WEST LOS ANGELES COLLEGE
DEPARTMENT OF ALLIED HEALTH

DO NOT PUBLISH ONLINE

I. **AH 50**: FIELD INTERNSHIP

II. **PREPARED BY**: PARAMEDIC FACULTY

III. **REVISED FOR**: FALL 2013

IV. **PREREQUISITES**: Open only to students admitted through the UCLA Center for Prehospital Care and currently certified as an Emergency Medical Technician (Allied Health 52) in the State of California.

V. **UNITS**: 9 UNITS

VI. **OFFICE HOURS**: WED. 8:00AM – 5:00PM

VII. **COURSE INSTRUCTOR**: HEATHER DAVIS
hdavis@mednet.ucla.edu

VIII. **COURSE DESCRIPTION**:

Coordination of advanced emergency medical service training with a field advanced life support unit. Students will be able to participate in emergency intervention in traumatic and medical emergencies. Field internship represents the phase of instruction where the student learns how to apply knowledge and skills to the field environment.

IX. **TEXTS**:


X. **COURSE SLO ADDRESSED IN THIS COURSE**:

<table>
<thead>
<tr>
<th>Course SLO</th>
<th>Assessment Method</th>
<th>Criterion Level</th>
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<tbody>
<tr>
<td>One sentence that describes a major piece of knowledge, skill, or ability that students can demonstrate by the end of the course Finish the sentence, “At end of the course, the successful student will be able to...”</td>
<td>Major assignment, project or test used to demonstrate or apply outcome Remember to have a mix of qualitative and quantitative assessment methods.</td>
<td>Reflects satisfactory performance on the SLO At least X percent of students achieve this course SLO.</td>
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<tr>
<td>1. Evaluate a patient's signs and symptoms to determine the appropriate chief complaint and treatment priority.</td>
<td>Students present a case scenario that will be assessed according to skills test grading guidelines/rubrics.</td>
<td>At least 80% of students will achieve 75% of the points available on the case scenario.</td>
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<td>2. Understand and reflect on</td>
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<td>At least 75% of students will</td>
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affective behavior as it relates to assessing and treating patients.

their preceptor using grading guidelines to ensure they are safe, consistent and competent in the performance of their clinical skills.

achieve a score of at least 75% on each skills test on the first attempt.

XI. COURSE OBJECTIVES:

PSYCHOMOTOR SKILLS:
The student should safely, and while performing all steps of each procedure, properly administer medications to live patients.
The student should safely, and while performing all steps of each procedure, successfully intubate live patients.
The student should safely, and while performing all steps of each procedure, successfully access the venous circulation on live patients of various age groups.
The student should safely, and while performing all steps of each procedure, ventilate live patients of various age groups.

AGES:
The student should perform a comprehensive patient assessment on pediatric patients (including newborns, infants, toddler, and school age).
The student should perform a comprehensive patient assessment on adult patients.
The student should perform a comprehensive patient assessment on geriatric patients.

PATHOLOGIES:
The student should perform a comprehensive patient assessment on obstetric patients.
The student should perform a comprehensive patient assessment on trauma patients.
The student should perform a comprehensive patient assessment on psychiatric patients.

COMPLAINTS:
The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on patients with chest pain.
The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on adult patients with dyspnea/respiratory distress.
The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on pediatric patients (including infants, toddlers, and school age) with dyspnea/respiratory distress.
The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on patients with a syncope.
The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on patients with abdominal complaints. (For example, abdominal pain, nausea/vomiting, GI bleeding, gynecological complaint, etc.)
The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on patients with altered mental status.

TEAM LEADER SKILLS:
The student should serve as the team leader for prehospital emergency responses.

Exit Skills:
Upon completion of this course the student will have the following skills:
With instructor or supervisors guidance, the student will:
Demonstrate the ability to safely administer medications.
Demonstrate the ability to safely perform endotracheal intubation.
Demonstrate the ability to safely gain venous access in all age group patients.
Demonstrate the ability to effectively ventilate unintubated patients of all age groups.
Demonstrate the ability to perform a comprehensive assessment on pediatric patients.
Demonstrate the ability to perform a comprehensive assessment of adult patients.
Demonstrate the ability to perform a comprehensive assessment on geriatric patients.
Demonstrate the ability to perform a comprehensive assessment on obstetric patients.
Demonstrate the ability to perform a comprehensive assessment on trauma patients.
Demonstrate the ability to perform a comprehensive assessment on psychiatric patients.
Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress.
Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope.
Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with abdominal complaints.
Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status.
Demonstrate the ability to serve as a team leader in a variety of prehospital emergency situations.

X. METHODS OF INSTRUCTION:

- Lecture
- Discussion
- Video Presentations
- Review of Articles and Informative Web Based Resources

XI. METHODS OF EVALUATION:

30% Quizzes
40% Block Exams
20% Homework Assignments
10% Participation (including skills labs)
P/F Nationally Accredited Exams (BCLS, ACLS, PALS, PHTLS)
P/F Skills Exams

The grading policy is as follows:
- 93-100% A
- 85-92% B
- 80-84% C
A minimum score of 80% is required to remain in the program. A score of 79% or less will be recorded as an "F".

XII. ETHICS AND STANDARDS OF CONDUCT:

Due to the high standards of the Program and the paramedic profession, student conduct must reflect professionalism, integrity and responsibility at all times. The following section sets forth ethical standards, standards of conduct, and examples of misconduct subject to disciplinary action (including probation or termination from the Program).

Ethical Standards

Students are expected to meet the following ethical standards while in the Program:

- Paramedics are health care professionals regardless of whether or not they receive monetary compensation for their work. Thus, a paramedic is bound by the highest standards of professional conduct and ethics. The program will not tolerate a breach of these standards by its students. Certain acts may be so serious that they subject the student to immediate dismissal without progressive discipline.
- Students must conduct themselves in an ethical manner throughout the classroom, clinical, and field internship phases of the program. Failure to adhere to these standards may result in immediate termination from the program. Violation of these standards includes, but is not limited to, physical violence, stealing, lying, cheating, or breach of patient confidentiality.
Professional Behavior

The conduct of the paramedic student reflects upon the individual, his or her agency, the program, and the EMS profession. Therefore, the student must conduct him/herself in a professional and responsible manner at all times as described below. **Failure to demonstrate professional behavior may result in termination.**

Professional Behavior/Attributes include:

- **Leadership.** Self-confidence, established credibility, ability to remain in control, ability to communicate, willingness to make a decision, willingness to accept responsibility for the consequences of the team's action.

- **Integrity.** Consistent honesty; being able to be trusted with the property of others or with confidential information; complete and accurate documentation of patient care and learning activities.

- **Empathy.** Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.

- **Self-motivation.** Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities; participating in tutoring sessions; and completing prescribed remediation.

- **Appearance & Personal Hygiene.** Appropriate, neat, clean and well-maintained clothing and uniform; good personal hygiene and grooming.

- **Self-confidence.** Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercising good personal judgment.

- **Communication Skills.** Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations

- **Time Management Skills.** Consistent punctuality; completing tasks and assignments on time.

- **Diplomacy in Teamwork.** Placing the success of the team above self interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.

- **Respect.** Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.

- **Patient Advocacy.** Not allowing personal bias to or feelings to interfere with patient care; placing the needs of patients above self interest; protecting and respecting patient confidentiality and dignity.

- **Careful Delivery of Service.** Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.

Misconduct

Students are subject to disciplinary action up to and including termination from the Program for misconduct, including but not limited to:

- **Academic Dishonesty.** All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty. For the purposes of this policy, the following definitions apply:

  **Cheating.** Cheating includes, but is not limited to, the use of or appearance of use of unauthorized materials, information, or study aids in any academic exercise; or helping another student commit an act of academic fraud; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

  **Fabrication.** Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

  **Plagiarism.** Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or representing the identifiable but
altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

**Multiple Submissions.** Multiple submissions includes, but is not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.

**Other Forms of Dishonesty.** Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency to the program or to program officials acting in the performance of their duties.

- **Forgery.** Forgery, alteration, or misuse of any program document, record, key, electronic device, or identification. This policy applies to any individual for whom the program maintains records, regardless of current student status. Signing an attendance roster for another student or signing a clinical evaluation for a nurse are examples of forgery.

- **Theft.** Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the program or University or property of others while on program or University premises or at official program functions; or possession of any property of the program or others stolen while on program premises or at official program functions.

- **Computers.** Theft or other abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or program official; use of computing facilities to interfere with a program computing system.

- **Unauthorized Conduct.** Unauthorized possession of, receipt of, duplication of, or use of the program's name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any program properties, equipment, resources, or services. Selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose, without the express permission of the instructor.

- **Physical Abuse.** Physical abuse, including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

- **Rape.** Rape refers to "rape" as defined by the California Penal Code (as it may be amended from time to time). Among other acts, the Penal Code prohibits the following acts:
  Sexual intercourse against a person's will accomplished by force or threats of bodily injury.
  Sexual intercourse against a person's will where the person has reasonable fear that she (or he) or another will be injured if she (or he) does not submit to the intercourse.
  Sexual intercourse where the person is incapable of giving consent, or is prevented from resisting, due to alcohol or drugs, and this condition was known, or reasonably should have been known by the accused.
  Sexual intercourse where the person is incapable of resisting because she (or he), at the time, is unconscious or asleep, and this is known to the accused.

- **Sexual Assault.** The act of sexual assault includes forced sodomy (anal intercourse); forced oral copulation (oral-genital contact); rape by foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal). These also include situations when the accused sexually assaults a complainant incapable of giving consent, including where the complainant is prevented from resisting due to alcohol or drugs and this condition was known, or reasonably should have been known by the accused. Note: For the purpose of this regulation, students should understand that:
  Forced intercourse or other unwanted sexual contact is defined as rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant.
  Intoxication of the assualnt shall not diminish the assailant's responsibility for sexual assault.

- **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other Program activity;
Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive Program environment.
In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

- **Stalking.** Stalking is behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

- "**Fighting Words.**" The use of "fighting words" by students to harass any person(s) on Program property, on other property to which these policies apply, or in connection with official Program functions or program-sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in Program programs and activities.

- **Hazing.** Hazing or any method of initiation or pre-initiation activity which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

- **Obstruction or Disruption.** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other program activities.

- **Disorderly Conduct.** Disorderly or lewd conduct.

- **Disturbing the Peace.** Participation in a disturbance of the peace or unlawful assembly.

- **Failure to Comply.** Failure to identify oneself to, or comply with directions of, a program official or other public official acting in the performance of their duties while on program property or at official program functions, or resisting or obstructing such program or other public officials in the performance of or the attempt to perform their duties.

- **Controlled Substances.** Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State laws or regulations.

- **Alcohol.** Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, Program policy or campus regulations.

- **Destructive Devices.** Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

- **Weapons.** Except as expressly permitted by law, possession, use, storage, or manufacture of a firearm or other weapon capable of causing bodily injury.

- **Program Properties.** Using Program properties for the purpose of organizing or carrying out unlawful activity.

- **Violations of Law.** Violation of Federal, State, or local laws.
Classroom Decorum

- Pagers must be turned to silent alert mode or turned off during class.
- Cellular phones and wireless devices must be turned off and stowed away during class and skills labs. Calls and text messages are not to be answered and students are not to leave the classroom during lecture or skills to receive or return calls.
- Student audio, but not video, recording devices are permitted during lectures. No recording devices (cell phones, PDA, personal recording devices, etc.) are allowed out or on your person during quiz reviews or testing, including skills testing. Any phone call to be made during an exam will be done from the front office phone.
- Emergency phone calls may be received by the front office during class and this must be told to anyone wishing to contact you.
- Students must be prepared for class each day. Students should have appropriate learning tools and implements such as: texts, pen, pencil, paper, notebooks, policy manuals, skills manuals, etc. On skills days, students should always wear a watch with second hand, have a stethoscope, and have their skills manuals with them.
- Regularly scheduled breaks will be given throughout the class period. These breaks should be used for returning pages or phone calls, using the restrooms, obtaining snacks or beverages, or smoking. Disrupting the class for any reason other than an emergency will not be tolerated. Special circumstances must be prearranged with the instructor.
- Smoking and use of tobacco products of any kind is not permitted in the building or near its entrances. Smoking is only permitted in assigned areas; proper disposal of cigarette butts is required.
- Reasonable food and covered drinks are allowed in the classroom so long as their consumption does not interfere with the instructor’s lesson or other students’ ability to concentrate. Food that is noisy or smelly may not be consumed in the classroom. Sunflower seeds will be banned if shells are found on the floor.
- Students are not permitted to use facility equipment, including phones, fax machines, staff or faculty computers, or copiers. Students must not enter any faculty office or area without faculty permission. Designated areas of the facility as defined by the faculty are off limits.
- The designated computer lab must only be used for academic work.
- While on breaks, students must respect other students, faculty, and staff with their activities. The facility is used for many other classes and activities. Please be respectful.
- Students must respect the physical property of the facility and its cleanliness. All student areas should be neat and clean prior to leaving the facility at the end of class. Students must wipe down their work surface and put their chair up at the end of class each day.
- Faculty or staff should be notified of any facility issues so that timely maintenance or repair can occur. Housecleaning responsibilities will be shared by the students and explained further during the first week of class.
- After all breaks, students must return to the classroom or skills group on time or be subject to the tardiness policy.
- Students must not sleep in class. Students may stand (not sit) in the back of the classroom if needed to remain attentive.
- Personal computers may not be allowed in the classroom except when specifically requested or allowed by the Instructor for an academic purpose on a given day.
• The Program is committed to reduce, reuse, and recycle. Recycle bins for glass, plastic and aluminum cans exist throughout the building and should be used by students and faculty. Students must not throw recyclables into regular trash bins.

• Students may not contact Clinical Instructors (skills instructors) with questions, comments or concerns without express permission from a full-time faculty member. It is a violation of the Standards of Conduct of the Program to engage in a social or physical relationship with any faculty or staff member, skills or clinical instructor or preceptor.

XIII. ATTENDANCE:

Attendance during all phases of the program is extremely important because of the nature of the material to be presented and the required commitment of outside professionals (clinical faculty and field preceptors) in the program. Following are the attendance requirements for each portion of the program.

General Attendance Rules

Attendance at all classroom, clinical, and field sessions is required. Attendance is verified by signing the attendance roster before the start of each class session (0800 for am sessions and 1330 for pm sessions unless otherwise indicated by the instructor). Students who are not signed in by 0800 or 1330 respectively will be determined to be late or absent.

Any absence requires prior notification of the Program Director, either personally, by phone or by e-mail. A student's failure to make appropriate notification will result in administrative probation after the first occurrence and termination after the second occurrence, cumulatively throughout the entire course to include classroom, clinical and field internship. Absences will be excused only in the event of severe illness requiring hospitalization, family emergency, jury duty or comparable occurrence. Documentation of the emergency will be required. These strict attendance rules are necessary due to the limited duration of the program and the large number of hours that must be completed for accreditation by the State.

Tardiness is defined as arrival after the start of class (morning or afternoon session) or clinical or field shift. A student who is more than two hours late for the start of class will be marked absent. In the clinical and field internship phases, any tardiness or absence must be reported both to the clinical or field site and to the Paramedic School. Tardiness beyond 30 minutes will result in the shift needing to be rescheduled and repeated at a later date.

Departure prior to the end of class or shift is also prohibited. Students leaving early must notify the instructor/preceptor prior to leaving. Students leaving more than 2 hours before the end of class or shift will be charged with an absence. Early departure between 30 minutes and two hours will result in the shift needing to be rescheduled and necessitate repeating the entire shift. Students leaving up to 30 minutes before the end of the shift will be charged with early departure.

Any combination of three tardies or early departures will be equivalent to one absence. Students will be placed on probation after the equivalent of three absences and terminated upon the tardy, early departure or absence that would exceed five absences for any reason, including withholding of services for nonpayment of installments on the tuition payment plan. Students will be allowed two additional occurrences in each of the clinical and field phases of the program, although the shifts will be required to be rescheduled and completed.

Classroom Phase

During the classroom phase, attendance is critical. All lectures and skills sessions build on material from prior lectures and skills sessions. Without a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skill.

It is the student's responsibility to obtain the information from any lecture or practical session missed. The Program may require the student to perform additional assignments to make up information missed.

If a quiz is missed due to tardiness, early departure, or absence for any reason including withholding of services for nonpayment of installments on the tuition payment plan, the quiz grade will be a zero. The zero grade will be recorded and figured into the grade average, but not count against the total number of failed quizzes allowed. Students who miss the quiz shall not participate in any quiz review.
In an emergency, a class may be cancelled by the Program Director. Confirmation of classes can be made by calling (310) 680-1100, or checking the website.

**Clinical Phase**

Students are expected to arrive at the clinical site 15 minutes prior to the start of their assigned shift. They must have the charge nurse sign their attendance log upon arrival, and no later than the scheduled start time. Students must notify the charge nurse and their preceptor any time they leave the clinical site for any reason (including for meals). The charge nurse must also document the departure time and initial his or her notation at the end of the shift. **Student must never fill in their own arrival or departure times or sign on behalf of the nurse or charge person.**

Students are expected to attend every clinical shift and orientation, laboratory session, and callback days as assigned. Absence for any reason requires prompt rescheduling and completion of the missed shift or session so that the student accumulates no less than 172 hours in the clinical environment (a minimum of 160 hours is required by California law). **No more than two rescheduled shifts will be allowed per student without extenuating circumstances.**

**Field Internship Phase**

Students are expected to attend every shift as assigned. All absences must be pre-approved by both the school and official preceptors. Absence for any reason requires prompt rescheduling and completion of the missed shift so that the student accumulates a total of no less than 20 shifts of 24 hours each in the field internship. **No more than two shifts will be rescheduled due to student request.**
XIV. COURSE DATES:

This course is offered through the UCLA Center for Prehospital Care and is conducted in an accelerated format designed to meet the needs of students, employers and clinical/field sites. Class normally meets Monday – Friday, from 8:00am – 5:00pm. Please see the class schedule for specific dates.

XV. COURSE OUTLINE (SUBJECT TO CHANGES):

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<th>SESSION</th>
<th>LECTURE TOPIC</th>
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<td>1</td>
<td>Field Internship</td>
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<td>Field Internship</td>
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<tr>
<td>23</td>
<td>FINAL BLOCK Exam</td>
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