% of Clinical attendance will be accepted. Clinical hours are scheduled based on availability of the student and the facility.
- Missing any Clinical or Field Internship hours is unacceptable. Students who are a "No Show" will be fined \$50. If proper notification is not given to clinical coordinator or lead instructor at least 30 minutes prior to time assigned the absence will be considered unexcused. Additional violations are grounds for dismissal.

## **Satisfactory Academic Progress Requirements**

The vast majority of our students make satisfactory progress to their diploma and placement. This is due in part to the high level of personal attention that each student receives. At the same time, experience shows that the number one factor contributing to satisfactory academic progress is an individual's strength of motivation coupled with strong commitment. In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific course grade point average (see Required Grades) and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each five-week session. The Maximum time frame shall not exceed 1.5 times the normal duration of the program.

## **Required Grades**

A grade of (70%) or higher is required for the Emergency Medical Technician Course.

A grade of (80%) or higher is required for the Paramedic Course

## **Academic Warning:**

Students will be placed on Academic Warning for:

A grade of less than 70% on any Emergency Medical Technician test or exams.

A grade of less than 80% on any Paramedic test or exams.

## **Academic Probation:**

Students can be placed on Academic Probation for:

- More than the allowed absences of any course
- A Violation of the student code of conduct

## **Grading Scale:**

A	90-100
B	80-89
C	70-79
D	65-69
F	64-below

## **Unsatisfactory Grades**

A student who is placed on Academic Probation will be required to meet with the Director of Education and the Director of the Program to draw up a Student Academic Progress Form designed to clarify academic expectations and discuss how the student can meet them, included but not limited to study groups, extra credit or assignments and specific objectives.

Academic Dismissal

A student will be dismissed for the following reasons:

- Failure to meet the requirements of Academic Probation.
- Failure to follow Satisfactory Academic Progress Requirements.
- A second violation of the Student Code of Conduct.

Dismissal occurs when the institution determines that the student cannot satisfactorily meet the academic, professional, ethical expectations of the program and or a failure to comply with rules and regulations set forth herein.

## **Leave of Absence Policy**

Occasionally situations arise, family tragedies or medical emergencies, making it necessary for students to briefly interrupt their program of study. Recognizing this, TCMI permits students to request a Leave of Absence under the following conditions:

- Students must complete a Leave of Absence Request Form available from the Student Services Department.
- The leave must not exceed one hundred (180) calendar days (excluding scheduled school breaks).
- Only one leave will be granted in a twelve (12) month period
- The leave must be approved by the Program Director and or the Director of Education.

On the Leave of Absence Request form the student must provide a written explanation as to the reason for the leave request. Specify the expected duration of the leave, obtain the appropriate signature and return the completed form to the Student Services Department. A leave of absence may not exceed 6 months. Students who stop attending classes without following the procedure for requesting a leave, or do not receive approval for their leave will be considered Withdrawn from the program. Students who do not return from their approved leave of absence by the specified date will also be considered Withdrawn.

## **Assignments**

Students will be given various assignments during the program that will count towards their course over-all average. These assignments are important and must be completed in the allotted time. The assignments may include, but are not limited to, the following:

- Group research projects.
- Individual oral presentations.
- Written reports.
- Homework assignments
- Research project utilizing both in house library resources and on-line resources

Failure to complete, or to participate in, any assigned project will result in a zero (0). The grade assigned will be calculated into the student's overall average. Points will be deducted for assignments turned late, incomplete or un-submitted and may disqualify the student from participating in the Final Exam and/or be evaluated for dismissal.

## **Student Evaluations**

Students will be constantly evaluated on their academic, psychomotor and affective performance during the program. This will be done by examinations, quizzes and skill evaluations.

**Cognitive Evaluation:** Didactic evaluation will consist of written tests, quizzes and oral examinations. The student will be made

aware of the objectives being evaluated for each instance.

Topics are derived from:

- Lecture Materials
- Reading Assignments
- Handouts
- Policies and Procedures
- Texts
- Any other material covered in the course

**Psychomotor/Skills Evaluations:** Practical skills examinations are the indicators of the student's actual capability to comprehend and apply the subject matter of the course. While there are often many ways to perform a particular procedure correctly, only those variants sanctioned by National Registry and Florida Department of Health are acceptable. The school will maintain a 1:6 instructor-per-student ratio during lab/skills testing components.

**Affective Evaluation:** Evaluations in these areas of professional behavior will include:

- **Integrity:** Consistent honesty, trust, confidentiality, accurate documentation of patient care and learning activities.
- **Empathy:** Showing compassion, appropriate handling of emotional responses from patients and family members; demonstrating respect for others; presenting a calm, compassionate and helpful demeanor toward those in need; being supportive and reassuring to others.
- **Self-motivation:** Taking the initiative to complete assignments and/or to improve/correct behavior; take on and follow through with tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence, accepting constructive criticism in a positive manner; and taking advantage of learning opportunities.
- **Appearance and Personal Hygiene:** Required uniform is appropriate, neat, clean, and well maintained; good personal hygiene and grooming.
- **Self-confidence:** Demonstrating ability to trust personal judgment, awareness of strengths and limitations, exercising good personal judgment.
- **Communications:** Speaking clearly; writing legibly; listening attentively; adjusting communication strategies to various situations.
- **Time Management:** Consistent punctuality, completing task and assignments on time.
- **Teamwork and Diplomacy:** Placing the success of the team above self-interest; not undermining the team; helping and supporting others; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.
- **Respect:** Being polite; not using derogatory or demeaning terms, behaving in a manner that brings credit to the profession.
- **Patient Advocacy:** Not allowing personal bias or feelings to interfere with patient care; placing the needs of the patient above self-interest; protecting and respecting patient confidentiality and dignity.
- **Careful Delivery of Service:** Mastering and refreshing skills; performing complete checks; demonstrating careful and safe ambulance operations; following policies, procedures and protocols; following orders.

These professional behaviors will be assessed during classroom activities, practical lab sessions, clinical rotations, and field internships. Interactions between the student and other students, instructors, preceptors, patients, and others will form the basis for evaluations in this area.

Areas in need of improvement will be discussed with the student in counseling sessions. Documentation will include the areas in need of improvement as well as corrective actions that need to be taken. Continued problems in this area could lead to dismissal from the program.

Course Diplomas will not be issued until all requirements are met.

#### **Academic Probation / Skills Probation / Tutoring / Dismissal**

If a student falls below 70% GPA EMT or 80% Paramedic, he/she will be brought in for a formal, documented counseling session with the Program Coordinator and Lead Instructor to try and determine the cause for the drop in the grades and to develop a course of action to correct the deficiency.

Based upon the student's willingness to learn, attendance and motivation, the faculty will develop a tutoring program designed to help the student succeed and complete the course.

A written agreement of expected performance will be signed by the student and Lead Instructor.

The student will be placed on Academic Probation and required to bring his/her GPA up to the required average within the

next two written exams.

If after two written exams, the student has brought their average to School standards, the student will be evaluated for release from probation.

If a student is having trouble with the practical application portions of the program, he/she will be brought in for counseling as mentioned in paragraph one and two above.

If, however, the student's academic standards remain below average or the student cannot grasp the practical aspects of the program, the student will be recalled for counseling and either an alternative resolution developed or evaluation for dismissal from the program will be considered.

### **Conditions for Reinstatement**

A student who has withdrawn or has been dismissed and desires to return must, within ten (10) working days, request to meet with the Program Director for consideration of reinstatement.

A student presenting just cause for reinstatement must agree<sup>13</sup> to comply with stipulations set forth by the School, including being placed on probation.

The reinstatement does not guarantee the student's return to his/her original class. Placement into a later class may be more convenient and/or appropriate.

Students who are dismissed for disciplinary reasons will not be asked back to the School.

Students requesting readmission must meet the following criteria:

- Had a 80% or better GPA prior to withdrawal or dismissal
- Had received satisfactory practical skills evaluations prior to withdrawal or dismissal
- Had received satisfactory clinical evaluations prior to withdrawal or dismissal
- Had no outstanding financial balance to the School at time of dismissal
- Pay a non-refundable \$50.00 re-admission application/testing fee

### **Withdrawals**

Notification of withdrawal must be made in writing and as far in advance as possible. An exit interview with the Program Director will be required.

### **Scholastic Dishonesty**

Anyone, regardless of status, caught cheating in any manner will be dropped from enrollment or dismissed, as applicable.

## **GENERAL POLICIES AND PROCEDURES**

### **Ethical Code of Conduct**

Students are expected to conduct themselves in an ethical, professional, and civil manner. One of the most important standards of conduct at Treasure Coast Medical Institute is the individual's responsibility to the classroom community. This entails not only being attentive and respectful in class, but also helping one another toward success.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the school shall be liable for sanctions up to and including dismissal from the school. Any student suspected of violating these standards will be referred to the President's office to investigate the allegations. The investigation is conducted by the President, the Director of the Program, and a faculty representative. Students are not permitted to bring or be represented by legal counsel during committee proceedings. The student will be provided an opportunity to respond to the allegations in writing and/or in person. The committee may elect to exonerate the student, issue a warning to the student, place the student on an administrative leave of absence, place the student on general probation, or dismiss the student from the school. Students will be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary action.

## **Student Conduct Code**

Each student, while in attendance at Treasure Coast Medical Institute, assumes the responsibility of becoming familiar with and abiding by the standards of conduct expected by the school.

The Student:

- Will abide by all local, state and federal laws.
- Will abide by all school policies.
- Will abide by all conditions of school warning, probation or suspensions.
- Will assist other students with clean-up of lab, classroom and other areas used for instruction.

### **The following actions are violations of the Student Conduct Code:**

- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of the school.
- Academic dishonesty of any kind with respect to examinations or course work. This includes any form of cheating and plagiarism from the internet.
- Falsification or alteration of school documents, records, or identification cards.
- Using the computer password of another or in any way accessing computer files other than one's own.
- Forgery, issuing bad checks, or not paying financial obligations to the school.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of the school.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on school property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the school community
- Discrimination towards any individual or group, verbal or nonverbal.

## **Dress Code**

EMS Programs will require the student to wear a school polo shirt with school logo and student name embroidered, navy cargo pants, a black belt, and black close-toed shoes with no markings. No Denim Jeans. Shoes must be sturdy, worn with socks, no sandals or open toed shoes.

Students will be provided with one (1) school issued polo shirt to be picked up at DayDreams Uniforms Inc. Students are responsible for acquiring their own navy cargo pants, shoes, and belt. Students are also responsible for purchasing an additional uniform polo at DayDreams.

## **No Smoking Policy**

Treasure Coast Medical Institute provides a non-smoking work and study environment. Those who wish to smoke during breaks must go outside do so. Under no circumstances may one smoke within 200 feet of any building entrance.

**Violations of the Student Conduct Code** may result in, reprimand, probation, suspension or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.

## **Complaints and Disciplinary Procedures**

### **Academic Dishonesty/Plagiarism**

The school seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The school further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used.

Students found guilty of academic dishonesty or plagiarism shall be liable for sanctions up to and including dismissal from the school.

## **Student Grievance Policy**

Treasure Coast Medical Institute has a formal procedure to resolve complaints and concerns that students may have about the implementation of the policies and procedures that govern the institution. The institutional community benefits from prompt resolution of any issue that may arise. The general student grievance procedure will be followed only in cases where there is not a grievance procedure governing a specific policy. Before pursuing the general student grievance procedure, every reasonable effort will be made to constructively resolve issues with faculty, staff, or administrators. Therefore, the problem or complaints must first be discussed with the individuals involved in the grievance. Faculty, staff, and administrators will make a prompt response in order to answer any questions or resolve the complaints brought to their attention. Should these efforts be unsuccessful, the following process should be undertaken. If the grievance is with a faculty member, the issue should be referred directly to the Director of Education by the complainant who will have filled out a Complaint Form for the Director of Education; who will investigate the grievance and present a recommendation. Students presenting grievances for resolutions must present them within 14 days of the incident that prompted the grievance.

## **Student Complaint Right**

### **Student Complaint Procedure:**

Schools licensed by the Florida Commission of Independent Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing a Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Commission for Independent  
Education 325 W. Gaines Street,  
Suite 1414  
Tallahassee, FL 32399-0400  
Phone 850-245-3200  
toll-free telephone number (888)224-  
6684 [www.fldoe.org/cie](http://www.fldoe.org/cie)

### **Suggestion Box**

There is a suggestion box in the front lobby where students are welcome to offer comments.

## **SKILLS PRACTICE**

During the course of our program's students will be taught skills necessary for the assessment and management of patients in emergency situations. Mannequins will be used at first, but it is essential, especially for Paramedics students, that they practice and perfect these skills using human subjects. Students are hereby advised that the practice of non-invasive skills will be conducted on each other under the supervision of instructors. This includes limited physical contact with all areas of the human body including the chest and pelvis.

## **PARTICIPANTS ARE EXPECTED TO DISPLAY TACT, PROFESSIONALISM, RESPECT, AND BEHAVE UNDER ETHICAL AND LEGAL GUIDELINES AT ALL TIMES!**

Should a student believe that the practice of a particular skill places him or herself in an uncomfortable position, that student has the responsibility to advise the instructor prior to beginning the exercise.

Should a student feel that the practice of a skill on themselves by another student or as demonstrated by an instructor, crosses the line of professionalism into overt sexual contact, that student has the responsibility to immediately make that belief known to the student or instructor involved and take the complaint up the chain-of-command.

## **CLINICALS**

### **Objectives**

Clinicals and Externships are designed to provide the student the opportunity to experience, firsthand, the application of EMS procedures and protocols. Preceptor feedback is essential to determining how well the student is learning.

Students are expected to perform assessments and skills on patients, following the standards taught in class. Students are required to document those assessments and skills utilizing the forms provided.

**Policies and Procedures**

Students are not permitted to be **on-duty** or **on-call** with any EMS organization while participating in a Clinical or Externship rotation or class.

Students must be in a properly worn School clinical uniform, present a professional appearance and demeanor at all times and comply with all Rules and Regulations of the Clinical Sites.

Students will observe patient care activities and **assist only as directed** by the Preceptor.

Students will perform only patient care **that has been covered and checked off** in his/her present program of study.

**Patient privacy and confidentiality are paramount.** Limit your discussion of the case to the necessary facts and only with the medical personnel involved.

Clinical and externship hours will begin for students when the appropriate level of training is reached in accordance with the applicable syllabus.

We are fortunate in having several Hospital and Ambulance/Rescue sites available in the local area. Attempts will be made to assign students to Clinical and Externship locations as conveniently as possible.

The Clinical Coordinator, under the guidance of the Program and Medical Directors, may substitute areas of training such as; Dialysis Unit, Burn Unit or Assisted Living Facility hours due to non-availability of Clinical sites.

Site day/hour assignments will depend on availability and timing.

Available hours will be promulgated and assigned by the Clinical Coordinator. Students are not authorized to make any clinical rotation schedule of their own accord.

Students are responsible for signing up for the hours needed to fulfill their clinical responsibilities.

Once assigned to a specific clinical slot, the student accepts the responsibility of satisfying all aspects of the clinical rotation.

**Clinical paperwork must be turned in within three (3) working days.**

Except for true emergency situations, tardiness or no-shows at clinical or externships will not be tolerated. Contact the Clinical Coordinator as soon as possible should such a situation occur. Unacceptable excuses will reflect poorly on one's evaluations and may result in disciplinary action or removal from the program.

A Staff member will, at a minimum, meet with the student at each of his/her new clinical experience. Some clinical sites will require a staff member to be present the entire shift.

**Contact our Staff IMMEDIATELY if any sort of incident occurs on your Clinical or Externship.**

**Observe all personal and patient safety rules and where protective equipment as required.**

**Students are required to have the following equipment/material for all clinical and externships:**

- Watch with second hand or counter.
- Stethoscope
- Trauma Scissors
- Pen (black ink)
- Clinical Evaluation Forms
- All Personal Protective Equipment required by Clinical Site

**CLASS AND/OR CLINICAL CANCELLATIONS**

We follow the Saint Lucie County School system's lead on cancelling classes due to inclement weather or emergency situations. Monitor the local news stations and our website and Facebook page for updates.

The Clinical Coordinator will reschedule rotations.

Closure of the School facility due to power outage, maintenance, etc. does not excuse students from attending scheduled off-site clinical and externships.

## ALL CLINICAL HOURS MUST BE COMPLETED PRIOR TO THE FINAL EXAM

### RIDE-ALONGS

Enrolled students may take advantage of opportunities to ride along with EMS agencies as citizens of the community. However, they will not be considered to be on a clinical rotation and are not authorized to imply or present themselves in uniform or any manner that they are representing the School.

### Student Services

Student Records are kept online and in files maintained by the Student Services Coordinator. Access to both are restricted staff members with a need to know. Students may obtain copies of their own files by sending a request to [info@treasurecoastmi.com](mailto:info@treasurecoastmi.com).

The Student Services Coordinator may serve as liaison between the student and senior staff personnel.

As a service to our students, we will provide an updated job listing board at the school and invite area recruiters to come to give presentations relative to hiring EMT's and Paramedic's.

We will provide placement assistance as aggressively as possible, but there exists no guarantee of employment.

### LEARNING RESOURCE CENTER

*TCMI's learning resources include:*

- *The most current student textbook, hard copy and on-line components*
- *Current on-line resources such as skills tracker, scheduler, practice exams, preceptor courses, required student forms, student evaluations.*
- *Current titles of student manuals, relevant current periodicals, relevant reference materials, and professional journals and magazine relevant to the EMS Profession.*
- *Current unabridged dictionary, a thesaurus*
- *BLS and CPR AHA books for reference and other medical reference materials*

*The learning resource center is available when students are at the school and other hours are available and will be posted. The students have availability 24/7 on-line resources and reference material including texts, practice exams and professional periodicals. The school has appropriate and adequate terminals for students to access these online materials. The library has open office hours Monday-Friday 9:00 AM-5:00PM.*

### Emergency Medical Technician (EMT) Program

An instructional program designed to prepare students for employment as Emergency Medical Technicians SOC 29-2041, to function at the basic pre-hospital Emergency Medical Technician level and treat various medical/trauma conditions using appropriate procedures, equipment and materials. This is the initial level of education for those entering EMS and a prerequisite for paramedic training and certification. The student must be proficient in-patient assessment/evaluation, the use of suctioning devices, oral and nasals airways, oxygen equipment, sphygmomanometer and stethoscope, splints, pneumatic anti-shock garments, patient assist medication, paramedic assist skills, extrications, dressings and bandages, and patient carrying devices. This program also meets the Dept. of Health's HIV/AIDS education requirements as specified in Sect. 381.0034, Fl. Statutes.

#### Objectives

Understand, apply and evaluate clinical information relevant to the role of an EMT. This will be accomplished by a comprehensive course of exam and skill practical competencies, culminating in being prepared to pass the NREMT Examination.

Demonstrate technical proficiency in all medical skills necessary to fulfill the roll of entry level EMT. This evaluation will be completed by a final comprehensive exam, hospital clinical rotations and field externship evaluations.



Demonstrate personal behaviors consistent with professional and employer expectations for an EMT.

Upon successful completion of the course, the student will have met State of Florida minimum requirements to take the State Certification exam.

### **Curriculum EMT-100**

EMT 100 course requires a minimum of 300 program hours, broken down as follows:

- 218 Didactic and Lab hours
- 60 Ambulance/Rescue hours
- 20 Emergency Room hours

The student will utilize the current course textbook, workbook and skill exercises to learn and demonstrate proficiency in pre-hospital patient care. Emphasis will be placed on hands-on applications.

#### EMT-101 Preparatory (30 hours)

- Introduction to Emergency Medical Care
- Medical and legal issues
- Human Body/Anatomy & Physiology
- Introduction to Taking Vital Signs and Patient History
- HIV/AIDS awareness (FS 401.2701(1)(a)5c)

The student will learn medical and legal issues surrounding the emergency medical services field, how to take a patient vital signs, obtain relevant history concerning the present and any recent illnesses or injuries. This is presented through lecture and practical skill sessions. A four (4) hour, State required HIV/AIDS program is presented to familiarize them with infection control issues and practices.

#### EMT-102 Airway (10 hours)

- Proper use of oxygen therapy and ventilation techniques
- How EMT-B's maintain a patient airway, along with respiratory illnesses and treatments.
- Hands-on airway management, oxygen therapy and assisting the Paramedic with intubations. This portion will emphasize equipment familiarization and application.

#### EMT-103 Patient Assessment (30 hours)

- Access a medical emergency scene.
- Conduct a proper physical examination on both trauma and medical patient.
- Assessment of pediatric, adolescent and geriatric patients
- Evaluate patients with various medical emergencies, assess vital signs and provide patient care.
- Manage patients in both stable and unstable conditions.

Emphasis will be placed on practical skills to obtain accurate and thorough patient assessment.

#### EMT-104 Medical Emergencies (38 hours)

- General Pharmacology
- Respiratory Emergencies
- Allergies/Allergic Reactions
- Cardiovascular Emergencies
- Diabetic Emergencies
- Altered Mental Status/Neurological Problems
- Behavioral Emergencies
- Poisoning and Overdoses
- Environmental Emergencies
- Obstetrical/Gynecological Emergencies

The student will learn when the EMT can administer certain medications and what treatments can be given for various medical emergencies.

#### EMT-105 Trauma Emergencies (26 hours)

- Bleeding and Shock
- Soft tissue Injuries

- Musculoskeletal Care
- Head/Spinal Injuries
- Florida Trauma Score Methodology (FS 401.2701(1)(a)5c)

Proper techniques of bleeding control. Specific management of spinal injuries is covered in lecture and practical skills. The student will learn to manage and properly package patients for transportation.

EMT-106 Pediatrics (10 hours)

- Care of Infants and Children
- SUIDS (FS 383.3362(1)(3))

Infant and children with medical emergencies can be challenging and emotional scene to manage. This chapter covers the different anatomy of pediatrics and the unique medical treatments involved. The student is instructed on how to interact with children on their level to provide proper care. Sudden Infant Death Syndrome (SUIDS), child neglect and abuse are also covered.

EMT-107 Operations (22 hours)

- Ambulance Operations
- Gaining access and Special Operations
- Proper lifting techniques of an ambulance stretcher, extrication and other applicable techniques are covered emphasizing hands-on practical skills.

EMT-108- Lab Skills (52 hours)

- BLS
- Spinal Immobilization
- Ambulance operations
- Pediatrics

EMT-109 Clinical Externship (20 hours)

- Hospital Emergency Department

EMT-110 Ambulance Externship (60 hours)

- Fire/EMS Agency Advanced Life Support Ambulance Service

**Costs/Payments**

Students receive individual Enrollment Agreements detailing payment amounts. All fees will be expected by the first day of class.

**Tuition and Fees**

Tuition	\$ 1400.00
Externship/Lab fee*	1200.00
<u>Non-refundable Registration Fee</u>	<u>150.00</u>
	\$2750.00

**\*Lab/Clinical Fee Includes**

- Medical Liability Insurance
- Lab Supplies
- NREMT Testing (1x)
- Uniform Polo (1x)

**Tuition Fees**

- EMT Textbook - Required
- Web component/
- FISDAP Tracking/Scheduler

**Graduation Requirements**

To be eligible for graduation and receive a diploma the student must have:

- Completed required clock hours for the program in which they were enrolled.
- Successfully completed the course requirements for the program in which they were enrolled.
- Repeated and successfully completed any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the

programs.

- Completed each course with a minimum grade of 70

Graduates of the EMT program are eligible to take an examination to become certified by the State of Florida through the Florida Bureau of Emergency Medical Services or become Nationally Certified through the National Registry of Emergency Medical Technicians.

## **Paramedic Program**

This certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. Approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch connect 401, FS, Ch. 64J-1, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

### **Objectives**

Understand, apply and evaluate clinical information relevant to the role of a paramedic. This will be accomplished by a comprehensive course of exam and skill practical competencies, culminating in being prepared to pass the National Registry Examination.

Demonstrate technical proficiency in all medical skills necessary to fulfill the roll of entry level paramedic. This evaluation will be completed by a final comprehensive exam, hospital clinical rotations and field externship evaluations.

Demonstrate personal behaviors consistent with professional and employer expectations for a paramedic.

Upon successful completion of the course, the student will have met State of Florida minimum requirements to take the National Registry Exam.

### **Admissions Requirements for the Paramedic Program**

- 18 years of Age proof with valid Florida driver's license
- Accredited High School Diploma, G.E.D., or unofficial college transcript
- Completed Enrollment Agreement and Application with appropriate fees
- Current AHA BLS card that must remain current throughout entire course
- Register for the physical and immunization CastleBranch tracker (MANDATORY - \$125 not included in Tuition) that includes;
  - 10-panel Drug Screening
  - Background Investigation
  - Signed statement (form provided by the school) from a Physician proclaiming you are of sufficient health to participate in the chosen course and are free of any communicable diseases.
  - Up-to-date Shot Record showing MMR, Hep B, Varicella, PPD/TB, Tetanus and FLU vaccines.
- Current Florida State EMT License

### **Paramedic Program Curriculum**

The Paramedic course requires a minimum of 1110 programs hours, broken down as follows:

- 734 Lecture and Lab hours
- 64 Hospital Clinical hours
- 312 ALS Ambulance hours

### **Paramedic I Term:**

#### **PARA2100 Lecture/Lab (296 hrs)**

This is the first of three, limited access didactic/lab, courses in the Paramedic program. It will cover Modules I, II, and III of the January 2009 D.O.T. Paramedic National EMS Education Standards, as well as CPR, Anatomy and Physiology, and basic ECG interpretation. Two hours of instruction on the Trauma scorecard methodologies

#### **PARA2100C Clinical (128 hrs)**

This is the first of three, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2000C, the paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

### **Paramedic II Term**

#### **PARA2200 Lecture/Lab(296 hrs)**

This is the second of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules IV and V of the January 2009 D.O.T. Paramedic National EMS Education Standards, as well as ACLS, ITLS and 12 Lead ECG. Sudden Unexpected Infant Death Syndrome (SUIDS) training.

**PARA2200C Clinical (128 hrs)**

This is the second of three, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2001C, the paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

**Paramedic III Term:**

**PARA2300Lecture/Lab (142 hrs)**

This is the third of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII and VIII of the January 2009 D.O.T. Paramedic National EMS Education Standards and certifications in ACLS, PALS, and PHTLS.

**PARA2400 Paramedic Capstone Field Internship (120 hrs)**

This is the third of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII and VIII of the January 2009 D.O.T. Paramedic National EMS Education Standards

**PARAMEDIC PROGRAM COSTS:**

Paramedic I Term Costs		Paramedic II Term Costs		Paramedic III Term Costs	
Tuition	\$2925.00	Tuition	\$2925.00	Tuition	\$1050.00
Lab/Insurance	\$700.00	Lab/Insurance	\$700.00	Lab/Insurance	\$700.00
PPE	\$100.00	PPE	\$100.00	NREMT Review	\$150.00
Total:	\$3725.00	Total:	\$3725.00	Total:	\$1900.00

**OVERALL COSTS:**

Tuition	\$6900.00
Lab Fees/PPE Fee/Liability Insurance/ On-Line/ Scheduler NREMT Testing ACLS/PALS/PHTLS	\$2300.00
NREMT Paramedic Review Class	\$150.00
Paramedic Program Costs without additional fees:	\$9350.00

**ADDITIONAL STUDENT FEES OUTSIDE OF PROGRAM COSTS:**

Non-Refundable Registration Fee	\$150.00
CastleBranch Tracker with 10 Panel Drug Screen, Levell II Background Check, and Physical and immunization records.	\$125.00
Paramedic Uniforms	\$225.00
Total <b>NOT</b> Included in Paramedic Program Costs:	\$500.00

**Total Paramedic Program Costs with all above fees: \$9850.00**

**Paramedic Program Hours:**

In Months	12	Lecture/Lab	734
		Hospital/Clinical	64
Breakdown of Hours		Ambulance	312
<b>Lab/Lecture</b> 32 Classes Semester 1 & 2 = 592 Hrs. 16 Classes Semester 3 = 142 Hrs. <b>Hospital:</b> 4 (8 Hr. Days per semester) Semesters 1 & 2 = 64 Clinical Hrs <b>Ambulance/Field:</b> 8 (12-Hr days per semester) Semester 1 & 2 = 192 Plus 5 (24-Hr days for last semester) Semester 3 = 120 Hrs.		TOTAL Externship Hours: - Ride Time: 312 Hrs. - Hospital: 64 Hrs  Total Externship: 376 Hrs.	1,110 Hrs

## **Graduation Requirements**

The Paramedic student must complete the following to receive a diploma upon successful completion of graduation. These requirements must be met prior to sitting for the final exam:

Complete all class, lab skill sheets and clinical hours as stated above.

- Complete certification in ACLS, PALS, PHTLS, Paramedic Exam Review Class.
- Pass each module exam, cumulative final and the comprehensive final with a minimum of 80%
- Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
- Meet all financial responsibilities.
- All required paperwork has been turned in and checked by EMS Program Director including but not limited to the required number of patient contact reports.

***This stipulation must be met each semester as well as prior to the Comprehensive Final.***

Receive final approval (release) from the EMS Program Director and the Medical Director before registering for State of Florida Certification.

Graduates of the Paramedic program are eligible to take an examination to become certified by the State of Florida through the Florida Bureau of Emergency Medical Services.

Appendix A- Faculty Listing

INSTITUTION DATA					
Name: Treasure Coast Medical Institute, Inc					ID No.: 5638
FACULTY					
FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)		
			TYPE:	LICENSE NUMBER:	EXP. DATE:
Kevin Franklin	EMT Paramedic	BA Organizational Management, Warner University	Paramedic	PMD 200110	12/01/2024
Matthew Amato	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 206322	12/01/2024
Andrew Angelone	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 539370	12/01/2024
Eric Barnes	EMT Paramedic	BS Fire & Emergency Services, University of Florida	Paramedic	PMD 205035	12/01/2024
Kyle Bergener	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 542711	12/01/2024
Sarah Chacon	EMT Paramedic	AA General Studies, Palm Beach State College	Paramedic	PMD 537552	12/01/2024
Allen Civita	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 200195	12/01/2024
Roger Clark	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 540231	12/01/2024
Leigh Cottrell	EMT Paramedic	AS EMS, Health Career Institute	Paramedic	PMD 16468	12/01/2024
John Craton	EMT Paramedic	BS Business Administration, Columbia Southern University	Paramedic	PMD 509419	12/01/2024
Devin Cruse	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 536645	12/01/2024
Travis Deckers	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 539064	12/01/2024
Drew Duplessis	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 538116	12/01/2024
Dr. Michael Ferraro	EMT Paramedic	Doctorate of Osteopathy, Nova Southeastern University	Osteopathic Physician	OS 10265	3/31/2024
Nathaniel Fuentes	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 539437	12/01/2024
Fred Griffin	EMT Paramedic	BA Journalism, University of Florida	Paramedic	PMD 523512	12/01/2024
Cheyenne Guggeri	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 539425	12/01/2024
Michael Hamilton	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 524742	12/01/2024
Casey Hogan	EMT Paramedic	BS Fire Science, Columbia Southern University	Paramedic	PMD 510881	12/01/2024
Thomas Hutchinson	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 19487	12/01/2024
Dorian Jackson	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 512564	12/01/2024
Katherine Kaltenbach	EMT Paramedic	Paramedic, Health Career Institute	Paramedic	PMD 532603	12/01/2024
Matthew Kenney	EMT Paramedic	BS Criminal Justice, Indian River State College	Paramedic	PMD 542988	12/01/2024
Bailey Laster	EMT Paramedic	AS Fire Science, Braxton College	Paramedic	PMD 535204	12/01/2024
Oscar Leiva	EMT Paramedic	AS EMS, Health Career Institute	Paramedic	PMD 514354	12/01/2024

Anthony Macias Lopez	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 533001	12/01/2024
Timothy Myers	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 510261	12/01/2024
Rob Newman	EMT Paramedic	BS Business, Columbia Southern University	Paramedic/ RN	PMD 206301 RN 9520014	12/01/2024 4/30/2023
Yvon Paiement	EMT Paramedic	MS Emergency Services Management, Columbia Southern University	Paramedic	PMD 17581	12/01/2024
Robert Pedreira	EMT Paramedic	MBA Public Administration, Columbia Southern University	Paramedic	PMD 15603	12/01/2024
Anthony Pellegrino	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 540014	12/01/2024
Christopher Prieto	EMT Paramedic	BS Public Administration, Indian River State College	Paramedic	PMD 537545	12/01/2024
Briana Ramos	EMT Paramedic	Paramedic, Emergency Education Institute	Paramedic	PMD 537934	12/01/2024
Ciaran Reilly	EMT Paramedic	Paramedic, Health Career Institute	Paramedic	PMD 532309	12/01/2024
Markus Rodriguez	EMT Paramedic	AA General Studies, Indian River State College	Paramedic	PMD 541613	12/01/2024
Jonathan Santana	EMT Paramedic	AS EMS, Palm Beach State College	Paramedic	PMD 518095	12/01/2024
Robert Schooley	EMT Paramedic	AS Nursing, Indian River State College	Paramedic/RN	PMD 16634 RN9270993	12/01/2024 4/30/2023
Richard Smith	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 517333	12/01/2024
Austin Spiegelhalter	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 534103	12/01/2024
Craig Stolzer	EMT Paramedic	BS Communications, Texas Christian University	Paramedic	PMD 517331	12/01/2024
Ryan Tang	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 538048	12/01/2024
Jean Carlos Torres Vazquez	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 535526	12/01/2024
Brenden Ward	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 541629	12/01/2024
Andrew Willmore	EMT Paramedic	MS Biological Science, Florida Atlantic University	Paramedic	PMD 534907	12/01/2024
Eric Wright	EMT Paramedic	Paramedic, Indian River State College	Paramedic	PMD 18070	12/01/2024

## Appendix B – Academic Calendar

### Spring Term (begins January 3rd)

Administrative Offices Open	Tuesday	January 3, 2023
Paramedic B-Shift 07 Orientation	Wednesday	January 10, 2023
Orientation for Spring EMT 32/33	Thursday	January 5, 2023
MLK Jr. Day (Observed)-School Closed	Monday	January 16, 2023
Registrations Open for Summer EMT 34/35	Wednesday	February 15, 2023
Administration Day EMT Program	Wednesday	April 19th, 2023

### Summer Term (begins April 26th)

Orientation for Summer EMT Program 34/35	Wednesday	April 26, 2023
Memorial Day (Observed)-School Closed	Monday	May 29, 2023
<b>Registration opens for Fall EMT/Paramedic</b>	<b>Thursday</b>	<b>June 15, 2023</b>
Independence Day (Observed)-School Closed	Tuesday	July 4, 2023
Paramedic Graduation C-Shift 05/06	Wednesday	August 3, 2023
Administration Day EMT Program 34/35	Wednesday	August 9, 2023

### Fall Term (begins August 9th)

<b>Paramedic C-Shift 08 Orientation</b>	<b>Wednesday</b>	<b>August 9, 2023</b>
Orientation for Fall EMT Program 36/37	Thursday	August 10, 2023
Labor Day (Observed)-School Closed	Monday	September 4, 2023
Thanksgiving (Observed)-School Closed	Thursday	November 23, 2023
Thanksgiving (Observed)-School Closed	Friday	November 24, 2023
Administration Day EMT Program EMT 36/37	Tuesday	November 28, 2023
Paramedic Graduation B-Shift 07	Friday	December 15th, 2023
Christmas Break-School Closed		December 21-January 3, 2023
School Reopens	Thursday	January 4, 2024