



**First Coast
Technical College**
Your Future Comes First



First Coast Technical College
EMERGENCY MEDICAL TECHNICIAN PROGRAM
Policies and Procedures
September 2025



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FCTC MISSION

The mission of First Coast Technical College is to provide career, technical and adult education to meet the changing needs of students, businesses, and the regional workforce.

FCTC VISION

The vision of First Coast Technical College is to empower students to acquire career-ready skills to become a confident contributor to the regional economy.

FCTC EEO NOTICE OF NON-DISCRIMINATION STATEMENT

First Coast Technical College (FCTC) acts in compliance with all federal and state laws prohibiting discrimination. Discrimination based on race, national origin, sex, handicap, age, religion, or marital status against a student or an employee at FCTC is prohibited. No person shall, on the basis of race, national origin, sex, physical handicap, age, religion or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in any employment conditions or practices. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to the Director.

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PURPOSE

The purpose of the Emergency Medical Technician (EMT) program is to prepare the program graduate for employment as an emergency medical technician.

The curriculum is based upon and meets or exceeds all requirements set forth in the most current Department of Transportation, National EMS Education Standards, the Florida Department of Education, and the Florida Department of Health, EMS Bureau, Chapter 401, F.S. and Chapter 64J-1, F.A.C.

INSTRUCTION

The EMT program is 300 hours long. Classroom instruction is divided between EMT knowledge and skills labs, for a total of 250 hours. Field internship with an advanced life support provider is a minimum of 30 hours and students will evaluate and care for a minimum of five (5) transported ALS patients. The clinical rotation in a hospital emergency department is an additional 20 hours.

Course instruction includes all components of the National EMS Education Standards for Emergency Medical Technicians. Also included is two (2) hours of instruction in Sudden Unexplained Infant Death, two (2) hours on Section 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code and two (2) hours of trauma scorecard methodology, as required by Florida Statute 401.

ATTENDANCE

Students may miss a maximum of 10% of the scheduled classroom and lab hours (25 hours based on 250 hours classroom and lab time). This includes hours or portions of hours missed because of late arrival, failure to return promptly from breaks, and leaving class early. **Students will be withdrawn from the program when they have exceeded 25 missed hours.**

All students must attend 100% of the required 50 clinical and field internship hours. **No exceptions.** These hours are scheduled on an individual or small group basis, and students who are ill or have other legitimate excuses will normally have an opportunity to reschedule any missed hours. However, all hours must be completed before the student can attempt the comprehensive course written and practical final exams, per state requirements. The student may incur additional fees if final testing is delayed past the scheduled end-of-course date.

Per Florida Administrative Code 64J-1:

- EMT students cannot be subject to call while participating in class, clinical or field sessions.
- EMT students function under the direct supervision of an EMS preceptor when riding rescue and shall not be in the patient compartment alone during patient transport
- EMT students shall not be used to meet staffing requirements.

RESPONSIBILITIES AND CONDUCT

Each student is responsible for acquiring their own texts and other materials required by the curriculum. Students must also purchase their own uniforms and necessary equipment, including a stethoscope and a watch with a second hand. Refunds will be given according to FCTC policy, as explained in the FCTC Student Handbook.

Academic dishonesty is grounds for dismissal from the program, and is defined as any of the following:

- Plagiarism on tests, homework or other assignments
- Misrepresenting student records, including clinical records
- Removal of equipment, supplies or reference material from the lab classroom, office or library, except with the specific permission of the instructor, regardless of the student's intent.
- Cheating on a written exam which can include, but is not limited to:
 - Use of a phone to look up answers
 - Use of the computer or other technology to look up answers
 - Use of notes and/or other forms of written materials
 - Taking answers from another student, with or without consent

Students are to return equipment to its designated place at the end of each session. Malfunctioning equipment should be reported to the instructor.

Instructors have the discretion to determine classroom and clinical atmosphere, as well as student behavior. Any student requested to leave the class or clinical area for inappropriate behavior will be marked absent for that session.

During clinical rotations and when riding with EMS agencies, students are to exercise professional conduct at all times. Any violation of conduct, at the request of the clinical site, will result in the removal of the student from that site. If a complaint arises from a clinical site, the clinical coordinator, the EMS program director and the program medical director will review the situation. Depending on the circumstances, the student may be allowed to relocate to another clinical site. A second clinical site rejection will result in the student's dismissal from the program. The student may appeal the decision in accordance with the Complaint Procedure shown in the current school year's FCTC Student Handbook. Students wishing to file a grievance must do so according to the procedure outlined in the student handbook.

Any student who does not report for a clinical rotation and has not notified the instructor of their inability to attend, will be required to reschedule the clinical rotation as needed to meet minimum clinical hours (provided an additional date is available). If an additional date is not available, the student may have to repeat the program due to failure to meet minimum program requirements for graduation. The student will also be required to schedule and perform an additional 10 rescue field internship hours.

Abuse of FCTC rules and regulations will be dealt with by the lead instructor and FCTC administration. Disciplinary action may include a reduction of grade or dismissal from the program and failure to certify for the state EMT exam. Unauthorized talking or distracting behavior will not be tolerated.

The use of tobacco, e-cigarettes, vapes, alcohol or illegal drugs will not be permitted during class or clinical rotations, or at any FCTC campus location. Students will not appear for classroom or clinical rotations under the influence of drugs or alcohol. Violation of this rule may result in immediate dismissal.

Parking is permitted only in designated parking locations. An FCTC parking permit is required. Parking is prohibited on sidewalks and lawn areas.

Dress for classroom and clinical rotations are outlined in the Uniform section of this manual.

Any injury received during class or clinical sessions must be reported to the instructor immediately. An accident report must be completed and submitted within 24 hours.

Students who are ill or injured during the course of the program may be required to provide a new medical clearance before returning to class, to ensure that they are medically capable of continuing in the program.

Students are not permitted in unauthorized areas or in the offices of instructors when the instructors are not present. Students are also not allowed to use the copy machine.

Students may use telephones for emergencies but only with the permission of the instructor. A courtesy phone is located in the main hall of Building 7 for use by students.

Radios, pagers, cell phones and newspapers are not permitted in the classroom or in the clinical areas. The use of tape recorders in the class will be at the discretion of the instructor.

Absolutely no video or audio recordings, or photography of any kind, will be permitted anywhere within a clinical facility, fire rescue station, or while performing a field internship.

All orders and commands given by an instructor, FCTC administrator or preceptor will be executed immediately. If a student disagrees with the command or feels they have not received fair treatment, the student may request a meeting with the instructor and program coordinator. A hearing by the training staff will be granted to determine propriety, if any.

Students are subject to daily inspections. Should a student's appearance be deemed unacceptable by the instructor and school administration, the student will be sent home to change and the time out of class will be deducted from attendance. A written notification will be given to the student. Three (3) such notifications may result in program dismissal.

Violations of these responsibilities and rules of conduct, or of those outlined in the current FCTC Student Handbook, may be grounds for program dismissal.

STUDENT DISCIPLINARY PROCESS (NON-ACADEMIC)

In an effort to maintain a safe, respectful, and professional learning environment, the Public Safety Campus of First Coast Technical College follows a progressive discipline process when addressing student misconduct. Students must remain in compliance with all program expectations and the St. Johns County Student Code of Conduct.

The following steps outline the process:

Step 1: Verbal Warning

Step 2: Formal Counseling Referral

The student will meet with the instructor and program dean (or designee) to discuss the concern and will receive a written notice about the matter

Step 3: Conduct Agreement/Probation Notification

If misconduct continues or a more serious infraction occurs, the student will be required to meet with a college dean, program manager and instructor to discuss the behavior and sign a formal Conduct /Probation Agreement.

Step 4: Program Dismissal

If the student fails to meet the terms of the Conduct/Probation Agreement or engages in additional misconduct, they will be required to meet with the college dean, program manager and instructor, and a withdrawal/dismissal from the program will be initiated.

INSURANCE

Malpractice (liability) insurance for all EMT students will be subscribed to by FCTC, with each student being charged a fee for this insurance. This fee is built into the course fee structure.

LIBRARY/COMPUTER LAB

A medical library and computer lab is maintained in Building 7. Students should familiarize themselves with the facility. Additional medical reference material is available in the program coordinator's office and can be used with permission. Library books may be checked out by students for use during the training program. Computers are to be used only for course-related activities.

GRADES

An EMT student's overall average grade at the end of the course must be at least 75%. If the average score is less than 75%, or the student has not earned a minimum score of 75% on any module, the student will have failed the course and will not be eligible to sit for the state EMS exam. To successfully complete the program, a student must also pass a comprehensive written and skills exam at the end of the program on one attempt. Upon successful completion of the EMT course, the student will receive a certificate of completion within 14 days of the course completion date. Students should pick up their certificates within that 14-day period.

An initial test is defined as the first test to be taken on a specified section of the curriculum. It may be a test covering a module, part of a module, a chapter, part of a chapter, or multiple modules/chapters. It may also be a mid-term test, final test or skills test. The following rules will apply for the EMT course. Quizzes, as defined by the instructor, are exempt.

- Students that score at least 75% on an initial test will not need to retest.
- Students that score less than 75% will need to retest on the next class date or at another time as assigned by the instructor. This does not include the final exam.
- The maximum score achievable on a retake is 75%.
- Students are permitted to retest on a maximum of two (2) initial tests. If a third test is failed during the course, the student will be withdrawn from the program. This does not include the final practical skills exams, final practical scenario exams and/or the final written exam.

- If one retest is failed, the student will be withdrawn from the program.
- The final written exam will be administered one time at the end of the scheduled course and no retake will be offered. The student must pass the final exam with a 70% or greater and no retake will be offered for a failing grade below 70%. The 70% threshold represents the NREMT 70% pass threshold.

Minimum test scores required for AHA BLS, GEMS, or similar standardized card courses will be as determined by the relevant agency (AHA / NAEMT / etc.)

Students who experience one or more of the following should be notified that they are on probation. This notification is to warn the student of potential problems that may result in course failure.

- Failure of a second initial test
- Overall grade average falls below 75%
- Failure to provide required documentation for the completion of required skills or clinical/field rotations
- Being absent 50% of the hours allowed for absences
- Failure of a final practical scenario exam and/or final written exam will equal failure of the course and no probation will be afforded

The following is a summary of activities that will result in EMT course failure, and subsequent inability to sit for the state certification exam.

- Failure of a third initial test.
- Failure of a retest.
- Achieving an overall score of less than 75% at the end of the course.
- Attending less than the minimum required hours in the classroom, lab, and clinical/field rotations. A student who misses over the maximum number of class/lab hours will be withdrawn from the program.
- Failure to pass all required skills evaluations.
- Failure to pass the comprehensive final written exam on the first attempt.
- Failure to pass the final comprehensive skills tests and/or the final comprehensive scenario tests on first attempt.
- Failure to submit documentation of clinical/field experiences.
- Conduct unbecoming an EMT, as demonstrated by misconduct that either directly or indirectly causes physical or psychological trauma to a patient. Such incidents will be reviewed immediately by the program dean, the program medical director and a school administrator, and may result in immediate withdrawal of the student from the EMT course.

Make up tests or retests will be scheduled at the convenience of the instructor, not the student. A student missing an exam due to tardiness or absence should be prepared to take the exam immediately upon return to class.

The program medical director has the overriding authority as to the competency of program completers. Individual exit interviews are held with the medical director and a student must be approved by the medical director in order to graduate from the program.

JB LEARNING

To be eligible to take the final written examination, the assignments in JB Learning must be completed. The instructor will spot check them during the course, as well as prior to the final exam.

COMPREHENSIVE FINAL EXAMS

All students must successfully pass both a comprehensive final written exam and a comprehensive final practical skills/scenario exam on the first attempt, no exceptions. Students must have successfully completed all other course requirements, including full documentation of clinical and field internship experiences, prior to being permitted to take the final exams. Students must also have met all financial obligations to FCTC prior to being permitted to attempt the final exams.

IMMUNIZATIONS

Students must supply verification of immunizations or documentation of immunity to the lead instructor at the beginning of the program. Every student must verify that they have received the hepatitis B series (or have started it) – there is no exception to taking this series. Hospitals and EMS services will not allow students to function in their facilities without having had this series.

- Tetanus Toxoid (within 10 years)
- Tuberculosis skin test, Mantoux (within 1 year)
- Measles, Mumps, Rubella series or positive titer
- Hepatitis B series or positive titer
- Current flu vaccine (as required by clinical / field provider sites)
- Covid 19 Immunization series (any of the three available vaccines available currently)

WITHDRAWAL AND/OR EXIT PROCEDURES

Students must notify the lead instructor or program coordinator of intent to withdraw from the program and follow the official withdrawal procedure, as required by FCTC. References will be provided for students who leave FCTC in good standing and who follow the correct procedure, including satisfying all financial obligations.

HAIR STYLES

All trainees will maintain their hair in a neat, trimmed fashion, adhering to the standards of the industry.

- Hair may not touch the collar of the uniform shirt and may not be excessively bushy.
- Semi-blocked style with some rounding and taper is acceptable.
- Hair shall not exceed 1 ½ inch in thickness and shall be neatly trimmed around the ears.
- Hair shall not be so long or loose that it protrudes from beneath prescribed protective equipment.
- Hair styles such as plaits, braids, duck tails or dread locks are prohibited.
- Beads, decorative ribbons, etc., shall not be worn in the hair.
- Students are discouraged from having beards. If worn, a beard must be neatly trimmed.

Sideburns standards:

- Fullness consistent with hairstyle but not excessively thick or bushy, and no longer than 1"
- No wider than the natural width at the ear opening and no flare or mutton-chop style permitted

Mustache standards:

- No wider than ¼ inch past corners of mouth
- No lower than the corner of the mouth
- Hair trimmed to top of natural upper lip line and not drooping down at mouth corners

Tattoos:

- No tattoos that are offensive in nature shall be visible at any time.
- Students participating in clinical and field internship experiences must comply with the site's policies, which may include a requirement that all visible tattoos be covered, and a total prohibition of facial or hand tattoos.

UNIFORMS AND JEWELRY

All students must wear prescribed uniform which includes:

- Navy dress pants
- Academy polo shirt, navy blue
- Plain black belt with standard buckle
- Black boots or plain toed, black, low quarter, laced up shoes (polishable), rescue boots
- Tennis shoes and Crocs are NOT acceptable
- Black or navy blue socks
- FCTC ID badge
- The uniform is to be worn in its entirety, at all times, unless otherwise stated by the instructor.
- Uniforms will be kept clean, pressed and in good repair. Leather will be kept polished.
- When in uniform, only the top button of the shirt may be open.
- In the event of cold weather, a sweatshirt may be worn underneath the polo shirt.
- A minimum of jewelry is permissible while in class.
- When in the clinical area, only post-type earrings may be worn and only wedding rings and a watch with a second-hand. No visible body piercings.

School uniforms shall not be worn during off campus activities in a manner that will negatively reflect the program, profession, or college. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.

EXPOSURE

Students exposed to blood or body fluids through a needle stick or cut, mucus membrane, or by cutaneous means must complete a hospital or fire/EMS or school accident report. This report will be completed during the shift in which the exposure occurred. Follow-up screening will be completed according to CDC guidelines and the infection control policies of the hospital or agency where the exposure occurred. The injury report will be submitted to the program dean and forwarded to the program medical director for review and follow-up. The student will submit the hospital/agency treatment and/or follow-up records to the program dean. Unless the source patient has been tested and found to be negative for the hepatitis and HIV viruses, the student will be followed according to CDC guidelines, both by the program dean and the medical director, until and unless it is deemed by the medical director that the student be released from care and follow-up.

SPECIAL CONSIDERATIONS

Any student with learning disabilities must file a 504 form with their designated main campus student advisor for accommodations to be considered. Without a 504 on file, no provisions will be made outside the standard learning and testing format for the student.

A 504 plan comes from Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), which outlaws excluding people with disabilities from the opportunity to participate equally in federally funded activities, including college.

Any student that wants an additional representative (parent, grandparent, sibling, partner) to have access to the student while enrolled in the course must have a FERPA on file. The FERPA will allow only the individual or individuals on file to have the ability to speak to the school about the student and their progress. Without a FERPA on file, a student representative may not receive information regarding student inquiries.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

STUDENT ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have read, understand and agree to abide by the **First Coast Technical College's Policies and Procedures** for the EMT-B program.

In addition, I hereby authorize the release of any and all records and reports pertaining to any accident and/or injury sustained while performing as a FCTC EMT student, to the program director, the program medical director and the college's accident insurance policy carrier, for review and follow-up.

Printed Name

Date Signed

Signature