State College of Florida
Manatee-Sarasota

Health Professions Programs
Student Handbook

2013- 2015

Revised 5/2013
INTRODUCTION

Welcome to the Health Professions Programs at State College of Florida (SCF). We are extremely proud of our Health Professions Programs and are pleased that you have chosen to pursue your education here. The Health Professions Programs have been designed to prepare high quality, competent practitioners to meet the needs of the health care system in the community. We hope that you enjoy your experiences with us and find the learning opportunities both challenging and dynamic. Health care careers provide a wide range of opportunities for the practitioner upon graduation. The division administration, faculty and staff are committed to the success of every student who enters one of our health professions programs. You are encouraged to use all as resources to assist you throughout your educational experience.

CHANNELS OF COMMUNICATIONS

Students enrolled in the health professions programs are expected to use the appropriate channels of communication. The organizational chart for State College of Florida shows the correct lines of communication within the departments, division, and college. Students may view a copy of the organizational chart in their respective Department offices.

Each student is responsible for adhering to the policies and procedures of the SCF Health Professions Programs and those policies specific to each individual program as noted in this Student Handbook. The Health Professions Programs reserve the right to make changes in these policies as needed. When changes are made, the students will be notified in writing and asked to sign an acknowledgment form.

COURSE PREREQUISITE REQUIREMENTS

Students are advised that many courses in their specific health professions program require prerequisite courses. Students must follow the curriculum that is in place at the time they begin or re-enter the professional component of the program. It is the student’s responsibility to consult the current catalog to determine which courses have prerequisite requirements. Students also are advised that the sequence of general education courses for the specific program, as published in the College Catalog course descriptions, has been carefully planned to correlate with the health professions courses and should be followed to prevent any conflict with continuing in the program.

WITHDRAWAL POLICY

A student may withdraw from any or all courses without the academic penalty of a “WF” grade by the withdrawal deadline as listed in the State College of Florida academic calendar, College Catalog or on the SCF Web site. A student in an accelerated or short-term course may withdraw without the academic penalty of a “WF” grade any time before the withdrawal deadline specific for the course.

Repeated attempts of general education courses will be allowed per the rules outline in the current SCF catalogue.

Withdrawal policies for courses that are part of the Health Profession Programs are governed by the individual programs. Please refer to specific program policies in the student handbook regarding withdrawal, dismissal and readmission for Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant and Radiography.
ADVISING CENTER

The Advising Center at the State College of Florida assists future and current students in achieving their academic and personal goals through the development of individualized educational plans that serve to guide students towards future success. Advisors are available to students by appointment, or at times on a walk-in basis on both the Bradenton and the Venice Campus.

EDUCATIONAL RECORDS

Educational Records services include transcripts, transfer credit evaluations, graduation applications, residency, enrollment verifications, and PIN reset.

FINANCIAL AID

Financial Aid is available to students who have demonstrated financial need and/or to students who have shown academic or special talent. Financial assistance is available in the form of scholarships, grants, loans or part time employment. Students are encouraged to seek out financial aid resources to facilitate their education. All financial aid is handled by the College Financial Aid Office.

PART-TIME EMPLOYMENT

The College Work Study Program (CWS) is a federally funded program. Students eligible for the CWS are employed by SCF and may work up to 20 hours per week while attending classes. Eligibility is determined by the student’s evidence of financial need by an approved need analysis system. The Student Assistant Program enables students to work part time on campus in administrative and departmental offices, libraries and laboratories. Information about both programs may be obtained from the Career Placement Office in Enrollment Services.

RECOMMENDED WORK POLICY

Research has shown that the number of hours spent in employment can have an adverse effect on grades, clinical performance, and even on successful completion of the program for students. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, family relationships, ability to succeed in the program, and the opportunity to become involved in health profession and college activities. A work commitment for evenings or nights prior to a clinical or early class assignment is strongly discouraged.

AVAILABLE LEARNING RESOURCES

Price Learning Lab of the Academic Resource Center (ARC)

The College ARC provides individualized help for students who need academic assistance or special help to succeed in a technical or vocational course or program of instruction at NO COST TO THE STUDENT. ARC is designed to assess individual areas of weaknesses and to assist students in those areas. All A.S. degree seeking students are encouraged to take advantage of the wide range of unique services offered. In addition to help in mathematics, reading, language and spelling, specific assistance is available in study skills, time management, reading technical books, note taking, and using reference materials. Selected materials related to Medical Terminology and Science also are available for health professions students. The Academic Resource Center is located on both Bradenton and Venice campuses. The current hours are available on the College’s website.

http://www/scf/edu/StudentServices/AcademicResourceCenter/default.asp
Library:
The College Library also is available to enhance learning. The schedule for the library is available from the library link on the College’s homepage.

http://discover.linccweb.org/primo_library/libweb/action/search.do?vid=FLCC1500&reset_config=true

Health Profession Media Laboratory:
( Bradenton and Venice Campus: located in Nursing Learning Lab )

The media area of the laboratory has a collection of multimedia instructional materials, computer-assisted learning, self-instructional materials to enhance learning, and remedial assistance. Some of these programs are required in course syllabi, while others are supplemental to enhance individual learning.

Students are encouraged to make use of all of the available materials throughout the Health Professions Program. The media laboratory hours are posted each semester for student use.

Online Tutoring and Study Skill Support:

A collection of Web sites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is on mathematics, English and reading improvement. Support for many other subjects is also available. Accessing these resources is as easy as ABC:

A. Go to http://www/scf/edu/StudentServices/AcademicResourceCenter/default.asp
B. Click Student Success Resources link
C. Click Virtual Tutoring and Study Skill Support Link

ACCOMMODATION SERVICES

State College of Florida in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in a class due to a disability or you suspect that your academic performance is affected by a disability, please contact the Program Director/Director or the Disability Resource Center (DRC). The DRC is located in 300-326 on the Venice Campus and in the Student Services Center (01-219) on the Bradenton Campus. The phone numbers are 941-408-1448 ext 6-1448 (TTY 941-480-3420) on the Venice Campus and 941-752-5295 ext 6-5295 (TTY 941-751-8179) on the Bradenton Campus.

FINANCIAL REMUNERATION FOR CLINICAL HOURS

Under no circumstances will students be paid for their services while enrolled in clinical/fieldwork courses. If students choose to work outside of their clinical hours, work and clinical hours must be kept clearly separate.

HOLIDAYS, VACATIONS, AND COLLEGE CLOSINGS

All holidays and vacations observed by SCF are observed by the Health Professions Programs. Therefore, students will not report to class or clinical on college holidays or vacations; unless previous arrangements have been made by the Program Director.
In the event of a sudden school closing (i.e., inclement weather), “SCF Alert” is the State College of Florida’s emergency notification system which reaches students, faculty and staff in minutes with voice, text and e-mail messages from SCF safety officials. All students are encouraged to register on www.scf.edu/Emergency. If the college is closed, clinical experiences are cancelled for the day(s). Despite inclement weather, whenever the College is open, clinical experiences will be held as scheduled. Students are to use their own judgment in deciding whether they must take an absence for the day.

INFORMED CONSENT AND HEALTH INSURANCE POLICIES

Students enrolled in a SCF Health Professions Program should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV/AIDS. Neither State College of Florida nor any of the health care facilities used for clinical experience assume liability if a student is injured or exposed to infectious disease in the facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility.

Students should understand that they are responsible for the cost of health care for any personal injury or illness that may occur during their time in the Health Professions Program. SCF strongly recommends that students purchase their own health insurance during the duration of their program.

Please note that the accident insurance provided by the college is excess coverage over any other collectable insurance.

PROGRAM REQUIREMENTS

Upon acceptance, the following are required: background checks; fingerprinting; CPR certification; health and drug screening to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screening and background checks. Ongoing screenings may occur as frequently as each semester, based on the policies of the program’s clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible to continue in the program. Students are responsible for all fees incurred with these checks and screenings.

BACKGROUND CHECK

All of the SCF health professions programs require a criminal background check as part of their admissions process. Clinical facilities utilized during the educational curriculum may limit or prohibit students with criminal histories from participating in clinical experiences at their facilities. Other options may not exist for the student in order to complete the required clinical hours in each specific clinical specialty of the curriculum and therefore, the student would not be able to complete the program requirements and graduate.

Even if accepted into the program and the program is able to place the student in the appropriate clinical facilities, the applicant should be aware that the State of Florida periodically changes the laws in relations to persons with criminal histories being licensed in the state. Also each licensing board periodically makes changes to the rules regarding the licensing of individuals with a criminal history.
thus effecting who may or may not be licensed in the State of Florida in that particular discipline. Applicants with criminal histories/backgrounds may be accepted into a health professions program and graduate from the program, but because of changes in the law or rules may not be allowed to be licensed in the State of Florida once they have graduated.

If accepted into a health professions program, it is the prospective student’s decision to enter the program based upon the knowledge and understanding that he or she may not be granted the right to be licensed in the State of Florida upon graduation.

Clinical agencies require students to be fingerprinted, pass drug screening and background checks and clear the HHS/OIG list of excluded individuals, the GSA list of parties excluded from federal programs, and the Nationwide Sex Offenders Data Base. Compliance with these requirements and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes, Title XXI, Chapter 435.04 Level 2 Screening Standards will be unable to remain in the health professions programs.

Florida law restricts access to children, elderly and disabled patients by persons convicted of specific misdemeanors and felonies. (Chapter 435 Florida Statute). This law places restrictions on all health care facilities, which in turn require students to comply with the same restrictions as their employees and volunteers.

A two part background check is required of all students admitted to a Health Professions Program at SCF in order to secure access to clinical practice experiences as required by each program, which may involve coursework with patient contact such as practice in a health care facility, conducting a research study or project, or interfacing with patients individually or collectively. Partnering agencies where students receive clinical practice experiences also now require background checks as well as additional information such as arrests without convictions, verification of employments and social security verification aimed at protecting the public.

All background checks will be reviewed by the Program Director. Applications which indicate a history that might prevent participation in a program’s practical component will be reviewed considering the individual situation and a decision will be made about admission into the program.

A background screening that results in a current student being denied admission into a clinical agency and /or access for patients in the agency, or a comparable assignment cannot be made to meet course objectives, the academic requirements of the program cannot be met and the student will be denied progression in the course, resulting in withdrawal or dismissal from the program.

Student with a break in enrollment of one or more calendar year(s) from the original background check or most recent affirmation statement, require a complete background check before resuming the program.

Any Health Profession student who is arrested at any point during the program, to include after acceptance and enrollment into the program, must report it to their Program Director within 5 working days regardless of initial adjudication. The student may need to submit to a second background check at the student’s cost. Failure to notify the Program Director shall be grounds for dismissal from the program. After admission to the program, the student must remain free of the disqualifying charges listed in the following mentioned state statutes. Failure to do so will result in dismissal from the program.
Below is a list of offenses including but not limited to which may impact the ability of the student to be accepted into the program, complete the clinical requirements of the program, and be licensed in the State of Florida:

(a) Section 415.111 relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
(b) Section 782.04 relating to murder.
(c) Section 782.07 relating to manslaughter.
(d) Section 782.071 relating to vehicular homicide.
(e) Section 782.09 relating to killing an unborn child by injury to the mother.
(f) Section 784.011 relating to assault, if the victim of the offense was minor.
(g) Section 784.021 relating to aggravated assault.
(h) Section 784.03 relating to battery, if the victim of the offense was minor.
(i) Section 784.045 relating to aggravated battery.
(j) Section 787.01 relating to kidnapping.
(k) Section 787.02 relating to false imprisonment.
(l) Section 794.011 relating to sexual battery.
(m) Chapter 796 relating to prostitution.
(n) Section 798.02 relating to lewd and lascivious behavior.
(o) Chapter 800 relating to lewdness and indecent exposure.
(p) Section 806.01 relating to arson.
(q) Chapter 812 relating to theft, robbery, and related crimes, if the offense is a felony. (See 812.014, 812.016, 812.019, 812.081, 812.133, 812.135, 812.14, 812.16).
(r) Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
(s) Section 826.04 relating to incest.
(t) Section 827.03 relating to aggravated child abuse.
(u) Section 827.04 relating to child abuse.
(v) Section 827.05 relating to negligent treatment of children.
(w) Section 827.071 relating to sexual performance by a child.
(x) Section 847 relating to obscene literature.
(y) Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

All records must be maintained in Certified Background Check. Some clinical facilities require a copy of background checks of students in their facilities. All applicants also are required to disclose prior arrests on the program application. Failure to disclose information or falsifying the application will result in denial of enrollment in or dismissal from the health professions program.

Backgrounds checks must be completely redone if the student is out of a health professions program for two major semesters or more. The student is responsible for all expenses associated with the background check process.

**DRUG SCREENING**

**PURPOSE**

The faculty of the State College of Florida Health Professions Programs has the responsibility for ensuring that all students in the health professions programs are able to function safely and effectively in the health care facilities used for clinical experience during the programs. Students are not allowed in
the clinical area under the influence of any chemical substance that may alter thinking or functioning. To promote and maintain this level of safe practice, all students accepted into a health professions program will submit to drug screening as a condition for remaining in the program.

The College complies with all drug testing policies and procedures of the clinical agencies which are used for student clinical experience. The Health Professions Programs have established specific procedures to assist students who have chemical impairments or addictions through referral to community resources.

GENERAL STANDARDS

Testing may be done for any or all of the following reasons:

1. Prior to clinical experience in the program.
2. Randomly throughout the program.
3. Reasonable cause
4. Post-incident/accident.

The following substances will be tested for:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cannabinoids (THC)
5. Cocaine
6. Ecstasy (MDMA)
7. Methadone
8. Opiates
9. Phencyclidine
10. Testing for other substances such as alcohol, may be required for reasonable cause.

PROCEDURES

All drug tests are done according to the specific guidelines of the National Institute on Drug Abuse and are subject to mandatory confirmation of any preliminary positive results.

Preclinical Screening:
1. All students will order the drug screen through Certified Background Check when instructed to do so by the program. They will be issued a specific collection site and date for completion of the test.
2. The student must bring photo identification to the collection site for each drug screening.
3. The collection of the drug test specimen will be completed per the protocol of the collection site.
4. All results of drug testing will be returned directly to Certified Background which is accessed confidentially by the Program Director of the Health Professions Program.

Random Screening:
Random testing will be done at intervals throughout the Program. For this testing, a list of names will be generated in a random manner of all students enrolled in the health professions programs. Because of this random methodology, individual students may be tested a varying number of times. The testing procedures will be the same as for the preclinical screening.
Reasonable Cause Screening:
If at any time during the student’s enrollment in a Health Professions Program, it is determined that a student’s behavior is suspect of being chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student to complete a random drug screen order on Certified Background Check. Suspicious behavior may include, but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on breath, altered thinking, inability to understand or follow through with instructions, and/or inappropriate behavior (See Substance Abuse Documentation Form on page 32). The testing procedures will be the same as for the preclinical screening.

If at any time reports of potential substance abuse by any currently enrolled health professions student(s) provide reasonable suspicion that a student may be chemically impaired; the Program Director may authorize that the reported student(s) be included in the group(s) selected for random screening.

**Must have a picture ID at all times for all testing.**

**REFUSAL TO SUBMIT TO TESTING**

Refusal to submit to testing is a violation of the Division’s Drug Screening policy and will result in immediate dismissal from the program. The following behaviors constitute a refusal:

Refusal to submit is exemplified by but not limited to:

a. refusal to appear for testing  
b. failure to remain at the testing site until the testing process is complete  
c. failure to provide a urine specimen  
d. in instances of observed or monitored collection failure to allow observation or monitoring  
e. refusal to sign the testing form  
f. failure to take a second test as directed  
g. failure to cooperate in the testing process  
h. performing any actions which prevent the completion of the test  
i. inability to provide sufficient quantities of urine to be tested without a valid medical explanation  
j. failure to undergo a medical examination or evaluation when directed  
k. tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure  
l. failure to report to the collection site in the time allotted, after ordered through certified background  
m. failure to order drug test via certified background

**POSITIVE RESULTS**

Students will be given a reasonable opportunity to explain a confirmed positive test result to the medical resource officer of Certified Background Check. If the explanation is unacceptable and/or cannot be satisfactorily documented by the student’s physician, the student will be dismissed from the program and will be referred to a treatment resource for evaluation.
APPEAL PROCESS

Students wishing to address any concerns about the drug screening policies or procedures of the College may follow the Student Conflict Resolution procedures as outlined in the SCF Student Handbook.

POST-TREATMENT READMISSION POLICY

Students who have successfully completed a treatment program may petition the Program Director of the specific Health Professions Program for consideration for readmission to the program. Readmission will be on a space available basis in the next admission cycle. All petitions will be considered individually and random screening may be required throughout the program if the student is readmitted. In any case, the general readmission policies of the College and the individual Health Professions program also will be adhered to.

SAFETY SENSITIVE PRECAUTION

The purpose of this policy is to establish procedures to ensure the safety of those in the care of students taking prescription medications, who are enrolled in professional courses in the Health Professions Programs at the State College of Florida.

The student shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the student’s ability to participate safely in the responsibilities expected of them as a Health Professions student entrusted with the care of clients. If the answer from the medical professional is “yes”, the student shall obtain a statement from the medical professional indicating any work restrictions and their duration and provide this to the Program Director along with a completed copy of the Safety Sensitive Precaution form (page 36) prior to going on duty.

If, in the opinion of the Program Director of the Health Professions Program, the amount and nature of legitimate prescription drugs taken by a student could result in an altered level of alertness and/or decision-making, the student will be referred to his/her physician for a medical release to continue in the program. If at any time, an instructor believes that a student is impaired in any way from prescription or nonprescription drugs that may jeopardize the safety of clients, the student will be removed from the program until a satisfactory medical release is received.

BASIC LIFE SUPPORT CERTIFICATION (CPR)

Students enrolled in the health professions programs are required to be certified by American Heart Association in Basic Life Support for the Health Care Provider, including AED. Certification must be valid while enrolled in the program through graduation. Documentation will be submitted to Certified Background upon completion within the designated time frame.

CERTIFIED BACKGROUND CHECK

Certified Background (Background Check, Record Management and Drug Screening)

In order to improve the efficiency and time constraints of the background check and drug testing process, the SCF Health Professions Programs has contracted with Certified Background. Certified Background coordinates ALL aspects of background check items utilizing Live-Scan fingerprinting as well as collaborating with companies that assist with the forms/paperwork needed for clinical/practicum courses that are a part of all curriculums.
Background checks and related items will be coordinated at the time of Program Orientation/Admission.

The Process:
The student will be provided with instructions with a specific program package identified. The student will proceed to http://www.certifiedbackground.com and follow the directions entering the program code.

The student will proceed through the registration process, reading all of the links and references to proceed to further sections until it says you are complete.

Helpful Hint: For security purposes, username and passcodes are emailed to you. They do not just pop-up on the screen so make sure to leave the certified background website up while you are proceeding through each step of downloading instructions and registering, then proceed to the different sites to setup accounts as needed. For help contact, CertifiedProfile at 888/666-7788 or studentservices@certifiedprofile.com and a student support representative will be available Monday-Thursday 8:00am-8:00pm, Friday 8:00am-6:00pm, Sunday 10:00am-6:30pm EST. Complete all items by the expected deadline communicated to you by the advisor/director in addition to the state timeframes in the Health Portals.

Background checks will be reviewed and coordinated with the Program Directors so that all items are reviewed together for completion. Prior to the deadline date, students will receive confirmation. It is the student’s responsibility to double-check that all requirements have been completed by the assigned deadlines. Students are responsible for the cost occurred from all checks and screenings.

INJURY/ACCIDENT PROCEDURE

Any student who sustains an injury or who is involved in an accident or unusual incident during a scheduled clinical assignment MUST adhere to the following procedure:

1. Immediately notify the Clinical Instructor, program faculty and designated personnel of the clinical facility when an injury/unsual incident has occurred.
2. Contact SCF Security. Complete the SCF AND clinical facility's incident reports and any other necessary documents.
3. Seek medical treatment, if required or recommended
4. The Student may be required to obtain a physician’s release, if the injury/accident could potentially interfere with clinical activities.
5. Student will submit all documentation and proof of payment to the director of Business Services and Public safety.

Health Professions students are reminded that payment for emergency or medical treatment is the student’s responsibility. Paperwork must be completed to determine eligibility for accident insurance reimbursement.

LIABILITY INSURANCE

SCF provides a group professional liability policy on all health professions students and a separate limited accidental health policy for all health professions students paid for by student fees. This policy is only effective for classroom, clinical, and laboratory sites.
PREGNANCY

For the safety and welfare of the unborn child and mother, determination of the appropriateness of the student continuing in the program will be based on recommendations from the student's physician and program faculty. After learning that she is pregnant, if the student elects to notify the appropriate Program Director, she will be asked to obtain a letter from her physician stating whether or not the student may continue in the program and what precautions, if any, must be taken if the student remains in the program. Forms can be obtained to document this information in the Health Professions Handbook or department secretary.

The program faculty also may make recommendations to the student regarding continuation in the program, based on the student's level in the program and the demands or hazards of the clinical rotation.

In Health Professions programs where students may be exposed to radiation, students must adhere to additional requirements as outlined in the program policies.

Students are advised that pregnancy may interfere with meeting the objectives of the program which may, in turn, delay completion of the program.

COMMUNICABLE DISEASE POLICY

Purpose: This policy has been adopted to protect the rights of and to ensure the safety of the infected individual and all those with whom the student interacts.

Definitions: An *infected* individual, as defined in this policy, means an individual who is diagnosed as having a communicable disease.

"All those with whom he/she interacts" means all interactions between the infected individual and other persons in the following areas: classrooms; laboratories; clinical areas; office suites.

Procedure:

1. Infected individuals who determine that their medical condition may pose a risk to patients or others and/or who are unsure of their ability to perform essential functions as students **SHALL IMMEDIATELY NOTIFY** the Program Director of the specific health professions program.

2. After conferring with the Program Director, the student may be requested to obtain a letter from the student's physician stating precautions that must be taken to prevent risk to others. The student may be re-admitted to the clinical assignment or classroom based on the written recommendation of the physician.

3. Each infected person's situation will be considered individually, and decisions will be "based on reasonable medical judgments given the state of medical knowledge" about the nature of the risk, the length of time a carrier has been infectious, the potential harm to others, and the probability of the disease's transmission. This decision shall be made by the infected individual, the student's physician, the specific Program Director, the Provost and any other persons deemed appropriate.
4. The Health Professions Program faculty will make reasonable efforts to accommodate infected individuals with the understanding that regulations set forth by the clinical affiliates must be considered.

5. The infected individual is assured of confidentiality in accordance with state and federal requirements.

6. The Program Director reserves the right to initiate contact with an individual who exhibits behavior which may pose an imminent risk to others or who may be unable to perform as a student.

EXPOSURE CONTROL PLAN FOR STUDENTS

This plan is intended to apply to all Health Professions students and follows the current Department of Labor Occupational Safety and Health Administration (OSHA) Occupational Exposure to Bloodborne Pathogens Final Standard.

Students Subject to Occupational Exposure:

This includes students who are reasonably anticipated to have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials as a result of the performance of the individual’s duties. Other potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid which is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unixed tissue or organ (other than intact skin) from a human (living or dead); HIV-containing cell or tissue cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Classifications in Which Students May be Exposed:

Exposure Tasks and Procedures That Are Performed by Students in Above Classification Include but not limited to the Following:

1. Direct patient care and radiological procedures in clinical facilities in the clinical and laboratory Health Professions courses.

2. Accidental needle sticks involving demonstrations and student practice in SCF Health Professions Laboratories.

3. Direct patient care in the SCF Dental Hygiene Clinic.

Procedures for Handling Incidents/Methods of Compliance:

1. **Exposure at a clinical setting:** Health Professions students shall follow the exposure plan prescribed by the health care facility and the SCF Health Professions Program Injury/Accident Procedure.

2. **Exposure in Health Professions Laboratories and on SCF campuses:** Health Professions students will follow the SCF Health Professions Programs Injury/Accident Procedure.
3. *Exposure in the SCF Dental Hygiene Clinic:* Dental hygiene students will follow the SCF Health Professions Programs Procedure and the *program specific procedure* for follow-up with the patient involved in the exposure.

**Methods of compliance:**

1. Standard precautions shall be observed to prevent contact with blood or other potentially infectious materials. The student is expected to use, as needed, appropriate personal protective equipment (PPE), such as, but not limited to, gowns, disposable hypoallergenic gloves, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices for occupational exposure on the SCF campuses. The clinical agencies shall provide personal protective equipment for occupational exposure in the clinical areas.

2. Personal protective equipment should be disposed of in a designated area or container for storage, washing, decontamination or disposal, whichever is appropriate.

3. The student shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately after removal of gloves or other personal protective equipment, or as soon after as feasible, following contact with blood or other potentially infectious materials.

4. If the incident involved contaminated needles or other sharps, they should be disposed of immediately or as soon as possible after use, in an appropriate, puncture resistant, labeled, leak proof container. If the sharp is a dental hygiene instrument, it should be cleaned and sterilized according to program procedures.

5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.

**Training Requirements:**

All SCF Health Professions students shall participate in a training program included in program course work:

1. Prior to the time of initial assignment to tasks where occupational exposure may take place.

2. At least annually thereafter.

3. Whenever modification of tasks or procedures or institution of new tasks and procedures affect the student's occupational exposure. The additional training may be limited to addressing the new exposure created

The training program shall include, but not be limited to:

1. Reviewing the OSHA regulations regarding occupational exposure to bloodborne pathogens for which this Plan has been written.

2. A general explanation of the epidemiology and symptoms of bloodborne diseases.

3. An explanation of the modes of transmission of bloodborne pathogens.

5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and the use of personal protective equipment.

7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

8. An explanation of the basis for selection of personal protective equipment.

9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of vaccination.

10. Information on the post-exposure evaluation and follow-up that the student should do after an exposure incident.

11. An opportunity for interactive questions and answers.

**Record Keeping:**

Training records for all students shall be kept on file in the specific program files. These records shall include the:

1. Dates of the training sessions
2. Summary content of the training sessions
3. Names and qualifications of the persons conducting the sessions
4. Names of the students attending the sessions

Training records shall be maintained for 3 years from the date on which the training occurred.

SCF shall make these training records available upon request, for examination and copying, to students, representatives of clinical agencies, the Program Director, and the Program Secretary in accordance with 29 CFR 1910.20.

**Post-Exposure Evaluation and Follow-up:**

Following a report of an exposure incident, the student should pursue a confidential medical evaluation and follow-up including, but not limited to:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident took place.
2. Identification and documentation of the source individual, unless it is infeasible or prohibited by law.
3. Testing of source individual's blood as soon as feasible after consent is obtained to determine HBV or HIV infectivity, unless infectivity of source person is known or if testing is prohibited by law.
4. Results of the source individual's testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

5. Exposed student's blood should be collected as soon as feasible and tested after consent has been obtained. If baseline blood is collected, but consent for HIV serologic testing is not obtained, the sample should be preserved for at least 90 days for possible testing if the student subsequently reconsiders.

The student shall obtain and provide the Program Director of the Health Professions Programs, a copy of the written report of the evaluating health care professional within 15 days of completion of the evaluation.

The health care professional's opinion shall be limited to stating that the exposed student has been informed of the results of the evaluation, and that the student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings and evaluations will remain confidential and shall not be included in the written report.

**Medical Records:**

SCF shall establish and maintain an accurate record for each student with occupational exposure. This record shall include:

1. A copy of the student's hepatitis B vaccination status including the dates of all vaccinations and any medical records relative to the student's ability to receive vaccination.
2. A copy of all results of recommended examinations, medical testing, and follow-up procedures.
3. SCF’s copy of the health care professional's written opinion.

SCF shall maintain complete confidentiality of the student's medical records and will not disclose or report information contained in them without the student's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 (E) (iv), or as may be required by law.

**Revision of Plan:**

The Exposure plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised student positions with occupational exposure.


**PROBATION POLICY**

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress in a particular health professions course will be given an opportunity to correct deficiencies and to demonstrate satisfactory performance.
Purpose: The purpose of probation is to formally recognize that a student is not making satisfactory progress. A student will be placed on probation ONLY if there is adequate time for the student to remediate and demonstrate consistent satisfactory performance during that semester.

Conditions: The conditions of probation are intended to:
1. recognize unsatisfactory performance at the earliest date.
2. provide occasion for guidance and counseling.
3. give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance.

Reasons: The reasons for probation will be given to the student in writing along with the requirements for removing this designation. These reasons may include, but are not limited to, the following:

1. Failure to make satisfactory progress in meeting course requirements for the classroom, clinical component, or learning laboratory.
2. Student behavior and/or performance endangering either the student's and/or the patient's safety, such as:
   a. administering medications and/or treatments in a negligent manner.
   b. performing treatments or procedures on a patient beyond the limit of the student’s educational preparation.
   c. leaving patient care assignment without properly advising appropriate personnel.
   d. discriminating in the rendering of patient care as it relates to the human rights and dignity of the individual.
   e. failure to follow specific rules and guidelines for each course or facility.
3. Failure to adhere to program policies and procedures as defined in the college catalog, the SCF Student Handbook and the Health Professions Program Specific Student Handbook.
4. Failure to demonstrate acceptable professional conduct.

Procedure: Faculty will complete a Notification of Probation form identifying:
1. Reasons for probation.
2. Requirements for removal of probation.
3. Learning resources and assistance available.
4. Date by which probation must be removed. (Probation for unsafe clinical practice will remain in effect during the entire semester.)

Faculty will confer with the student to confirm the student's understanding of the situation. Student progress will be monitored by faculty, including appropriate documentation. Upon completion of the requirements for removal of probation, the probationary status will be re-evaluated. Failure to meet the requirements for removal of probation will result in failure of the course and/or dismissal from the program.
PROFESSIONAL BEHAVIOR EXPECTATIONS

Program Expectations
Health Professions Programs prepare the individual student for entry into a specific health care profession. In preparation for entry as a member of a profession, certain standards of behavior and conduct will be expected of the student in both the classroom and the clinical area. Students will be expected to keep commitments, to be punctual and prepared for all learning experiences, and to actively participate in the learning process. Appropriate behavior is a requirement for successful completion of these programs. Student must abide by the Student Code of Conduct as stated in the SCF Student Handbook and planner, health professions handbook and specific program student handbooks.

Social Media
Students in the programs must refrain from using Social Media related to any and all activities associated with program activities. (Facebook Youtube, Twitter, Friendster, Unigo, etc.) The student should be aware there is no way to erase digital content and inappropriate use of social media can impact your personal and professional reputation as well as the reputation of the college and program. Verbal false and defamatory comments spoken and heard are defined as slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation.

Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the policy and procedure identified in this handbook. Failure to comply may result in dismissal from the program.

Classroom Experiences
Each class provides a valuable opportunity for learning. A client’s health and well-being depend on the implementation of knowledge acquired in the learning process. Since there is little room for error, there is little room for absence. Attendance is expected at all class, clinical, and laboratory experiences. Should an absence be unavoidable, it is the student’s responsibility to contact course faculty and make up missed work.

Active participation is necessary to acquire the knowledge needed to safely care for clients. It is important to attentively listen to faculty and peers, as well as to participate in educational activities. This necessitates arriving for class on time to avoid interrupting the learning process of others. Demonstration of respectful behaviors towards faculty, staff and peers is expected. Faculty and staff will be addressed by their professional title or surname unless invited to do otherwise. Classroom attire should demonstrate a commitment to learning and be appropriate for the setting.

Clinical Expectations
Strict adherence to the uniform and confidentiality policies as outlined in the student handbook is required. Proper professional appearance inspires confidence and trust and demonstrates a commitment to the profession. Since clinical learning experiences are irreplaceable, adherence to the attendance policy as outlined in the student handbook is expected. Demonstration of respectful behaviors toward faculty, staff, clients and peers is inherent in professional behaviors, therefore, faculty, staff and clients should be addressed by their surname unless invited to do otherwise.

Patient/client gifts must be respectfully declined.
Failure to maintain safe practice standards in the clinical setting may result in withdrawal from the clinical environment and resultant failure of the course. Refer to the specific program handbook section for performance standards related to each program.

GUIDELINES FOR CLINICAL EXPERIENCES

1. Students shall report to their clinical instructor upon arriving and leaving the clinical area. Before the student leaves an assigned area, the clinical instructor or designee shall be notified. The student also is responsible for making sure that the required forms that document attendance are correctly completed and signed.

2. The clinical agency telephones are for departmental business only.

3. Students are to abide by all policies of the assigned clinical facility and to the specific program to which they are enrolled.

4. Students are advised not to bring personal belongings, i.e., purse, book bag, etc., to the clinical area, since no secure storage is available.

5. The college and clinical agencies assume no responsibility for the loss of money, books, or personal articles.

6. Absolutely no telecommunication devices that have an audio sound, such as beepers and cellular phones, are permitted in any clinical area or in the classroom/laboratories without prior approval and then ONLY in an emergency situation.

7. All questions relating to any phase of clinical experience shall be first taken to the clinical instructor, then to the clinical coordinator or faculty team leader. If unable to resolve the situation at this level, it should be brought to the attention of the Program Director and then to the Provost, if needed.

8. Students and clinical faculty must refrain from communicating via facebook, Youtube, Twitter, Friendster, Unigo, etc.

CONFIDENTIALITY

Students shall strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. Health professions students must clearly understand and fully agree, under penalty of law, that they will never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client's record or related to the care and treatment of any client, except as needed, to authorized clinical staff. They further agree not to reveal any confidential information about the clinical facility to any third person. Case studies used in class must be free of any patient/client identification. Photography of clients/patients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal.

MOBILE DEVICE ETIQUETTE

The use of mobile devices (cell phones, beepers, tablets and other mobile devices) in the classroom is determined by the faculty member's mobile device use guidelines for that particular class. Each faculty member determines the acceptable use of mobile devices in the classroom, from requiring the device be turned off to allowing the use of mobile devices in classroom projects. Adhere to the expectations communicated by the faculty member for that course.
UNIFORM DRESS CODE

The personal appearance and demeanor of the health professions students at SCF reflect the college and program standards and are indicative of the student’s interest and pride in the profession. Students are expected to maintain a proper appearance, as designated by the health professions program. Failure to follow the uniform guidelines may result in the student being sent home and a clinical absence recorded. Continued violation of the dress code policy may result in probation or dismissal from the program.

The following are applicable to all health professions students:

1. The SCF name tag must be worn.
2. Hair must be clean, neat and controlled in a conservative style to maintain asepsis. Unobtrusive and conservative hair ornaments may be worn as needed. Hair color must be within a natural range of color.
3. Nails are approximately fingertip length and clean. Clear nail polish may be worn unless otherwise specified by the clinical facility. Nail polish must be intact without chips to prevent bacteria growth. Artificial nails are not allowed in any clinical setting.
4. Beards and moustaches must be neatly trimmed.
5. Make-up may be worn in a conservative fashion.
6. A functioning watch with the capability of measuring seconds must be worn.
7. Jewelry will be limited to earrings and a simple wedding band. No bracelets or necklaces may be worn. Earrings will be the stud type and are limited to one pair, one earring per ear. Looped or dangling earrings may not be worn. Other body piercings/jewelry must not be observable while in uniform.
8. Visible tattoos may require covering while in uniform based on the policy of the clinical facility or if considered potentially offensive to patients, at the discretion of the program faculty.
9. Perfume/aftershave should be used in moderation. There may be no other distinct odor to the student.
10. Personal hygiene must be maintained at all times because of the close personal contact with patients.
11. Uniforms and apparel worn to the clinical facilities must be cleaned and pressed.
12. Undergarments should not be visible.
13. Gum chewing in uniform is not permitted.
14. Hose and professional shoes are required. Non-canvas, solid color athletic shoes with minimal logos or insignias also may be worn. High or mid-top athletic shoes are not permissible. Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed. All shoes and laces are to be neat and clean.
15. Uniforms will only be worn to and from clinical laboratories and will not be worn as personal attire in public.
16. Smoking is not permitted in uniform. In addition, a student who has a smoking odor which may be offensive to patients, as determined by the Clinical Instructor, may be sent home and an absence recorded.
SPECIFIC PROGRAM UNIFORM REQUIREMENTS

Dental Hygiene

Scrub tops and pants in designated class color
Plain socks or hosiery
White clinic shoes

Occupational Therapy Assistant

Navy, Khaki or black slacks (no denim)
OTA program shirt
Socks or hosiery
Shoes or sneakers (Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed.)

Physical Therapist Assistant

Navy, khaki, or black slacks (no denim or corduroy)
PTA program shirt
Socks or hosiery
Shoes or sneakers (Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed.)

Radiography

Women:
Uniform smock top (color announced yearly)
Matching professional slacks
White plain hose or socks

Men:
Uniform shirt (color announced yearly)
Matching professional pants
White plain socks

All Radiography Students
Film badge and initialed lead markers
Sweaters must be white, washable, and in good condition
Scrub jackets may be worn if color coordinated
Lab coats are worn only for surgery
White shoes or sneakers

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join their respective professional society or association. Membership has benefits such as regularly published journals and annual meetings where health care professionals gather to share new and valuable information. For more information about national, state, and local societies and associations, contact your program's faculty.
STUDENT CLUBS – Fundraising activities

Student organizations who wish to hold fund-raising activities to support professional activities and/or travel to state or national meetings must follow College policies for fund raising including getting permission for the activity through the Student Activities Advisor prior to the activity. All funds that are raised must be immediately deposited in the designated program student account through the College Business Office. Approval to withdraw and use the funds must be obtained from the Program Director/Faculty Advisor.

CONFLICT RESOLUTION POLICY

Students who feel they have been penalized erroneously for an academic ethics infraction or think that the sanction imposed is inappropriate may, within 10 working days of notification of academic sanction, appeal the matter through Procedure 4.14.01: Student Request for Conflict Resolution as Related to Academic Matters.

A. Definition:
For purposes of this procedure a “conflict” or “complaint” is defined as the allegation by an State College of Florida, Manatee-Sarasota student in such instances where the student finds it necessary to secure a resolution to an academic concern including, but not limited to, a perceived inequity concerning his or her academic standing, or where the academic requirements of the course, program, or College are perceived by the student to have been inappropriately interpreted and/or applied to him or her.

B. Purpose and Conditions for a Conflict Resolution Procedure
State College of Florida (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Student Request for Conflict Resolution Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint under the procedure.
3. Provide student with:
   a. Assurance that policies are applied consistently and equitably.
   b. An effective method to present concerns to faculty and administration for resolution internally.
   c. A process that provides a prompt, thorough and impartial investigation.
   d. The potential for resolution at the lowest level possible.
   e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an academic complaint shall rest with the student. Therefore, the student must demonstrate:

a. the presence of a wrong or loss;
b. that the specific alleged incident caused damage;
c. that there is a remedy available to right the wrong.
Examples of the above may include, but are not necessarily limited to, situations where students feel that they received an inappropriate grade in a particular course or academic policy was misapplied. They do not include questions concerning admission to a program or a specific course selection.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

C. Conflict Resolution policy
   General Guidelines
   1. Students are encouraged to direct their concerns to the faculty member with whom their complaint exists. However, in the event that these efforts fail, the Conflict Resolution Procedure provides guidelines and procedures for resolving the conflict.
   2. This Procedure is not to be used for complaints of admission. These concerns are to be directed to the College Registrar, and subsequently to the College Admissions Committee.
   3. This Procedure is not to be used for complaints of alleged discrimination or sexual harassment. These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.
   4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.
   5. Students, faculty, and supervisors are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College counselor acting in the capacity of student advocate may serve as an additional resource for the student during the resolution process.
   6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.
   7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.
   8. In each of the procedure steps, working days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays, Sundays, and any holiday the College has published as “College Closed,” and in emergency closings.

D. Conflict Resolution Procedure
   It is the College’s intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.
Step One – Informal Procedure
a. The student and faculty member(s) will meet within ten (10) working days from when the conflict/complaint or sanction imposed occurred; unless the situation warrants immediate attention.
b. The faculty member will take a positive approach, explain the reasons for any action, grade, or policy which may have contributed to the conflict/complaint, and find a mutually agreeable solution.
c. In the case of a final grade, the request for a conference must be made in writing by the student within ten (10) working days from the first day of class of the following semester (Fall, Spring, Summer). Within ten (10) working days of receipt of the student’s request, the faculty member, or if unavailable, the faculty member’s Program Director, must hold the conference with the student.
d. The goal of both parties should be to resolve the issue at this level.

Step Two – Informal Procedure
a. If within ten (10) working days from the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and faculty member; or the conflict/complaint involves perceived unfair treatment by the faculty member, the student may request a meeting with the faculty member’s immediate supervisor – Program Director (or the Provost, if the conflict/complaint is with the Program Director).
b. The student and the Program Director must meet within ten (10) working days from the date when the student and faculty member determine that the conflict/complaint has not been resolved as provided in STEP TWO, Part a.
c. The Program Director will then meet with the faculty member no later than five (5) working days from the date he/she met with the student; unless the situation warrants immediate attention.
   Note: As part of the Procedure, the Program Director may also consult with his/her Provost, the Vice President for Academic Quality and Success, the College Director of Human Resources and/or the College Equity Officer to assure equitable treatment and adherence to College Policies and state and federal laws as related to the conflict/complaint in question.
d. Within five (5) working days after the meeting with the faculty member, the Program Director will issue a written decision to the student.
e. The goal of the three parties should be to resolve the issues at this level.

Step Three – Informal Procedure
a. If the resolution of the Program Director does not resolve the conflict/complaint to the satisfaction of the student, the student may request in writing to proceed to Step Three and shall submit the written complaint to the next higher level of supervision (Provost), with a copy to the Vice President for Academic Quality and Success. The submission of the written conflict/complaint at this Step Three is due within five (5) working days of the student and faculty member’s receipt of the findings of the Program Director in Step Three, including documentation of the dates when the student initially met with the faculty member, and the subsequent meeting with the Program Director.
a. Upon receipt of the formal written conflict/complaint, the Provost must schedule a meeting with the student within five (5) working days to discuss the conflict/complaint. As part of the Procedure, the Provost will consult with the faculty member, Department Program Director, and Vice President for Academic Quality and Success to assure equitable treatment and adherence to College policies and state and federal laws as related to academic due process.

b. Within 10 (10) working days after the meeting with the student, the Provost will issue a decision in writing to the student, the faculty member, and the Program Director, with a copy to the Vice President for Academic Quality and Success.

**Step Four – Formal Procedure**

a. The student may within five (5) working days of receipt of the disposition of Step Three request in writing to proceed to Step Four in which the Vice President for Academic Quality and Success shall investigate the conflict/complaint. The student shall submit such written request with a summary of findings at Step Two and Three.

b. The Vice President will meet with the parties directly involved to facilitate a resolution or gather further information from the parties and other resources as needed. The Vice President’s investigation shall be conducted confidentially and any individuals interviewed in the course of the investigation shall be advised to maintain such confidentiality.

c. A written finding will be given within ten (10) days of completion of the investigation by the Vice President for Academic Quality and Success. A copy of the findings will be provided to all parties and the Vice President of Student Development and Enrollment Services.

d. The decision of the Vice President for Academic Quality and Success shall be the final settlement of the conflict/complaint.

**CODES OF ETHICS**

All health professions practitioners function under specific legal and ethical guidelines. Students are expected to adhere to the guidelines of their specific practice area.

**PROHIBITED HARASSMENT**

State College of Florida is committed to providing an educational and working environment free from sexual harassment as well as harassment based on such factors as race, color, sex, age, genetic information, religion, national origin/ethnicity, disability, marital, veteran status or sexual orientation. (See Student Handbook and Planner for policy and procedures).
HEALTH PROFESSIONS FORMS

You will be required to sign copies of the forms in this section to enroll in any of the Health Professions Programs.

Your Signature acknowledges adherence to the policies and procedures of the health program in which you are enrolled.
State College of Florida
Health Professions Programs

Laboratory Experiences Informed Consent

During the laboratory sessions of any of the Health Professions Programs students will participate in various activities and simulations as both the patient/client and the practitioner. Each type of participation provides valuable learning for students.

As a student enrolled in this program, you will participate in these experiences unless there is a medical/health reason that precludes your participation. It is your individual responsibility to inform the laboratory instructors of any condition which might affect your participation. At that time, a decision will be made relative to your involvement/participation in laboratory activities.

On rare occasions, while participating in a laboratory activity, the student acting as the patient/client may experience some discomfort. If this should occur, please inform one of the laboratory instructors immediately.

Physical contact during laboratory activities and simulations will be expected during laboratory sessions. If physical contact poses a problem for you, please discuss this with the course instructor.

I, ___________________________________, understand the above information and recognize that it is my responsibility to inform a laboratory instructor of any known medical/health reason which may preclude my participation either acting as a patient/client provider or practitioner during activities and simulations during this health science program.

_______________________________________  ________________________
Signature                                      Date

______________________________________
Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene   _____ Nursing   _____OTA   _____PTA   _____Radiography

Rev 5-2006 Reviewed: 5-2013
State College of Florida
Health Professions Programs

Release for Photography/Video/Voice Use

As a student in one of the colleges health professions programs, I understand that there may be occasions where audiovisual images of students participating in the activities of the programs may be taken for use as a part of various college related publications, presentations, etc.

I hereby grant State College of Florida, their legal representatives and assigns, the right and permission to publish, without charge, and use photographic pictures, broadcast videotaped or filmed footage, including audio of myself (of the minor) taken while I am a student or a participant in one of the college’s health science programs.

These pictures/videos/audios may also be used in any medium for purposes of editorial use, advertising, display, reproduction, or publication in any other manner. I hereby warrant that I (or the undersigned parent/guardian) am over 18 years of age and am competent to contract in my own name insofar as the above is concerned.

Name of Person in Image: ________________________________________________________

Please Print

Signature of Student or Guardian: ____________________________________________________

Address: __________________________________________________________

Street       City       State       Zip

Phone: _______________________________ Date:___________________________

Please indicate which program you are enrolled in:

_____ Dental Hygiene  _____ Nursing  _____OTA  _____PTA  _____Radiography

Reviewed: 5-2013
I, _________________________________, have received, reviewed, and understand the content in this Health Professions Programs Student Handbook. I am aware of and accept my responsibilities to both the college and the program in regard to rules and regulations. I understand that I am to maintain the professional attitudes and behaviors reflected in the guidelines of this Handbook. Furthermore, I understand that this Handbook is subject to revision. Any revisions will be updated in writing, and will become effective upon notification.

_______________________________________
Signature

_______________________________________
Date

_______________________________________
Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene  _____ Nursing  _____OTA  _____PTA  _____Radiography

Rev 5-2012
Reviewed: 5-2013
State College of Florida
Health Professions Programs

Student Consent Form

As a student enrolled in an SCF Health Professions Program, I understand that the required clinical experience in various health care facilities may expose me to environmental hazards and infectious disease including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

State College of Florida carries limited accident insurance on all students enrolled in a clinical course. This insurance is automatically included in the fees paid each semester. However, neither State College of Florida nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility. As a student, I understand that I am responsible for the cost of health care for any personal injury/illness that occurs during my education. SCF Strongly recommends that students purchase their own health insurance.

Every Health Professions Student is required to carry liability insurance and accident insurance while enrolled in clinical courses. This insurance is automatically included in the fees paid each year.

I also understand my responsibility to strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. As a Health Professions student, I clearly understand and fully agree, under penalty of law, that I shall never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client’s record or related to the care and treatment of any client, except, as needed, to authorized clinical staff. Photography of clients/patients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal. I further agree not to reveal any confidential information about the clinical facility to any third person.

Students are responsible for adhering to the policies and procedures as outlined in the SCF Health Professions Programs Handbook and the SCF Student Handbook.

My signature on this form confirms that I understand and assume responsibility for the inherent risks involved in being a student in a Health Professions Program at State College of Florida, and for adhering to the above policies.

NAME_____________________________________ G00#__________________________

SIGNATURE_______________________________ DATE_________________________

Please indicate which program you are enrolled in:

_____ Dental Hygiene  _____ Nursing  _____OTA  _____ PTA  _____Radiography

Reviewed: 5-2013
Revised : 5-2012
State College of Florida
Health Professions Programs

Graduate Survey Consent

I, ________________________________________, hereby, grant permission for the program to survey my employer after six months and one year after graduation, about my job performance as it relates to the specific health profession program outcomes/competencies for which I was prepared in the program.

I understand that the information will be confidential and will only be used for program evaluation and improvement.

_________________________________________  ____________________
Signature                                      Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene  _____ Nursing  _____OTA  _____ PTA  _____ Radiography

Reviewed: 5-2013
Revised: 5-2012
I, ________________________________ as a student enrolled in a program within the
Health Professions Programs, understand that I will be assigned to various
clinics/agencies/institutions to complete the program requirements for graduation. I
understand and agree that I am not an employee of any assigned facility or State College of
Florida for any purpose, and I am not eligible for any employee benefits,
including coverage by the Worker’s Compensation Act. I also understand and agree that
I shall, at all times, be subject to the policies and regulations of the
Clinic/Agency/Institution concerning their operating, administrative and procedural
functions.

_________________________________________ __________________
Student Signature Date

_____________________________________________________________
Student Name – Please Print

Please indicate the program you are enrolled in:

_____ DH   _____ Nursing   _____ OTA   _____ PTA   _____ Radiography

Rev. 5-2012
Reviewed: 5-2013
State College of Florida  
Health Professions Programs

FERPA Release For Clinical Affiliation

___________________________________________  
Name of Student

___________________________________________  
Date of Birth                    Student Identification #

I, the undersigned, authorize State College of Florida to release records and information relating to grades, course attendance, criminal background check, vaccination/immunization records, TB results, drug screening results, course performance, clinical performance, disciplinary proceedings, and schedules to representatives of_______________________________(Clinical Host Facility) for the purpose of verifying clinical affiliation eligibility and monitoring clinical program progress. I understand that 1) I have the right not to consent to the release of my education records and 2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously made by the College prior to the receipt of any such written revocation.

________________________________________________________  
Signature of Student                        Date

_________________________________________________________  
Signature of Course Coordinator                Date

Please indicate which program you are enrolled in:

_____Dental Hygiene _____Nursing _____OTA _____PTA _____Radiography

Rev. 5/2012
Reviewed: 5-2013
State College of Florida
Health Professions Program

Safety Sensitive Precautions

Date ____________

____________________ has been placed on Safety Sensitive Precautions as a result of the following prescription medications:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If at any time the instructor believes that ___________________________ is impaired in any way from the prescription drug(s) that may jeopardize the safety of the client, the student will be removed from the clinical and/or the program until satisfactory medical release is received.

____________________________________
Student Signature

Please indicate which program you are enrolled in:

_____Dental Hygiene _____Nursing _____OTA _____PTA _____Radiography

Rev. 5/2012
Reviewed: 5-2013
State College of Florida - Health Professions Programs
Substance Abuse Documentation Form - Observable and Suspicious Behaviors

Student Name: _________________________________________ Date: ____________________

Absenteeism
☐ Frequent Monday or Friday absences: ____________________________________________
☐ Multiple unauthorized absences from class or clinical: ____________________________
☐ Excessive tardiness: __________________________________________________________
☐ Improbable excuses for absence: _____________________________________________
☐ Leaving school or the clinical agency early: ______________________________________
☐ Prolonged breaks: __________________________________________________________________
☐ Frequent trips to the bathroom: ____________________________________________
☐ Illness on the job or in the classroom: __________________________________________

Unexpected Events – Especially resulting in injury or damages
☐ Falling asleep in class or clinical: ______________________________________________
☐ Frequent or unexplained accidents: _____________________________________________
☐ Any fall or faint or loss of equilibrium or consciousness, which suggests impairment: __________

Confusion and difficulty concentrating
☐ Difficulty remembering details or directions: _____________________________________
☐ Jobs/projects/assignments taking excessive time: ________________________________
☐ Increasing difficulty with complex assignments: _________________________________
☐ General difficulty with recall: _________________________________________________

Lowering efficiency
☐ Mistakes of judgment: __________________________________________________________________
☐ Wasting materials: __________________________________________________________________
☐ Blaming or making excuses for poor performance: ________________________________
☐ Deterioration of ability to make sound judgments: _________________________________
☐ Spasmodic work patterns or academic performance: ______________________________

Poor relationships with peers
☐ Avoidance of others: __________________________________________________________________
☐ Hostile/irritable attitude: __________________________________________________________________
☐ Reacts rather than responds to others: __________________________________________________________________
☐ Overreacts to criticism or correction: __________________________________________________________________
☐ Unreasonable resentments: __________________________________________________________________
☐ Unpredictable, rapid mood swings: __________________________________________________________________
☐ Borrowing money from peers: __________________________________________________________________

Physical signs
☐ Alcoholic or suspicious breath odors/frequent use of mints/mouthwash: ______________
☐ Diaphoresis: __________________________________________________________________
☐ Dilated pupils: __________________________________________________________________
☐ Abnormal pulse/respirations/BP: __________________________________________________________________

Person(s) documenting above behaviors: ________________________________________ Date: ______________

This list provides examples and is not exhaustive. Please provide additional comments as needed.