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## PREFACE

The Health Science student is subject to the guidelines and regulations presented in this handbook as well as the policies in the *Indian River State College Student Handbook/Planner*.

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

## EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Dean of Northwest Center,  
Equity Officer & Title IX *Coordinator*  
IRSC Massey Campus 3209 Virginia Ave. Fort Pierce, FL 34981  
772-462-7156

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## Section 2.04 Health Science Regulation for Use of Electronics

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs or clinical unit. Students using cell phones for personal calls of any type or for taking pictures in the classroom, healthcare laboratory or the clinical unit (unless sanctioned by the Program Director) will face disciplinary action which may include permanent dismissal. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor (if applicable). Students may be asked to turn off any electronic device or may be prohibited from using an electronic device at the discretion of the facility personnel or clinical instructor while in the clinical setting. Under no circumstances are audio/visual recording devices or cameras to be used in the healthcare setting.

All cell phones, PDAs and any other technical equipment, except for laptop computers, are to be silenced or turned off and kept in a purse or bag under the student's desk. Audio recording devices may be used in the classrooms.

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:

- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

## Section 2.05 Health Science Confidentiality Statement

*PROTECTED HEALTH INFORMATION (PHI)* is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science



## Section 2.08 Health Science Probation Regulation

The Health Science faculty will counsel and place a student on Health Science probation for any of the following reasons including, but not limited to:

1. Failure to follow College, Division and/or Health Science program regulations
2. Unpr D

3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.S.) within four academic years must re-apply to the program as a new student.
4. Courses eligible for transfer credit in the program must have a minimum grade of "C", have been completed within the past four years and contain the same information as the parallel course at IRSC.
5. Students may request a grade of "Incomplete" if more than 75% of the course has been completed and an approved hardship is documented with the Program Director. An "I" grade means incomplete work. The student must speak with the instructor immediately and make arrangements to complete the course within one calendar year from the time the "I" was earned. Otherwise, the "I" will convert to an "F". Incomplete grades are given on a case-by-case basis at the discretion of the instructor.

## Section 2.10

## Liability (Malpractice) and Accident Insurance

A copy of the liability and accident policy coverage is available to students online at [www.irsc.edu](http://www.irsc.edu). Click on **Programs** and then **Health Science Meta Major**. Click any one of the program pages and select **Liability/Accident Insurance Coverage**.

## Health Insurance

All students must have health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, he/she can obtain coverage, at their own expense, through the American Association of Community Colleges. Information can be obtained from the IRSC Health and Wellness Center. Student's must provide the Program Director with proof of insurance prior to entering the program and must have proof of insurance readily available at all times while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

## Section 2.12 Health Requirements

1. Good physical and mental health are required for all healthcare employees; therefore, all health science students must provide

- h. annual flu immunization
5. Proof of negative TB results and American Heart Association Basic Life Support (BLS) CPR certification must be valid throughout the program. TB results are valid for one year from test date. The CPR expiration date is listed on the CPR card. Students not in compliance with this regulation will be dropped from the roster on the first class day. If a seat is not available once the record is cleared, the student will have to wait until the next semester when there is an available seat.
  6. The IRSC Health Science Division recognizes that a student must be physically and mentally healthy in order to safely participate in a healthcare environment.
    - a. Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Program Director. Changes in medical condition and/or medication regimen should be promptly reported in writing to the Health Science Office. Failure to do so may result in dismissal from the program.
    - b. Any student who exhibits symptoms of illness/injury which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the classroom/healthcare agency, will be drug tested and if appropriate, referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Regulation.
    - c. After any change in health status that results in absence from class, the student must submit a statement from his/her physician that his/her condition is not detrimental to the safety or health of himself/herself before returning to the program.
    - d. In cases where absences caused by a change in health status interfere with a student's progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record. (See Readmission Regulation Section 2.09).
  7. Health Science students involved in clinical experiences need to be aware that the risk

## Section 2.13 Indian River State College Post-Exposure Protocol

Students who are exposed to infectious body fluids in the clinical area must report to the instructor immediately. If at a clinical site, the healthcare agency will be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the IRSC Health & Wellness Center via the instructor and the College Post Exposure Protocol will be discussed with the student.

In the event of exposure to infectious body fluids occurring either during clinical practicum or classroom practice of medical procedures, the source person and exposed individual will be requested to submit to baseline testing for HBV, HIV, PPD and RPR as appropriate.

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click **Programs** and then **Health Science Meta Major**. Go to any program pages and select **Post-Exposure Protocol** instructions.

## Section 2.14 Health Science Background Check Regulation

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click **Programs** and then **Health Science Meta Major**. Go to any program page and select **Background Check and Drug Screening**.

## Section 2.15 Health Science Substance Abuse Regulation

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click **Programs** and then **Health Science Meta Major**. Go to any program page and select **Background Check and Drug Screening**.

## Section 2.16 Health Science Dress Code/Professional Standards

Unless otherwise directed, students will wear the required uniforms at all times while participating in program classes and activities. Students in any program of study that does not require uniforms will be required to adhere to a minimum dress code. Students may not be allowed into the classroom unless they are properly attired. Failure to follow uniform, dress code, and hygiene regulations may result in student dismissal from class, lab, clinical, or field shifts.

Uniforms must be kept neat, clean, and well-maintained.

Any time the uniform is worn and the student is in the public view, all regulations regarding the wearing of the uniform must be followed.

Generally, uniforms should not be worn at any offsite locations that are not directly associated with the class. Exceptions to this would include travelling to or from class, during lunch breaks for full-day courses, and other times with preapproval from program faculty; however, understand that any time a student is in uniform he/she is representing the program, Health Sciences, and the College and is subject to these rules and regulations, including dismissal from the program. At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant. Under **NO** circumstances will the uniform be worn while the wearer is consuming or with individuals who are consuming alcohol, including in a restaurant. **NO** smoking or tobacco



use, including smokeless or electronic nicotine delivery devices, is permitted while in uniform, irrelevant of location.

Good hygiene is essential. Students should be freshly bathed. Use of personal hygiene products is required. Body odor is to be controlled and deodorant used. Teeth should be clean.

Hair should be neat, clean, and worn in a natural style. Hair should be secured off the face and base of the neck. Hair coloring outside of usual and customary colors is unacceptable. Facial hair must be neatly groomed.

Use of conservative makeup is acceptable. Students must avoid excessive use of perfume, cologne, or after-shave due to increasing allergies and the potential they may offend other students/patients.

Fingernails must be clean and trimmed. Nail polish, if worn, must be clear, colorless, and kept in good condition. Fingernails may not exceed ½ inch from fingertips. Artificial nails are not permitted in these areas.

Appropriate hosiery and undergarments must be worn at all times. Undergarments should not be visible.

Overall, clothing should be clean, neat, in good repair, and of appropriate size. Uniforms that become faded must be replaced. Clothing that is soiled, torn, too loose, or too tight may cause the student to be dismissed from class that day.

Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical bracelets. Wedding bands and n 8r1 (a)-1 (rm)4e)1 (n)24e)1

## **Section 2.17      Health Science Student Parking Regulation**

All Health Science student parking their vehicles on campus must display an IRSC parking decal. Decals are available at no charge in the Student Affairs Office.

Parking spaces marked "Reserved" or for "Dental Clinical Patients" are not for student use. Students parking in a "Reserved" space may be ticketed and/or towed by a private towing service.