



STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA

Health Professions Division
Student Handbook

2024-2026

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INTRODUCTION

Welcome to the Health Professions Programs at State College of Florida (SCF). We are extremely proud of the Health Professions Programs and pleased that you have chosen to pursue your education here. The health profession 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 experience and find the learning opportunities both challenging and dynamic. Healthcare 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 the Health Professions Programs.

CHANNELS OF COMMUNICATIONS

Students enrolled in the Health Professions Programs are expected to use the appropriate channels of communication for all issues that may arise while enrolled in the program. For correct communication pathways, see the program faculty and administration listings in your specific program handbook and/or course syllabi. For a full copy of the college organizational chart contact the respective department office.

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 the HPP and Program (specific) Handbooks. The Health Professions Programs reserve the right to make changes to these policies as needed. When changes are made, the students will be notified in writing and asked to sign an acknowledgment form.

PREREQUISITE & GENERAL EDUCATION REQUIREMENTS

Students are advised that many courses in their specific 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, including the general education courses that are taken in conjunction with technical/professional course work. Those general education courses taken in conjunction with technical/professional course work must be successfully completed prior to the completion of the program.*** It is the student's responsibility to consult the current catalog to determine which courses have prerequisite requirements. All required general education and professional level courses must be completed to be eligible for graduation.

WITHDRAWAL POLICY

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's transcript as a "W" and are classified as attempts. No refunds are permitted for withdrawn courses.

[https://www.scf.edu/Withdrawal from a Course or Complete Withdrawal from the College \(no refund\) - State College of Florida, Manatee-Sarasota \(scf.edu\)](https://www.scf.edu/Withdrawal%20from%20a%20Course%20or%20Complete%20Withdrawal%20from%20the%20College%20(no%20refund)%20-%20State%20College%20of%20Florida,%20Manatee-Sarasota%20(scf.edu))

Withdrawal policies for courses that are part of the Health Professions 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.

COLLEGE AND CAREER SUCCESS

Academic Advisement 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. Success coaches are available to students by appointment, or at times on a walk-in basis on the Bradenton, Lakewood Ranch, and Venice Campuses.

OFFICE OF THE REGISTRAR

The Office of the Registrar provides services including transcripts, transfer credit evaluations, graduation applications, residency, enrollment verifications, and PIN reset.

Access the Office of the Registrar: <https://www.scf.edu/admissions/registrar/>?

Email: Registrar@SCF.edu

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 and eligibility requirements are handled by the College Financial Aid Office. *“Course work compliance affects the way financial aid is awarded. Financial Aid will ONLY pay for classes REQUIRED for your major degree”*. If you have any questions or concerns, contact 941-752-5037 or via email at askfinaid@scf.edu.

Access Financial Aid: <https://www.scf.edu/paying-for-college/financial-aid/>?

ON-CAMPUS EMPLOYMENT FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a federally funded program that enables students to work on campus. FWS student must have completed the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by the student’s demonstrated financial need as determined by the FAFSA.

COUNSELING SERVICES

Counseling services helps students meet life/work challenges and achieve a positive academic experience. Students may self-refer or may be referred by faculty/staff to use the confidential resource.

- SCF Counseling & Support Line – (24-hour access) at [941.752.5107](tel:941.752.5107).
- Confidential Counseling – Contact Campus Ministry at:
 - [941.752.5607](tel:941.752.5607) (Bradenton & LWR) or
 - [941.408.1523](tel:941.408.1523) (Venice).
- SCF On-Campus Counseling – Please contact Susanne Walters for a referral at walters@scf.edu or 941.752.5603.

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. For additional advisement contact the program director.

AVAILABLE LEARNING RESOURCES

Tutoring and Academic Success Center:

The Tutoring and Academic Success Center empowers all State College of Florida, Manatee-Sarasota students to achieve their personal potential for learning and academic success. The core mission of the TASC is to help students become independent and active learners, and through this to achieve academic improvement consistent with their values, interests, and abilities. The TASC serves to help under-prepared students to prepare, prepared students to advance, and advanced students to excel!

The Tutoring and Academic Success Center does this by providing high-quality instructional support that is appropriate to an academically diverse population. This includes One-on-One Tutoring for Math and Science; Writing Conferences; Developmental Skill Labs for Mathematics and Content-specific Workshops and Test Reviews. The Tutoring and Academic Success Center also offers a comfortable study atmosphere where students can work on their own, meet with their classmates or professors, and utilize the lab computers, study rooms and other resources – all with the support of the on-demand tutoring.

All A.S. degree-seeking students are encouraged to take advantage of the wide range of unique services offered. In addition to helping 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 Health Professions are available.

Online Tutoring and Study Skill Support:

A collection of websites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is on mathematics, language and reading improvement. Support for many other subjects is also available. To access resources, go to: <https://www.scf.edu/explore/student-services/tutoring-and-academic-success-center/>

Tutoring Resources

- Math Resources
- Science Resources
- Writing Resources
- Business Resources
- Study Support

Library:

The College Library is available to enhance learning. The library includes both on campus and electronic resources including all current medical resource databases which can be accessed from any off-campus location. The schedule for the library is available at: <https://libguides.scf.edu/Libraryhoursandlocations>

Program Library (Lib) Guides:

Program specific Library Guides are available to Health Profession students. Lib Guides can be accessed at: <https://libguides.scf.edu>

Disability Resource Center:

www.scf.edu/drc

- DRC Bradenton Office: 941-752-5295 or drc@scf.edu
- Patricia Lakey, Coordinator - lakeyp@scf.edu

Locations:

Bradenton Campus

5840 26th St. W, Bradenton, 34207
Building 1, Room 219
941-752-5295

Venice Campus

8000 S. Tamiami Trail, Venice, 34293
Building 100, Room 162
941-408-1448

The Disability Resource Center (DRC) is committed to ensuring equal access to college programs, services, and activities for qualified students with disabilities. The DRC assists students with disabilities through the provision of reasonable accommodations, information, resources, services, and skill development. The DRC promotes student self-advocacy through collaboration with faculty, staff, and SCF campus resources.

SCF is committed to the spirit and the letter of the Americans with Disabilities Act (ADA), the ADA Amendment Act (ADAAA), and the Rehabilitation Act of 1973. SCF has instituted various administrative policies, procedures, and practices to provide meaningful access for individuals with disabilities.

It is the student's responsibility to initiate requests for services with the DRC before any accommodation can be made in the program.

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 hours must be kept clearly separate.

HOLIDAYS, VACATIONS, AND COLLEGE CLOSINGS

All holidays, vacations observed by SCF, and college closings 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 Faculty.

In the event of a sudden school closing (i.e., inclement weather), the SCF emergency mass notification system will send messages to students, faculty, and staff via voice, text, and e-mail from SCF safety officials. To ensure that you receive these messages, please keep your contact information up to date in *MySCF*. If the college is closed, clinical experiences are cancelled for the day(s) unless otherwise notified by the Program Faculty.

Whenever the College is open, clinical experiences will be held as scheduled, despite inclement weather. Students are to use their own judgment in deciding whether they must take an absence for the day.

If a return to campus is not possible, course delivery may change to an online format.

INFORMED CONSENT

Students enrolled in a Health Professions Program should understand that the required clinical experiences in various healthcare facilities may expose them to environmental hazards and infectious diseases including, but not limited to, COVID-19, Tuberculosis, Hepatitis B and HIV/AIDS. Neither State College of Florida nor any of the healthcare 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.

HEALTH INSURANCE POLICIES

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

PROGRAM REQUIREMENTS

Upon acceptance, the following may be required: Background checks; Fingerprinting; CPR certification; Health and Drug screenings; Vaccinations, to meet local healthcare agency regulations. Students may become ineligible for program admission based on the results of these checks and screenings and/or failure to complete and correctly submit program requirements. Continuation in the program is based on acceptable results from random/ongoing screening and background checks. Ongoing screenings may occur as frequently as each clinical assignment, based on the policies of the program's clinical affiliates. Clinical facilities and/or the designated Health Professions Program may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible for program admission, continuation in the program, or obtaining professional licensure.

Failure to complete program requirements in specified time frames may result in ineligibility or dismissal from the program. Students are responsible for all fees incurred with these checks and screenings. Clinical facilities may prohibit students from participating in clinical experiences if the facility-required immunizations are not completed.

BACKGROUND CHECKS

Disclaimer:

All SCF Health Profession Programs require a criminal background check as part of the 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 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.

A student accepted into the program with a criminal history may not be able to participate in clinical experiences. This may result in the student being unable to progress in the program or complete the program requirements and graduate.

Also, each licensing board periodically makes changes to the rules regarding the licensing of individuals with criminal histories, thus affecting 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. Refer to your program's specific handbook regarding licensure guidelines.

A change to a student's criminal background while in the program may also lead to cause for dismissal, inability to participate in clinical experiences, or inability to become licensed.

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.

Current and prospective students for certain programs at the State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill educational requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Purpose:

Clinical agencies require students to be fingerprinted, background checked and clear the Office of the Inspector General (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 healthcare facilities, which in turn requires students to comply with the same restrictions as their employees and volunteers. Additional laws pertaining to school-based settings may prohibit students with a criminal background from participating in this setting.

All background checks will be reviewed by the program. Applications which indicate a history that might prevent full participation in the program will be reviewed, considering the individual situation and a decision will be made about admission into the program. If an unfavorable background screening results in a student

being denied access to a clinical agency and/or access to patients in the agency, the student may become unable to meet course objectives and/or academic requirements of the program. If a comparable clinical assignment cannot be obtained by the program, the student will be unable to progress in the course, resulting in withdrawal and/or 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 the programs' designated secure online screening system. 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 specific program.

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

Arrest While Enrolled in The Program:

Any Health Professions student who is arrested at any point during the program, must report it to their Program Director within 3 working days regardless of disposition of the charges. The student may need to submit to additional background checks at the student's cost. **Failure to notify the Program Director may be grounds for dismissal from the program.** After admission to the program, the student must remain free of the charges listed in the above state statutes. Failure to do so will result in dismissal from the program. Students are also advised to contact their profession's licensure organization to determine eligibility for licensure following the arrest.

DRUG SCREENING

Purpose:

The faculty of the State College of Florida Health Professions Programs have the responsibility for ensuring that all students in the Health Professions Programs can function safely and effectively while enrolled in the program. Students are not allowed in the classroom, laboratory, or clinical areas under the influence or suspected of being 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 experiences. The Health Professions Programs have established specific procedures to assist students who have chemical impairments or addictions through referral to community resources.

General Drug Screening Standards:

Testing may be done for any 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. Cocaine
5. Methadone
6. Opiates
7. Phencyclidine
8. Glucose
9. Marijuana Metabolite*
10. Methaqualone
11. Propoxyphene

Testing for other substances such as alcohol, may be required for reasonable cause.

Blood Alcohol testing may be required by specific clinical facilities.

***Marijuana Metabolite is part of the required drug screen prior to admittance into any Health Professions Program at SCF. The passage of Florida-Amendment 2 does not overrule Federal Law, which states this is still an illegal substance. Students testing positive will not be allowed entrance into the program or may be dismissed from the program if tested positive while enrolled.**

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. The drug screen will be ordered through *CastleBranch* when instructed to do so by the program. The student will be issued a specific collection facility (LabCorp) and date for completion of the test. It is up to the student to select a site location and date within 2 days (48 hours) of ordering. Failure to report to the collection site in the time allotted by the HP Program, after ordering through *CastleBranch* will constitute a failed test.
2. The student must bring photo identification to the collection site for each drug screening.

3. The collection of the drug test specimens will be completed per the protocol of the collection site.
4. All results of drug testing are submitted directly to CastleBranch which is accessed confidentially by the Program Director or his/her designee of the specific Health Professions Program.

Reasonable Cause Screening:

If at any time during a student's enrollment in a Health Professions Program, the student's behavior leads to suspicion that the student may be chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student to complete a reasonable cause drug screen.

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. The testing procedures will be the same as for the preclinical screening.

If at any time reports of suspicious behavior by a currently enrolled health professions student provide reasonable suspicion that a student may be chemically impaired; classroom/laboratory/clinical participation will be suspended. The Program Director may authorize that the reported student be sent for a reasonable cause drug screen. **As with preclinical testing, reasonable cause screening requires the student bring a picture ID to the collection site.**

Procedure for Reasonable Cause Drug Screening:

- A. When a student is suspected of being chemically impaired, the faculty member/adjunct faculty/clinical instructor/fieldwork educator will report the observed behavior to the Program Director and remove the student from all classroom activities and/or direct patient contact.
- B. The Program Director or designee will send the student for a Reasonable Cause Drug Screening
 1. The Program Director or designee will contact and inform the student of the suspected impairment.
 2. The Program Director or designee may submit the drug screen order via CastleBranch on the student's behalf or may instruct the student to log into CastleBranch and order the Random Drug Screen.
 3. The Program Director or designee will contact the student's emergency contact on file with the program.
 4. The emergency contact will be instructed to pick the student up at the college/clinical site and escort them to the drug testing facility identified via the CastleBranch order process.
 5. The student will have no more than 24 hours to complete the drug test from initial contact by the Program Director.
- C. Students with a positive drug screen will be dismissed from the program immediately. Each of the following will constitute a positive screen:
 1. A confirmed positive screen to which the student is unable to provide a reasonable explanation or satisfactory documentation from the student's physician.
 2. Failure to order the Reasonable Cause Drug Screen on CastleBranch.
 3. Failure to show/complete the screening at the collection site.
 4. Failure to complete the drug screen within 24 hours of initial contact by the Program Director or Designee.
 5. Refusal to submit to testing as listed in the Health Professions Programs Student Handbook.
- D. The Cost of the Reasonable Cause Drug Screen will be paid for by the Program.

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 an appropriate drug screening 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 CastleBranch
- m. failure to order drug test via CastleBranch

Positive Results:

Students will be given a reasonable opportunity to explain a confirmed positive test result to the medical resource officer of CastleBranch. 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.

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 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 must be followed.

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 prior to going on duty.

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; classroom/laboratory/clinical participation will be suspended from the program until a satisfactory medical release is received.

ALCOHOL AND OTHER DRUG ABUSE PREVENTION ASSISTANCE AT SCF

SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

- Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.
- Educate students regarding signs and symptoms of addiction.
- Motivate students to seek intervention from the most qualified resources available on campus and in the community.
- Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services and records handling as those who experience other medical concerns or conditions that may impair work performance.

Students who self-identify problems with alcohol and other drug misuse/abuse are encouraged to contact the office of the Dean of Students. A trained professional will assist in the assessment of the problem and provide information regarding appropriate services available on campus and/or within the community. All information will be held in the strictest confidence and will not be revealed to anyone except by the individual's written consent in accordance with federal guidelines of confidentiality. This service is voluntary, free, and confidential.

CASTLEBRANCH (BACKGROUND CHECK, RECORD MANAGEMENT AND DRUG SCREENING)

For Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, & Radiography Programs

To improve the efficiency and time constraints of the background check and drug testing process, the SCF Health Professions Programs have contracted with CastleBranch. CastleBranch 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.

Information related to the initial background checks and related items will be disseminated at the time of Program Admission/Orientation. Information pertaining to subsequent background checks while enrolled in the program will be disseminated by specific programs as required to maintain program compliance.

Process:

The student will be provided with instructions with a specific program package identified. The student will proceed to <https://discover.castlebranch.com/> and follow the directions entering the program code.

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

For help contact, CastleBranch at 888-723-4263 or at <https://discover.castlebranch.com/>.

Complete all items by the established deadlines communicated to you by the program, in addition to the stated timeframes in the Health Portals. **Failure to complete requirements within the required timelines may result in dismissal from the program.** Background checks will be reviewed by the Program Directors or designee. **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 incurred from all background checks and screenings.**

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 by the student to Castlebranch.

PUBLIC SAFETY

Campus Health, Wellness and First Aid:

State College of Florida is vitally concerned about the safety and well-being of our students, faculty, staff, and visitors who participate in the many activities which SCF sponsors. A college campus is a great place to learn and grow, but a college campus, like any other community, has its share of crimes and injuries. Although the College does not experience a significant number of criminal acts, we encourage everyone to be aware of potential problems and ask that you join the effort to make SCF a safe and secure environment for everyone. As required by the 1990 Jeanne Clery Campus Security and Awareness Act, campus crime statistics are available to anyone, upon request, through the Department of Public Safety/Security Services or via a link on the SCF website. State College of Florida, Manatee-Sarasota continues a tradition of providing a safe and secure educational environment. The College maintains Public Safety Services 24-hours per day and is available to respond to any security related request or emergency. College Security also provides many other services to our students, staff and visiting community.

Additional information regarding campus safety can be found in the SCF Student Handbook and Planner or the *Public Safety* page on the college's website:

www.scf.edu/Administration/PublicSafety/default.asp

Additionally, the college utilizes a mass notification system which sends time-sensitive messages via phone, email and text messaging to students, faculty, and staff. More information regarding the mass notification system and guides to various emergencies can be found on the *Emergency/Safety Procedures & Notification Systems* page on the college's website: <http://www.scf.edu/Administration/PublicSafety/emergency.asp>

SCF Bradenton: 941 752 5550 or x 65550

SCF Venice: 941 408 1550 or x 61550

SCF Lakewood Ranch: 941 363 7155 or x 67155

Emergency Response Guide

EMERGENCY PHONE & GENERAL PRINCIPLES

SCF Public Safety & Security 941-752-5550 or ext. 65550

PROTECT YOURSELF

WHEN CALLING:

- Tell dispatcher your location - Building _____ Room Number _____
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.



CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-752-5550 or ext. 65550

ACTIVE SHOOTER

911



RUN

CALL 911,

then SCF
Public Safety & Security

HIDE

FIGHT



MEDICAL EMERGENCY

911

CALL 911

If trained,
begin First Aid

Call SCF
Public Safety & Security
941-752-5550 or ext. 65550



FIRE ALARM OR ACTUAL FIRE

911

Fire in
Building

Evacuate
Area & Pull
Fire Alarm

Use
Nearest Exit
or Alternate
Safe Route

**CALL
911**

Call from
assembly point
or neighboring
building.*

Fire Alarm
Strobes

Evacuate
Area

Do NOT use
elevators

* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.



NATURAL DISASTER/SEVERE WEATHER

Natural
Disaster or
Severe
Weather
e.g., tornado

WARNING
Severe weather
has been sighted

WATCH
Conditions favor severe
weather development

Seek
Appropriate
Shelter
Monitor Weather
Broadcasts

AVOID
- Windows
- Large rooms
- Elevators

STATE COLLEGE OF FLORIDA

Emergency Response Guide

EMERGENCY PHONE & GENERAL PRINCIPLES

SCF Public Safety & Security 941-363-7155 or ext. 67155

PROTECT YOURSELF

WHEN CALLING:

- Tell dispatcher your location - Building _____ Room Number _____
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.



CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-363-7155 or ext. 67155

ACTIVE SHOOTER

911



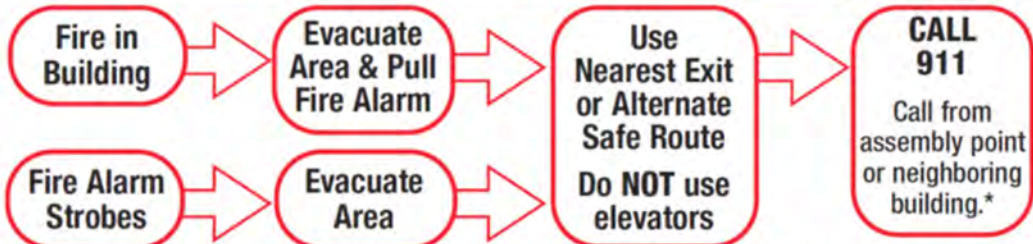
MEDICAL EMERGENCY

911



FIRE ALARM OR ACTUAL FIRE

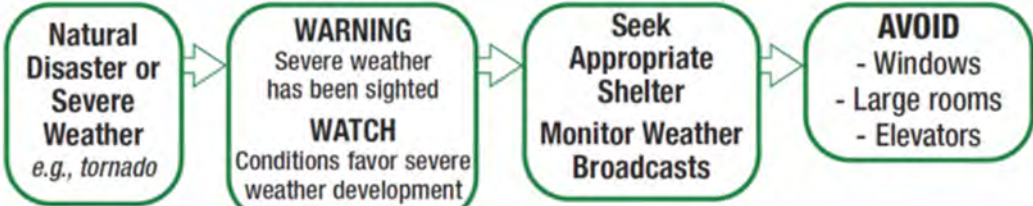
911



* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.



NATURAL DISASTER/SEVERE WEATHER



STATE COLLEGE OF FLORIDA

Location: 8000 S. Tamiami Tr., Venice
 Bldg. # _____ Room _____

Emergency Response Guide

EMERGENCY PHONE & GENERAL PRINCIPLES

SCF Public Safety & Security 941-408-1550 or ext. 61550

PROTECT YOURSELF

WHEN CALLING:

- Tell dispatcher your location - Building _____ Room Number _____
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.



CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-408-1550 or ext. 61550

ACTIVE SHOOTER

911



RUN

CALL 911,
then SCF
Public Safety & Security

HIDE

FIGHT



MEDICAL EMERGENCY

911

CALL 911

If trained,
begin First Aid

Call SCF
Public Safety & Security
941-408-1550 or ext. 61550



FIRE ALARM OR ACTUAL FIRE

911

Fire in Building

Evacuate Area & Pull Fire Alarm

Use Nearest Exit or Alternate Safe Route

CALL 911

Call from assembly point or neighboring building.*

Fire Alarm Strobes

Evacuate Area

Do NOT use elevators

* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.



NATURAL DISASTER/SEVERE WEATHER

Natural Disaster or Severe Weather
e.g., tornado

WARNING
Severe weather has been sighted

WATCH
Conditions favor severe weather development

Seek Appropriate Shelter
Monitor Weather Broadcasts

AVOID
- Windows
- Large rooms
- Elevators

INJURY/ACCIDENT PROCEDURE

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

1. Immediately notify the program faculty and/or designated personnel of the clinical facility when an injury/unusual incident has occurred.
2. Contact SCF Public Safety regardless of where the incident occurred. Public Safety will complete the SCF incident report. If the incident occurs in a clinical setting, submit a copy of the facility's incident report to Public Safety or contact Public Safety with incident details when report is unavailable.
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 classroom, laboratory, and clinical activities.
5. Students will submit all medical documentation and proof of payment to the Director of Business Services.

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.

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

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 incidents which occur in classrooms, laboratories, and at clinical 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 the student is pregnant and, if the student elects to notify the appropriate Program Director, the student will be asked to obtain a medical release from the student's physician which includes any precautions. A medical release must also be provided for the student to return to the program following delivery. Forms can be obtained from the Program Director.

When a student notifies the program of a current pregnancy, program faculty may review course objectives and the student's ability to progress in the program based on the student's level and the remaining program objectives and demands. Students are advised that pregnancy may interfere with required attendance and/or ability for the student to meet the required program objectives which may delay completion of the program.

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

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 the student 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 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 Assistant Dean of Health Professions, 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, anybody 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 unfixed 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 and 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 found in the program handbook* for follow-up with the patient involved in the exposure.

Methods of Compliance:

1. Standard and Transmission-Based 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 appropriately labeled, puncture resistant, leakproof 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 clinical and other areas where there is reasonable likelihood of occupational exposure.

Training Requirements:

All Health Professions students shall participate in an infection control and communicable disease 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.
4. A copy of and an explanation of the SCF's Exposure Control Plan for Students.
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.

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 vaccination status including the dates of all vaccinations and any medical records relative to the student's ability to receive vaccination.

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.

Reviewed: 1993-1999, 2001, 2007, 2008, 2009, 2012, 2013, 2014, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Revised June 2000, June 2002, May 2003, April 2004, June 2006, March 2024

PROBATION POLICY

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress or demonstrated unsafe patient care 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 guidance and counseling.
3. Give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance.
4. Protect patients from unsafe practices.

Reasons: The reasons for probation will be given to the student in writing along with the requirements for removing this designation. In certain circumstances, the designation may remain in effect for the remainder of the program. Reasons for probation may include, but are not limited to:

1. Failure to make satisfactory progress in meeting course requirements for the classroom, laboratory, or clinical courses.
2. Unsatisfactory student behavior and/or performance.
3. Failure to follow program policies and procedures.
4. Failure to demonstrate acceptable professional behaviors.
5. Behaviors and/or actions in the clinical setting that put patients at risk.

Procedure: Faculty will complete a *Notification of Probation* form identifying:

1. Reasons for probation.
2. Requirements for removal of probation if applicable.
3. Expected behaviors, skills, actions, etc. to be observed while on probationary status.
4. Learning resources and assistance available.
5. Date by which requirements for removal of probation must be met if applicable.

Faculty will meet 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 may 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 the classroom, laboratory, and the clinical areas. 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 professional behavior is a requirement for successful completion of these programs. Student must abide by the Student Code of Conduct as stated on: <https://www.scf.edu/about/scf-policies/student-code-of-conduct/>

Social Media:

Students using social media related to any activities associated with a program must do so responsibly. 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.

Posting of information relative to confidential patient/client information, patients/clients and their families, clinical sites and activities, technologies, faculty, classmates, and didactic course content is considered an ethical breach of confidentiality and is in direct violation of FERPA and/or HIPAA. This includes the posting of written materials and photographs/videos. Students must use discretion to avoid FERPA and/or HIPAA violations. Inappropriate use of social media may result in dismissal from the program. Expectations include but are not limited to the following: Respecting the privacy of all members of the class, respecting the diversity and opinions of all instructors and all members of the class, no use of threatening, harassing, sexually explicit language or discriminatory language or conduct that violate state or federal law or SCF policies. Students are advised to use proper language in all communications.

Classroom, Laboratory and Clinical Experiences:

Each classroom, laboratory and clinical experience provides a valuable opportunity for learning. A patient's/client's health and well-being is dependent on the implementation of knowledge acquired in the learning process. Attendance is expected for all scheduled classroom, laboratory, and clinical experiences. Should an absence be unavoidable, it is the student's responsibility to contact course faculty. Students are responsible for all content covered during periods of absences.

Students are strongly encouraged to refer to their program handbook section for specific program requirements.

CONFIDENTIALITY

Students shall strictly maintain the confidentiality of all patient/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 HIPAA law**, that they will never inappropriately access, disclose or reveal in any way, either directly or indirectly, **any** information from a patient's/client's record or related to the care and treatment of any patient/client, except as needed, to authorized clinical staff. The student further agrees 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 including protected health information, photography, and video. Violations of confidentiality may result in dismissal from program and criminal charges.

ELECTRONIC DEVICE ETIQUETTE

The use of electronic devices (cell phones, tablets, smart watches, laptops, wearable smart technology, and other mobile devices) in the classroom is determined by the course faculty member. Each faculty member determines the acceptable use of electronic devices in the classroom.

Students must refrain from the use of electronic devices in the clinical settings for personal use regardless of what other staff/employees are observed doing. Devices may be used for patient/client care, education or as required to meet clinical expectations as per the facility policies. Failure to follow the electronic device policy may result in dismissal from program.

UNIFORM DRESS CODE

The personal appearance and demeanor of the health professions students at SCF are reflective of 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 in the clinical environment 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 designated 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. **Artificial nails and nail polish are not allowed in any clinical setting to prevent bacteria growth and maintain infection control – see specific program handbook.**
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 may be worn but must be unobtrusive and conservative. Note that bracelets, necklaces, looped or dangling earrings may be a hazard to the student during patient/client care and may be prohibited in the clinical setting.
8. Other body piercings/jewelry may need to be removed based on facility policy.
9. 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.
10. Perfume/Aftershave/Essential oils/Scented lotions should be used in moderation. There may be no other distinct odor to the student.
11. Personal hygiene must be maintained at all times.
12. Uniforms and apparel worn to the clinical facilities must be cleaned and pressed.
13. Undergarments must be worn and not be visible.
14. Gum chewing in clinical is not permitted.
15. Socks and professional shoes are required. Solid color athletic shoes **with minimal logos or insignias** may be worn. Clog-type shoes or shoes with open backs of any kind are not permitted. Heels and toes must be totally enclosed. All shoes and laces are to be neat, clean, and tied - see specific program handbook.
16. Yoga pants, leggings, gym, and workout attire are not appropriate for the clinical setting – see specific program handbook.
17. Smoking or vaping is not permitted in uniform. In addition, a student who has an odor of smoke 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 program designated color with appropriate SCF embroidery - see Dental Hygiene Program Handbook for more detailed information related to uniform requirements.

Occupational Therapy Assistant

Navy, khaki, or black slacks (no denim)
OTA program shirt
Socks
Shoes or sneakers

Physical Therapist Assistant

Navy, khaki, or black slacks (no denim)
PTA program shirt
Socks
Shoes or sneakers

Radiography

Scrub tops and pants (color announced yearly) with appropriate SCF embroidery
Socks
Dosimeter and initialed lead markers
White cardigan sweater may be worn if clean and in good condition
Scrub jackets may be worn if color coordinated with scrubs
Black or white solid color shoes or sneakers
Optional white or black solid color long sleeve shirt under uniform is acceptable
Clinical log book

Because of the proximity during procedures between patient and radiographer, dangling jewelry shall not be worn.

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 clubs 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 Office of Student Life. 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 Faculty Advisor. Health professions program clubs are limited to students currently enrolled in the programs. Club information can be located on the SCF Student Life webpage at:

<https://www.scf.edu/explore/student-life/>

CODES OF ETHICS

All health profession practitioners' function under specific legal and ethical guidelines. Students are expected to adhere to the guidelines of their specific practice area. Practicing outside of the legal and ethical guidelines may be grounds for dismissal from the program.

DISCRIMINATION

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207.

SAFE HARBOR AT SCF-TITLE IX RESOURCES

State College of Florida, Manatee-Sarasota (SCF) strives to provide a community where safety, equality, respect and healthy relationships are valued. SCF fosters a campus environment that is free from intimidation, and one in which students may be educated to their fullest potential. SCF will not tolerate sexual assault, dating violence, domestic violence, stalking, and any form of sexual harassment from students, faculty, staff, volunteers, visitors, or any persons whether online, or at any College campus, or sponsored event. SCF also encourages the college community to report incidences that relate to these offenses.

If you need emergency assistance, please contact 911, non-emergency please contact the SCF Public Safety Department at (941) 752-5550, Bradenton Campus. (941) 408-1550, Venice Campus. (941) 363-7155, Lakewood Ranch Campus (7am-10pm, Mon-Fri).

Title IX Coordinator: Jaquelyn McNeil, Dean of Students. 941-752-5267 Bradenton Campus Building 1, Room 127

Title IX Deputy Coordinators:

- STAFF AND FACULTY CONTACT: (941) 752-5506

Title IX Coordinator: The Education Amendments of 1972, which prohibits discrimination on the basis of gender under any athletic, education program, services and activities. Contact the Title IX Coordinator/Deputy Title IX Coordinators to discuss your complaint/grievances pertaining to gender.

CONFLICT RESOLUTION POLICY

Student Request for Conflict Resolution

Student Request for Conflict Resolution as Related to Academic Matter: (Rule 6HX14-4.14 / Procedure 4.14.01)

Students who feel they have been penalized erroneously for an academic, ethics, or patient safety infraction or think that the sanction imposed is inappropriate may, within 10 working days of notification of academic sanction, appeal the matter through Procedure 14.4.10: 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 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, if 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 Department Chair, 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 – the Department Chair (or another Academic Affairs administrator designated by the Vice President, Academic Affairs, if the conflict/complaint is with the Department Chair).
- b. The student and the Department Chair or designated administrator shall 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 Department Chair or designated administrator 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 Department Chair or designated administrator may also consult with his/her supervisor, the Vice President, Academic Affairs, 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 Department Chair will issue a verbal 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, with a copy to the Vice President, Academic Affairs. 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 Department Chair or designated administrator in Step Three, including documentation of the dates when the student initially met with the faculty

member, and the subsequent meeting with the Department Chair or designated administrator.

- b. Upon receipt of the formal written conflict/complaint, the supervisor of the Department Chair must schedule a meeting with the student within five (5) working days to discuss the conflict/complaint. As part of the Procedure, the supervisor will consult with the faculty member, Department Chair, or designated administrator, to assure equitable treatment and adherence to college policies and state and federal laws as related to academic due process. Within 10 (10) working days after the meeting with the student, the supervisor will issue a decision in writing to student, the faculty member, and the Department Chair or designated administrator, with a copy to the Vice President Academic Affairs.

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 Academic Affairs shall investigate the conflict/complaint. The student shall submit such a 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, Academic Affairs. 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, Academic Affairs shall be the final settlement of the conflict/complaint.

Student Request for Conflict Resolution as related to *Administrative Policies and Procedures*: (Rule 6HX14-4.14.02 / Procedure 4.14.02)

A. Definition

For the purposes of this Procedure a "conflict" or "complaint" is defined as the allegation by a State College of Florida, Manatee - Sarasota student in such instances where the student finds it necessary to secure a resolution to an administrative, non-academic concern including, but not limited to, incorrect assessment of fees, registration or records errors, or advisement issues.

B. Purpose & Conditions for a Conflict Resolution Procedure

State College of Florida, Manatee - Sarasota (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 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.
3. Provide students 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 administrative, non-academic complaint shall rest with the student. Therefore, the student must demonstrate:

- a. The presence of a wrong or loss.
- b. That specific alleged incident caused damage.
- c. That there is remedy available to right the wrong.

Examples of the above may include, but are not, necessarily limited to, situations or actions where students feel that they were inappropriately assessed a fee, their transcript does not reflect all appropriate documentation, or their "residency" classification is incorrect.

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 conflicts and complaints. It is incumbent upon all administrative staff, faculty, 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 college employee with whom their conflict/complaint exists informally. However, if these efforts fail, the *Conflict Resolution Procedure* provides the guidelines and procedures for resolving the conflict.
2. This Procedure is not to be used for complaints of admission to an academic program. These concerns are to be directed to the AVP, Enrollment Services, and subsequently to the College Admissions Committee.
3. This Procedure is not to be used for complaints of alleged *harassment or discrimination*. 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 and college employees are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College _advisor from Student Services may serve as an alternate contact to the College employee if the college employee is not available, and/or a situation warrants immediate attention.
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 administrative non- 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 Saturday, Sundays, any holiday the College has published as "College Closed," and 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 college employee will meet within ten (10) working days from when the conflict/complaint occurred unless the situation warrants immediate attention.
- b. The college employee will take a positive approach, explain the reasons for any action, documentation, or policy which may have contributed to the complaint, and seek a mutually agreeable solution.
- c. The goal of both parties should be to resolve the issues at this level.

Step Two – Informal Procedure

- a. If within ten (10) working days of 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 college employee, or the conflict/complaint involves treatment by the college employee that is perceived by the student as unfair; the student may request a meeting with the employee's department supervisor (coordinator, director of department).
- b. The student and the department supervisor must meet within ten (10) working days from the date the student and the college employee determine that the conflict/complaint has not been resolved as provided in STEP TWO, part a.
- c. The department supervisor will then meet with the college employee no later than five (5) working days from the date he/she met with the student unless the situation warrants immediate attention.
- d. Within five (5) working days after the meeting with the college employee, the department supervisor will issue a verbal decision to the student.
- e. The goal of the three parties should be to resolve the issues at this level.

Step Three – Formal Procedure

To pursue Step Three, if the matter is not resolved at Step Two, the option below must be followed.

- a. If the resolution of the department supervisor does not resolve the conflict/complaint to the satisfaction of the student, the student may within five (5) working days of receipt of the disposition at Step Two, request in writing to proceed to Step Three in which the Vice President, Student Affairs shall investigate the conflict/complaint. The student shall submit such written request to Step Three of the procedure with a summary of the oral findings at Steps One and Two.
- b. The Vice President, Student Affairs will meet with the parties directly involved to facilitate a resolution or gather further information from the other sources as needed. The Vice President's investigation shall be conducted confidentially, and any individuals interviewed during the investigation shall be advised to maintain such confidentiality.
- c. A written finding will be given within ten (10) working days of completion of the investigation by the Vice President, Student Affairs. A copy of the findings will be provided to all parties, the President of the College and/or members of the President's Executive Council as appropriate.

Step Four – Formal Procedure (Conflict Resolution Committee)

- a. The student may, within five (5) working days of receipt of the written disposition of STEP THREE, request in writing to proceed to Step Four in which the College Administrative Conflict Resolution Committee shall investigate and adjudicate the request.
- b. Within ten (10) working days of receipt of the student's request, the Vice President, Student Affairs will convene the College Administrative Conflict Resolution Committee and provide the Committee with the original conflict/complaint allegations and written responses. The Committee will have fifteen (15) working days to conduct the investigation and a Hearing.
- c. The College Administrative Conflict Resolution Committee shall render its decision after completion of the Hearing. The Committee may accept or reject, in whole or part, or may modify the findings and conclusions. Within ten (10) working days of the Hearing the Committee shall make a written report of its decision to the student, college employee, department supervisor, President of the College and/or members of the President's Executive Council as appropriate.
- d. The decision of the College Administrative Conflict Resolution Committee shall be the final settlement of the conflict/complaint.

E. College Administrative Conflict Resolution Committee

1. Composition

Membership of the College Administrative Conflict Resolution Committee shall consist of two full-time faculty members; one career member; and one administrative/professional staff member, all of whom will be selected by the College President from the College's Conflict Resolution Pool; plus, one student selected by the respective campus Student Government Association; the Vice President, Student Affairs who will be a non-voting member. The Executive Director, Human Resources will be the non-voting chairperson of the Committee. Student members shall serve for no more than one calendar year.

2. Training Program

The College will provide a training program for those persons who agree to serve on the Administrative Conflict Resolution Committee to familiarize them with the College Regulations, procedural and substantive due process, and the role of the Committee.

3. Prior Knowledge or Bias

Any Committee member having personal knowledge of the matter to be heard, or a bias or conflict with respect thereto, may disqualify himself/herself, or may be disqualified by a vote of three members of the committee. Alternates may be appointed by the College President as required.

4. Hearing Guidelines

- a. The Executive Director, Human Resources will convene the Committee, and the Vice President, Student Affairs will provide information related to the case. Five members of the Committee will constitute a quorum. One member of the quorum must be a student.
- b. The College Administrative Conflict Resolution Committee shall not be bound by the technical rules of evidence but may hear and receive any testimony of evidence which it deems is relevant and material to the conflict/complaint.
- c. Only the primary parties in interest (and their advisors, if any) and members of the Administrative Conflict Resolution Committee will be permitted to be present throughout the Hearing.
- d. A College advisor from Student Services acting in the capacity of *student* advocate will be available as a resource for the student during the entire Hearing process. The student also has the right to a non-SCF employee advisor of his or her choice, to act in an advisory capacity only. Advisors may not speak for or take the place of the student. Committee members may address questions to all witnesses of those parties involved. Witnesses will be called individually during a Hearing, and once they have completed their testimony, they will be required to leave the room. All parties shall have the right to offer and examine evidence and to offer and cross-examine witnesses.
- e. The College will transcribe the proceedings at the Hearing at their own cost. All parties shall have reasonable access to such records at the requestor's expense.
- f. When the chairperson determines that all evidence, statements, and relevant presentations have been received and reviewed, the primary parties in interest will be entitled to make closing statements.
- g. The Administrative Conflict Resolution Committee will convene in closed session to determine a resolution to the conflict/complaint.
- h. The decision of the Administrative Conflict Resolution Committee shall be the final settlement of the adjudication process, and as such, the final step in the resolution of the conflict/complaint.

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, Manatee-Sarasota
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 and/or continuation in the program.

While acting as a patient/client in a laboratory activity, if a student experiences unusual discomfort, it is the student's responsibility to inform instructors immediately.

Physical contact during laboratory activities and simulations will be expected. If physical contact poses a problem, it is the student's responsibility to discuss this with the course instructor to create strategies related to involvement/participation in laboratory activities and/or continuation in the program.

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, including eligibility for continuation in the program.

Signature

Date

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Release for Photography/Video/Voice Use

As a student in one of the 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 (or 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

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature _____ Date: _____
Student or Guardian

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Student Handbook Acknowledgment Form

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

I, _____, have received, reviewed, been provided an opportunity to ask questions and understand the content in this Health Profession Programs Student Handbook. I am aware of and accept my responsibilities to both the college and the program regarding 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 _____ _____ OTA _____ PTA _____ Radiography

**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 COVID-19, 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 associated laboratory 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/video of patients/clients 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.

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.

_____	G00# _____
Print Name	
_____	_____
Signature	Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Graduate Survey Consent

I, _____, hereby, grant permission for the program to survey my employer 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, improvement, and accreditation.

Signature

Date

Current email – not SCF email

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Benefit Waiver

I, _____ as a student enrolled in a program within the
Student Name – Please Print
Health Professions Division, 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.

Signature

Date

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

FERPA Release for Clinical Affiliation

Name of Student

_____ _____
Date of Birth **G00#**

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 all assigned clinical facilities 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.

Student Signature

Date

Signature of Course Coordinator

Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
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.

Signature

Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

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.

State College of Florida, Manatee-Sarasota
Health Professions Programs

Student Policies Acknowledgment Form

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

- Grounds for possible probation and dismissal have been explained to me. I have been provided with an opportunity to ask questions.
- Readmission policies and procedures have been explained to me and I have been provided the opportunity to ask questions.
- Conflict resolution policies have been explained to me and I know where to find the policy in the future if the need should arise.

I, _____, understand the policies and procedures described above and have asked any questions I may have. I also understand if a question should arise in the future, I should contact the Director of my specific program.

Signature

Date

Print Name _____

Please indicate which program you are enrolled in:

Dental Hygiene

OTA

PTA

Radiography



State College of Florida,
MANATEE-SARASOTA

Health Professions
Student Handbook

Radiography Program
2024-2026

-Radiography Section-

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WELCOME

Summer 2024

Dear Radiography Student,

Welcome to the Radiography Program at the State College of Florida. You are about to begin a program that will be filled with many new experiences and challenges. Your decision to become a radiographer will require *total commitment* on your part for the next two years. In return for your efforts, you will obtain a rewarding career that will provide personal satisfaction and unique opportunities.

The State College of Florida and the radiography faculty are dedicated to providing you with a complete and comprehensive learning experience. We will continually be evaluating, modifying and adapting the courses and course content to facilitate your attainment of the clinical and academic competencies required of a registered radiographer. It will be your responsibility to achieve the objectives and complete the program, to be eligible to take the Radiography National Registry Examination (ARRT) and apply for state licensure.

The Radiography Program at the State College of Florida is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation is an ongoing process and during your matriculation in the program, the faculty will solicit your input regarding the program as we continue to strive to refine and improve our program.

The Radiography Student Handbook has been designed to inform you of the program policies and procedures. Please review the handbook and direct any questions you might have to the faculty or program director. All students are subject to the regulations outlined in the SCF college catalog, the College Student Handbook and the Health Professions Division Student Handbook.

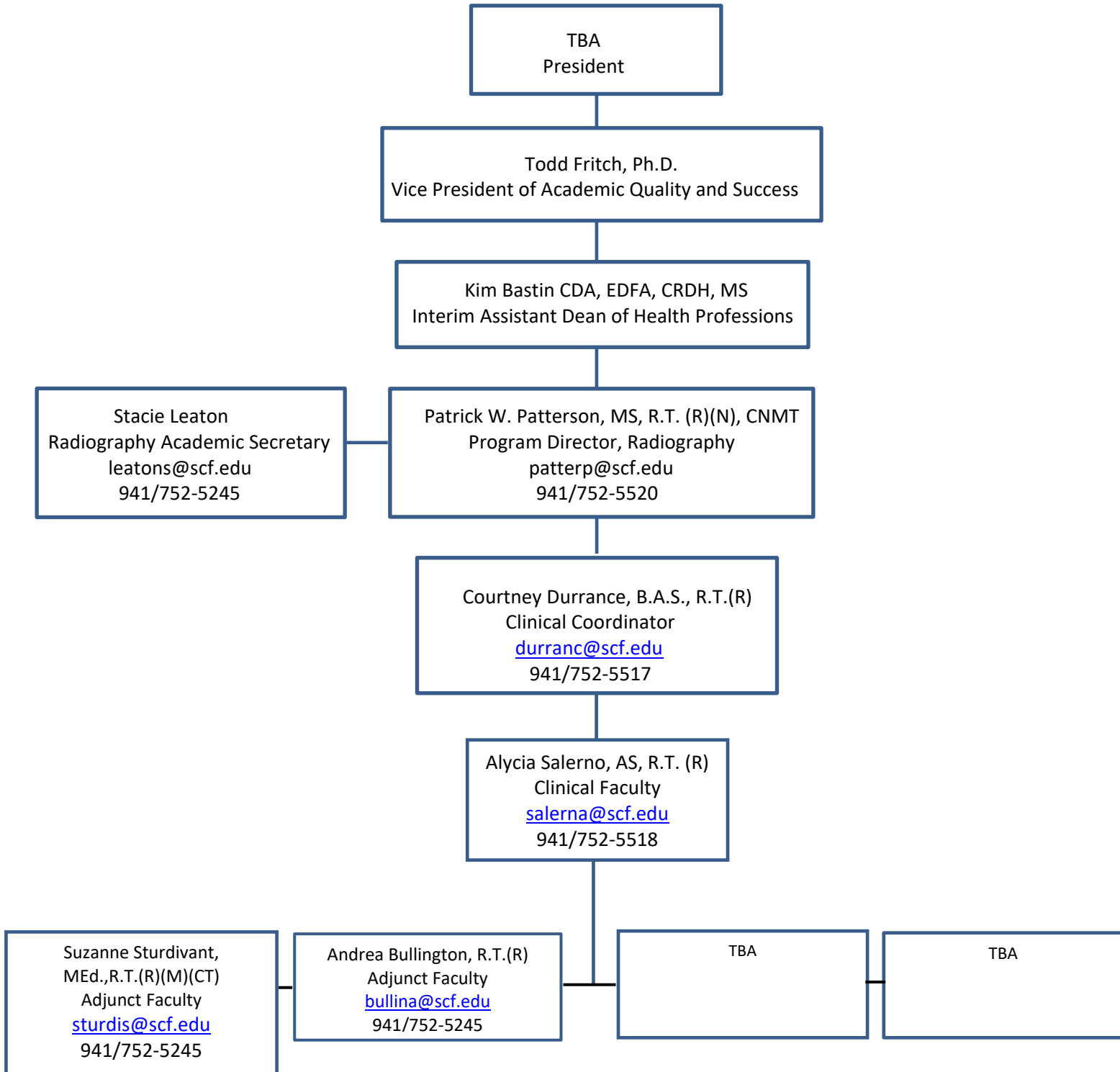
On behalf of the faculty, staff, and myself we wish you every success during your course of study and offer our commitment to assist you in attaining your goal to become a radiologic technologist.

Sincerely,

A handwritten signature in black ink that reads "Patrick Patterson, M.S. R.T. (R)(N)".

Patrick W. Patterson, M.S. R.T. (R)(N), CNMT
Program Director

**State College of Florida Manatee-Sarasota
Radiography Program
Administration, Faculty and Staff Organizational Chart**



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
RADIOGRAPHY PROGRAM**

Accreditation Status

The Radiography Program, a two-year AS program, is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program will be able to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). After successful completion of the examination, the individual will be a Registered Technologist [R.T. (R)]. Most states, including Florida, also require licensure in order to practice. However, in many states, certification by ARRT is the criteria for obtaining a state license.

For additional information on the profession, the registry exam, program accreditation, or state licensure, contact the appropriate agency listed below:

ASRT
15000 Central Ave. SE
Albuquerque, NM 87123-3917
Tel: 800-444-2778, press 5
505-298-4500
Fax: 505-298-5063
www.asrt.org

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

The American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA
Phone (651) 687-0048
www.arrt.org

Florida Department of Health
Bureau of Radiation Control-Radiologic Technology
4052 Bald Cypress Way
Bin #C21 (HSERT)
Tallahassee, FL 32399-1741
Phone: (850) 245-4540 Fax: (850) 921-6365
<http://www.floridahealth.gov/prevention-safety-and-wellness/radiation-control/radtech/index.html>

SCF MISSION

State College of Florida Manatee-Sarasota, guided by measurable standards of institutional excellence, provides engaging and accessible learning environments that result in student success and community prosperity.



RADIOGRAPHY PROGRAM MISSION STATEMENT

The mission of the radiography program is to provide the community with competent and caring entry-level radiographers who are able to perform quality radiographic procedures and function as an integral member of the health-care team. In order to achieve this, the program provides the student with innovative educational opportunities to prepare for a rewarding career in radiologic technology.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal: **Students will be clinically competent.**
Student Learning Outcomes: Students will properly position the patient.
Students will provide appropriate patient care.
Students will properly manipulate equipment.

Goal: **Students will demonstrate effective communication.**
Student Learning Outcomes: Students will demonstrate effective oral communication skills.
Students will demonstrate effective written communication skills.

Goal: **Students will utilize critical thinking skills.**
Student Learning Outcomes: Students will perform non-routine procedures.
Students will analyze images.



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
Radiography Curriculum Plan
(77 semester hours)

<u>Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ENC 1101	Written Communication I	3
POS 1041/AMH 1020	POS 1041 "American Government or AMH 1020 "U.S. History 1877 to Present	3
Math*	<i>Any Area II Math Course for the A.S. degree</i>	3
BSC 2085*	Anatomy and Physiology I (Completed with a grade of "B" or higher)	3
BSC 2085L*	Anatomy and Physiology I (Lab)	1
BSC 2086	Anatomy and Physiology II	3
BSC 2086L	Anatomy and Physiology II(Lab)	1
Humanities	<i>Any Area IV, Category A, Humanities Course for the A.S. Degree</i>	3

(*Denotes pre-requisite courses that *must* be completed prior to application to the program)

Total General Education Credit Hours: 20

FIRST YEAR

Summer (C)

RTE 1002	Introduction to Radiologic Technology/ Nursing Assistant Component	5
RTE 1308	Radiation Protection and Safety	2
RTE 1001	Medical Terminology for Radiographers	1

Fall Semester

RTE 1503C	Radiographic Procedures I	4
RTE 1418	Radiographic Exposures I	5
RTE 1804L	Practicum I (8 hrs/day, T & Th)*	3

Spring Semester

RTE 1458	Radiographic Exposures II	5
RTE 1513C	Radiographic Procedures II	4
RTE 1814L	Practicum II (8 hrs/day, T & TH)*	3
RTE 1930	Seminar in Radiography	1

SECOND YEAR

Summer C

RTE 1824C	Practicum III (7.5 hrs/day for 12 weeks M-TH)*	4
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Fall Semester

RTE 2523C	Radiographic Procedures III	4
RTE 2834L	Practicum IV (7.5 hrs/day, M, W, F)*	4
RTE 2931	Radiographic Image Analysis	1
RTE 2762	Cross-Sectional Anatomy	2

Spring Semester

RTE 2563	Radiographic Procedures IV	4
RTE 2844L	Practicum V (7.5 hrs/day, M, W, F)*	4
RTE 2061	Radiologic Review	<u>1</u>

(*Includes half-hour lunch)

Total Radiography Credit Hours: 57

Total Program Credit Hours: 77

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
RADIOGRAPHY PROGRAM
ACADEMIC/CLINICAL POLICIES, PROCEDURES AND GUIDELINES

The purpose of the Radiography Student Handbook is to provide both the students and faculty with information regarding procedures and guidelines of the Radiography Program. If changes are made to policies and procedures after the publication of this handbook, students will be notified by writing.

Radiography students, as representatives of the profession, are expected to conform to the highest ethical principles as defined in the American Registry of Radiologic Technologist's Code of Ethics during their pre-professional functions and relationships. These include relationships with patients, faculty, administrators, supervisors and fellow students. Students are expected to demonstrate a professional attitude, professional behavior and cooperation in their relationships with faculty, classmates, clinical preceptors, staff technologists, health care providers, and patients. The Radiography student has the right to expect ethical behavior and practices from others.

ADMISSION PROCEDURES

In addition to the admission requirements for college which are found at <http://www.scf.edu/StudentServices/Admissions>, the following are requirements for admission to the Radiography Program:

Program Admission Requirements

1. Earned grade point average (GPA) of 2.5 or better in ALL general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial course work needed to be eligible for college-level courses. **NOTE:** Prerequisite courses may be required for ENC 1101 and the required math course. These prerequisite courses **MUST** be taken **PRIOR** to entry into the radiography program to be eligible to take the required courses. Consult the course descriptions in the online Catalog or the specific department of the College for additional information.
3. **Prerequisite courses MUST be completed** with a grade of "C" or better by the end of the Fall term prior to the year in which the applicant is applying. *

Prerequisite courses: **BSC 2085C:** Anatomy and Physiology I

*(A minimum grade of "B" is required for this course.)

MATH: Any area II Math course for the A.S. degree

4. A minimum grade of "C" is required for all radiography courses applied to the degree, with the exception of Anatomy and Physiology I, which requires a grade of "B" or higher.
5. Verification of attendance at a Radiography Program information session. Refer to the program's web site for additional information.
6. A completed application for the Radiography Program and the nonrefundable program application fee of \$35. The application fee is per program and valid for three calendar years (Jan. - Dec.). Applications submitted after December 31 of the third calendar year will require another \$35 application fee. (A separate application is required for admission to the College.)
7. All general education requirements must be completed prior to graduation.

Program Selection Criteria

1. The Radiography Program is a limited enrollment program. The Radiography Program consists of both classroom and clinical experiences. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program.
2. Priority is given to applicants who have completed all prerequisite courses and who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the primary criteria for selection will be the GPA (Grade Point Average) of the general education courses required by the program.
3. The secondary selection criteria will be the overall college GPA.

Acceptance to the Program

New students are required to complete the following:

1. A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases. This form will be provided upon notification of admission and must be completed by a licensed physician or health care provider. Failure to comply with personal health requirements by stated deadlines will result in withdrawal from clinical assignments.
2. Upon acceptance, the following are required: background checks (FDLE); fingerprinting (depending on facility); CPR certification; appropriate vaccinations, health and drug screenings 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 screenings 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 the program. Students are responsible for all fees incurred with these checks and screenings. Students are advised that some clinical sites may require students to be fully vaccinated for Covid-19 prior to the start of a clinical rotation.
3. During the first Summer Term, successful completion of American Heart Association Basic Life Support for the Health Care Provider CPR course with AED is required. To assure that certification remains valid throughout the duration of the program, this course must be taken no earlier than May of the year the student starts the program. American Heart Association BLS CPR courses are offered through SCF Lifelong Learning and Workforce Development. Information regarding course dates, times, location and cost will be provided upon notification of admission.
4. Mandatory attendance at the Radiography Program Orientation.

Note: Failure to complete these requirements will result in loss of eligibility for admission to the Program.

Readmission into the Program

The Radiography Program is designed to be completed in two years beginning in May of each year. In order to progress through the program, students must complete all Radiography courses with a grade of "C" or above, or a "P" in clinical and laboratory courses. Students receiving a grade of "D" or lower in any Radiography course or a "NP" in any clinical or laboratory course will be dismissed from the program.

If a student leaves the program because of unsatisfactory grades, the student has a one-time opportunity to re-enter the program, should space be available, and repeat unsatisfactorily completed courses the *next* time the courses are offered. Students who successfully complete repeated courses will be allowed to continue in the program from the point in the curriculum where they originally exited.

If a student should voluntarily withdraw from the program and has satisfactorily completed all course requirements up to that point, the student has the option to reapply to the program for a period of 12 months after leaving the program. Should space be available, the student will be re-admitted into the program to complete the remaining required courses.

Students re-entering the program will be required to take assessment tests or perform simulated radiography exams to determine knowledge and retention of previously learned material. The student must make an appointment with the program director and clinical coordinator at least one semester prior to the anticipated entry date. The program director, and clinical coordinator will develop an Educational Plan to focus on the remediation of skills and knowledge. This plan may include didactic activity, simulations, and completion of random competencies in the clinics. The student will also be required to re-register with Trajecsys, the program's clinical management system, and pay any additional fees.

Readmitted students who return to the program will be held to the policies and procedures of the college catalog, student handbook, and curriculum that are in place for the semester in which they are returning. Should significant curriculum revision take place, courses taken prior to readmission may have to be repeated, and any new courses added will need to be completed.

Readmission options can only be used one time. Students who unsatisfactorily complete a repeated radiography course will be dismissed from the program with no further consideration for re-admission.

Additional Requirements for Readmission Students:

Students being readmitted into the program must complete the following *prior* to beginning coursework:

Health Certification:

1. Must be completely redone if more than one year has elapsed since the original health certification occurred.
2. Repeat background checks, fingerprinting, drug screens and TB testing must be redone if more than one year has elapsed since the original screenings & checks were completed.
3. CPR Certification:

Since certification is only good for two calendar years, students will need to re-take CPR certification Basic Life Support for the Health Care Provider through the American Heart Association. This will assure that certification will remain in effect for the duration of the program.

Acceptance of Transfer Students

All Radiography Programs are individual within themselves regarding sequencing of courses and program requirements. Because of this individuality, it is extremely difficult to accept transfer students from other Radiography programs and maintain the appropriate sequencing for the student's learning process, preparation for graduation and certification examinations. Students requesting transfer will have their current Radiography program evaluated for consistency of course sequencing, program requirements and compatibility with the SCF Radiography Program. State College of Florida also requires that at least 25% of the course credit hours required for the degree/certificate must be completed at SCF. For Radiography, this would be a minimum of 19 credit hours.

Advanced placement students are considered for admission on a space available basis. If more than one student applies for advanced placement for the same available space in the class, the date of the completed application including transcripts (other than the currently attended classes) will be the determining factor.

Policies and Procedures related to Advanced Placement

The applicant must:

1. At the time of application, be currently enrolled in a Radiography Program accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and/or a higher education regional accreditation agency. Students not currently enrolled in a radiography program but left their prior program in good standing within the past six months, may be considered for advanced placement on an individual basis.
2. Submit an application to State College of Florida and submit it to the College Admissions Office. In the event the applicant has previously attended State College of Florida and the applicant has missed one or more major semesters, the previous application must be updated.
3. Complete an additional application to the Radiography Program for Advanced Placement with the \$35.00 application fee attached and returned to the Radiography Department AT LEAST TWO MONTHS PRIOR TO THE ANTICIPATED ENTRY DATE.
4. Successfully complete all the courses that he/she is currently enrolled in with a "C" or better.
5. Request official transcripts from all previously and currently attended colleges and universities, whether the courses apply to the Radiography degree or not and have them sent directly to the Office of the Registrar for evaluation.
6. Have a GPA of no less than 2.5 in all courses related to the Radiography degree with a minimum of a "C" in each course and a minimum overall GPA of 2.0 to meet graduation requirements.
7. Submit a copy of course syllabi, clinical evaluations and completed competency exams for all Radiography courses, completed and currently taking, to the SCF Radiography Program Director for evaluation. Once evaluated, it may be determined that the student may need to repeat a course or course(s) in order to complete all of the SCF Radiography Program requirements. Additionally, an educational plan may be developed to assure the student possesses appropriate didactic knowledge and clinical skills.
8. Request a letter to be sent to the SCF Radiography Program Director from the Director of the student's current Radiography program verifying that the student is in "good standing" and the reason for withdrawal from that program.

Acceptance of Transfer Students - continued

9. Submit a SCF Health Sciences Certificate of Health as completed by a health care provider. A record of current serum titers verifying immunity from communicable diseases, immunizations and record of annual tuberculosis test or chest films must also be submitted. This form will be provided by the Radiography Program.
10. Completion of the following are required: background checks (FDLE); fingerprinting (as required by facility), CPR certification, health and drug screenings 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 screenings 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 of criminal histories from participating in clinical experiences, thus making the student ineligible to continue the program. Students are responsible for all fees incurred with these checks and screenings.
11. Hold a current CPR certification Basic Life Support for the Health Care Provider through the American Heart Association, which will remain current through the student's graduation.

Licensure Requirements

A felony conviction may affect a graduate's eligibility to take the ARRT certification exam or obtain licensure. If a student has been convicted, had any adjudication withheld or has any criminal charges in the past other than a minor traffic violation, the applicant will need to get approval from the ARRT and the Florida Bureau of Radiation Control prior to examination or licensure eligibility. The ARRT offers a pre-approval process, and an explanation has been included in this handbook. See pages 26-31 for additional information. If you have additional questions or concerns, please contact the program director.

Current and prospective students for certain programs at the State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill educational requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

ACADEMIC GUIDELINES

Course Syllabi and Course Objectives

Syllabi and student learning outcomes for the radiography courses will be available for review and download from the college's learning management system. The syllabus will include pertinent information regarding course requirements, evaluation methods/grading procedures and required texts. The syllabus will also include listings of class topics and/or laboratory activities, and grading criteria for quizzes, examinations, and assignments.

Student Evaluation and Program Retention

Radiography is a profession in which performance that is determined to be less than safe may cause harm or unnecessary discomfort to patients. Therefore, it is imperative that standards be maintained which ensures the safe care of patients and clinical competency of the radiography student. A minimum of “C” or “P” is required in all Radiography courses including each didactic, laboratory and clinical course section. Students who do not achieve the minimum grade of 70% or a “P” in any didactic, laboratory component, or practicum course will not be able to progress in the Radiography Program.

1. The following grading system will be used for all Radiography courses:

	<u>Didactic Courses</u>	<u>Practicum Courses</u>
Grading Scale:	A = 90 –100	P = Passing
	B = 80 – 89	NP = Not Passing
	C = 70 – 79	
	D = 60 – 69	
	F = 59 and below	

2. When a student obtains an “Incomplete” in a course, the grade must be changed to a passing grade within the time frame specified by the college. According to College policy, all incomplete course-work must be completed within six weeks of the start of the next semester (exclusive of the summer session). An “incomplete” (I) will be given only in the event the student is unable to complete the course requirements because of extenuating circumstances. In the event the course requirements are not completed within the specified period of time, the student will be withdrawn from the program.
3. The evaluation criteria for each radiography course will be defined in the course’s syllabus.
4. In order to progress through the program, all students must:
 - a. Obtain a “C” or higher or a grade of “P” in each course.
 - b. Successfully complete all course, clinic, and laboratory requirements, including competencies, class assignments, and any assigned remediation.

Class Participation

All students in the Radiography program are expected to take an active part in all class/laboratory activities. Students are encouraged to ask questions relevant to material presented. Students are encouraged to use other resources, including but not limited to tutoring, textbooks, library, and online resources to further their understanding.

Students’ opinions and experiences relevant to the material are encouraged for classroom discussion. The instructor will maintain decorum and keep the class discussions flowing and relevant. The student may need to utilize additional time with the instructor for discussion and clarification of information.

Students are expected to be alert and attentive during class. Behaviors such as, sleeping in class and extraneous conversations with other students during a lecture is disrespectful to the class as a whole and to the instructor. These behaviors will result in the student receiving a warning or being asked to leave the class. All cell phones **must** be put on silent mode during class/laboratory time. Texting in class is not permitted. Any student who continues to exhibit these behaviors will be placed on probation. At no time will cell phones be present during the administration of a quiz/test.

Educational Accommodations

If a student has need for accommodations in order to develop the mastery skills identified by the Radiography Program, it is the **responsibility of the student to request the appropriate accommodation** through the [Disability Resource Center \(DRC\)](#). After approval from the DRC, the program will provide reasonable accommodations, as long as it does not fundamentally alter the nature of the program and does not impose an undue hardship.

Program Evaluation

In order to meet accreditation standards, students will be expected to participate in evaluation of the radiography courses and instructors throughout the program. This will be accomplished through the use of surveys and student-faculty meetings.

Prior to graduation, students will be asked to sign a consent form, which will enable the program to contact future employers to complete a program evaluation survey. Employer surveys will be mailed six months and/or one year post-graduation. The results of these surveys will assist in program evaluation and modification to enhance the program curriculum.

Dismissal

A student may be dismissed from the Radiography Program for the following actions:

1. Falsification of records and reports, plagiarism, and cheating on an examination, quiz, or any other assignment, taking pictures of exams with a cell phone or tablet while reviewing exams, and any violations of patient confidentiality. Any of these practices may be the basis for dismissal.
2. Unsafe practice or unsatisfactory performance: Students considered by the faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory may be dismissed from the program. The student will be placed on probation by the faculty when any behavior is observed that places the student and/or patient at risk.
3. Unfitness: The faculty reserves the right to dismiss any student whose personal integrity, health or behavior as determined by the Performance Standards (pages 53-56) for progression and graduation in the Radiography Program are below acceptable standards.
4. Violation of the program's Radiation Protection Policies.
5. Violation of any of the program clinical affiliates' HIPAA policies or procedures.
6. Students who unsatisfactorily complete or withdraw from a repeated course will be dismissed from the program with no further consideration for readmission.

CLINICAL POLICIES AND PROCEDURES

Clinical Supervision

Direct Supervision

In order to assure the safety of patients and students, student supervision in the clinical setting is mandated by the JRCERT and based on student competence. Prior to proving competency in a radiographic procedure, the exam is conducted under **direct supervision**. The Joint Review Committee in Radiologic Technology Education (JRCERT) defines direct supervision as:

“Student supervision by a qualified Radiographer who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during conduct of the procedure, and reviews and approves the procedure and/or image.” (Standard 5.4, JRCERT, 2021)

Students must be directly supervised until competency is achieved. After competency has been proven, radiographic procedures can be conducted under **indirect supervision**. The JRC defines indirect supervision as:

“Student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.” (Standard 5.4, JRCERT, 2021)

Any **repeat images** must be conducted under **direct supervision**. According to the JRCERT:

“Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.” (Standard 5.4, JRCERT, 2021)

Additionally, all repeated radiographs must be documented on the “Repeat Exam Log Sheet” and signed by the technologist who supervised the repeat image.

Mobile/Surgical Radiography

All mobile and surgical radiographic procedures performed by a student must be done so under the direct supervision of a technologist. According to the JRCERT:

*“Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.”
(Standard 5.4, JRCERT, 2021)*

Students who do not adhere to program’s clinical supervision policies will be placed on probation and may be dismissed from the program.

Clinical Rotation

1. Throughout the program, students will be rotated through various clinical affiliates. Each of these rotations offers unique clinical experiences for the students. Rotation through certain clinical affiliates has been deemed mandatory and therefore all students will be required to rotate through these facilities. All health care facilities are located within a 50 mile radius of SCF Bradenton. Student clinical rotations are scheduled during the weekdays and can occur between the hours of 7 a.m. and 8 p.m., depending on the schedule of the facility. Students will abide by the clinical hours as set by the clinical preceptor at the assigned clinical facility. Radiography students should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious disease including, but not limited to Covid, tuberculosis, hepatitis B, and HIV/AIDS.

The clinical coordinator determines clinical assignments. Students are advised they must be able to attend and participate in the clinical experience at any of the clinical affiliates associated with the radiography program. Students are encouraged to participate in **all** Radiographic procedures they encounter throughout the two years of clinical practicum courses. Participation in procedures promotes self-confidence which leads to improved clinical performance and competency.

2. Students who do not complete all required competency exams by the end of the program will receive a grade of "Incomplete" in their final practicum course. Students are advised that a grade of "Incomplete" will result in a delay of graduation. All uncompleted course work must be completed by the deadline as stated in the college policy, or as prescribed by program faculty.

Attendance Policy

Punctual and regular attendance is expected of all students in all courses. Any class, laboratory, or clinical experience missed, regardless of the cause, reduces the opportunity for learning and may adversely affect the student's final grade.

Clinical Absences

If a student is going to be absent from the clinic, the clinical preceptor and the program's secretary **must** be notified of the absence no later than the student's start time at their assigned clinic. A voicemail for the program secretary may be left at **941.752.5245**. When calling the facility, it is recommended to record the name of the individual to whom you reported the absence, if it was not the clinical preceptor. If a clinical absence extends for three or more consecutive days, a written physician's excuse shall be given to the clinical coordinator prior to returning to the clinical affiliate. Failure to report a clinical absence is considered an *uninformed absence*. An uninformed clinical absence occurs when a student is absent from a scheduled clinical assignment and fails to notify the clinical education site (CES) and the radiography program of the absence prior to the start of the clinical time. If an uninformed absence should occur, the student will be required to make up 1.5 days during finals week.

All missed clinical time must be made up. However, in Practicum I and II, students are given one clinical day per semester, known as a discretionary day, which does not need to be made up. Two discretionary days are allowed in Practicum III, IV, and V.

Missed clinical time due to an absence, will be made up during finals week of that semester. It is the responsibility of the student to arrange for make-up time for all absences in conjunction with the clinical coordinator and the clinical preceptor at the affiliate where the time was missed. Time missed during clinical rotations that are split between two facilities may be made up at the affiliate the student is currently assigned to. During clinical make-up time, any aspect of the evaluation process may take place (i.e., students may obtain assisted/unassisted studies and perform competency exams). Students are advised that the total amount of make-up time cannot exceed thirty (30) hours, Monday-Thursday during Finals week. Any student who is unable to make-up the required time during finals week will receive an "NP" (Not Pass) on the student's permanent record and the student will not be able to continue in the program.

Clinical Tardiness

Since tardiness results in the loss of clinical experience, promptness is expected of all students. Additionally, as the program prepares the student for the workplace it tries to instill the importance of punctuality as a good work ethic and a sign of professionalism.

Upon arrival at their clinical sites, students will be required to log in and log out at the beginning and end of each clinical day using the program's clinical management system known as Trajecsys. Additionally, the clinical preceptor will inform the student of the designated computer to use to log in and out from. Students are advised that log-ins and log-outs will only be recorded on the designated computer. If the designated computer is not working when the student attempts to log in or out, the student will need to contact the program's secretary using the facility's house phone confirming the official time. Should the student forget to call the program's secretary, the student will be required to make up one hour during finals week for each occurrence.

A student will be considered tardy any time after the clinic's designated start time (i.e., if the clinic's start time is 8:00 a.m., and the student logs in at 8:01 a.m., the student would be considered one minute tardy). A tardy that is under thirty (30) minutes, will be made up at the end of the clinical day if a clinical preceptor/certified evaluator is available. In the event that a clinical preceptor/certified evaluator is not available, that time must be made up the next clinical day. Any tardy/early log out of more than thirty (30) minutes will result in a full day of makeup to be completed only during finals week.

All required make-up time must be made up during finals week based on prior approval of program faculty. Because the amount of make-up time is limited to the length of finals week, students are advised that the total amount of make-up time cannot exceed thirty (30) hours, Monday-Thursday during Finals week. Any student who is unable to make-up the required time during finals week will receive an "NP" (Not Pass) on the student's permanent record and the student will not be able to continue in the program.

Only the student may log himself or herself in and out on the clinical management system. At no time will any individual be allowed to log in or out for a student. Should a student be found logging in or out for another student, both students may be dismissed from the program after an appropriate investigation has taken place. Students are advised not to share their log-in codes with anyone. Students may only log in/out on designated computers at the clinical site. Logging-in/out on a non-designated computer or remotely, will result in the student being placed on probation with a possibility of program dismissal.

The faculty of the radiography program realizes that there may be occasional circumstances which prevent the student from being on time or attending clinical assignments. These areas will be addressed on an individual basis and the final decision regarding make-up time will rest with the program faculty.

Clinical Preceptor Absence

If a Clinical Preceptor or appointed designee is not present at a clinical affiliate when a student arrives, it is the student's responsibility to notify program faculty immediately about the situation. At that time, faculty will make a decision to remedy the situation. At no time can a student attend any clinical education site without the Clinical Preceptor, designated Certified Evaluator or faculty being on the premises. Failure to notify program faculty about the absence of a CP or designated individual will result in the student receiving a letter of warning. Should this situation occur again in the future, the student will be placed on clinical probation.

Clinical Logbook

Each student will be given a Clinical Logbook, which contains the entire competency based clinical evaluation system. The student is responsible for reading and understanding the material and referring to it throughout the program for information regarding clinical policies and procedures. All exams observed, attempted, completed, or repeated by the student must be entered in the clinical logbook. Any attempts of falsification of clinical records will result in clinical probation and possible dismissal from the program.

Students must have access to their clinical logbook at all times while in the clinical setting.

If a student does not have his or her logbook while at the clinical education site, the student will be allowed to remain at the clinical site for that day but will still be required to record examinations for the day. These exams will be required to be entered into the logbook and verified by clinical staff on the next clinical day. Students who habitually forget their logbooks will be placed on clinical probation.

Electronic Clinical Management System

The program utilizes an electronic clinical management system, known as Trajecsys, to document clinical performance and attendance. Students are required to log-in frequently to assure the accuracy of their records and to review comments made by clinical staff and program faculty regarding the student's performance. Students who believe their records are inaccurate should contact the clinical coordinator as soon as possible.

CLINICAL/LABORATORY POLICIES AND PROCEDURES

Personnel Radiation Monitoring Devices and Lead Markers

When students begin their first clinical rotation, they will be given a personnel radiation monitoring device and a set of lead markers. Students must wear their dosimeters appropriately as discussed in the Program's radiation protection policy and carry the lead markers at all times while in the clinical environment. Students who are not wearing a radiation dosimeter will be asked to leave the clinical education site and not return until they have obtained their dosimeter. Students must have their lead markers with them while in the clinic. The Lost Personnel Radiation Monitoring Device Policy and Lost Marker Policy, stated below, address these situations in greater detail.

Lost Personnel Radiation Monitoring Device Policy:

Students who lose or fail to have their dosimeter with them at the clinical education site, will not be permitted to stay in the clinic. If the student left the dosimeter at home, he or she will be allowed to leave the clinic to go and get the dosimeter. However, the missed clinical time must be made up as required by the program's clinical attendance policy. If the dosimeter has been lost, the student must re-order the dosimeter through the department secretary. Replacement dosimeters are re-ordered at the student's expense, which also includes any shipping fees. Students who have lost their dosimeters will not be allowed to return to the clinic until the new dosimeter has been obtained.

Lost Lead Marker Policy:

*Students must have their lead markers with them while in the clinic. Student who have lost their markers may not return to the clinical setting until a new set of markers have been obtained. Students who lose their markers during the day, while participating in a practicum rotation, may stay and complete the day. However, students will not be allowed to return to the clinical setting until they have obtained a new set of markers. **Students are responsible for obtaining replacement markers.** Because a radiograph is a legal document, the correct marker with the student's initials is required. Students are reminded that competency exams may only be completed with their own markers.*

Procedure Preview and Image Review Policy

A student will not perform any diagnostic procedure without first reviewing the request with a registered/licensed radiographer. Students will not send images to PACS without the authorization of a registered/licensed radiographer. There are no exceptions to this policy.

Nursing Assistant Component

During the “Introduction to Radiography” course, students will be participating in the Nursing Assistant component of the radiography program. The classes are held on the Bradenton Campus, and there is a laboratory component associated with this course. Additionally, the student will rotate to extended care facilities in the community for an opportunity to apply newly learned skills in a clinical environment.

All radiography students enrolled in “Introduction to Radiography” (RTE1002) are required to participate in the Nursing Assistant component of the course. A student who can document successful completion of a state approved CNA program and has a current CNA certification upon admission into the program, may be exempt from the Nursing Assistant component of RTE 1002. However, certain lectures are mandatory, and all students are required to attend. If a student meets the criteria and is exempt from the Nursing Assistant component, the student will begin the *Introduction to Radiography* course when the didactic portion begins. The course instructor will provide the actual start date to the student.

Since the material covered in the Nursing Assistant component is based on demonstration and practical application, students are expected to attend all classes and laboratory sessions. Any missed Nursing Assistant classes or lab sessions will be treated as clinical absences/tardies and will be required to be made up before the end of the semester.

At the completion of the Nursing Assistant component, the student is eligible to take the state exam for certified nursing assistant.

GENERAL POLICIES REGARDING THE USE OF THE CLASSROOM, LABORATORY AND EQUIPMENT

Food or Drink

Food or drink are not permitted in the classroom or laboratory without the approval of the program faculty.

Use of the Radiography Laboratory

1. Radiographic exposure of humans is prohibited in the laboratory. A student who exposes an individual for any purpose will be dismissed from the program.
2. Radiation exposure in the laboratory will be limited to the irradiation of phantoms, and quality control test tools for educational purposes. Stationary and mobile x-ray machines may only be energized for radiation exposure with the consent of a faculty member who is in the department during machine use. In order to energize the x-ray machines, a faculty member must be in the department and be contacted to unlock the power switch on the equipment. Students may practice positioning simulations in a non-energized laboratory whenever a faculty member is on campus and appropriately notified of their intention to use the lab. Fluoroscopy, for assigned/laboratory experiments, may only be conducted in the presence of a program faculty member.
3. Radiographic exposure of phantoms and exposure tools may only occur if the student is wearing his/her personnel dosimeter.
4. No individuals may remain in the room during an x-ray exposure.
5. Students are responsible for the tidiness of the laboratory. When students are finished using the laboratory they are expected to return equipment to the proper storage areas.

Policy and Procedures

Students are responsible for understanding and following policy and procedures stated in handbooks, course syllabi, and college catalog.

Equipment Utilization

1. Students are responsible for the equipment and positioning mannequin used in the laboratory. Students are expected to handle and use equipment with care.
2. Students are expected to return equipment to the proper storage area when finished using it.
3. To maintain continued safety in the radiography labs, it is the responsibility of each student to notify program faculty of any broken equipment, improperly functioning equipment, or any other perceived safety hazard.

COMPLIANCE WITH THE JRCERT EDUCATIONAL STANDARDS

The Radiography Program at State College of Florida is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In order for a radiography program to be accredited, it must comply with the educational standards as set forth by the JRCERT.

JRCERT accreditation demonstrates that a program adheres to the national educational standards which will provide students with the knowledge, skills, and attributes through didactic and clinical education needed for entry into the profession.

Listed below are the JRCERT Educational Standards. If an individual believes, at any time, that the program is not in compliance with these standards, that individual may make an allegation of non-compliance as addressed in the "Allegation of Non-Compliance" Policy as explained on page 71, of this handbook.

Standards for an Accredited Educational Program in Radiologic Sciences (January 2021)

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standards for an Accredited Educational Program in Radiologic Sciences (January 2021) (con't)

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Allegations of Non-Compliance with JRCERT STANDARDS Policy

Background Information:

The radiography program maintains accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In order to be accredited, the radiography program must comply with the STANDARDS as developed by the JRCERT. All aspects of program development and maintenance are made with the intention of full compliance with the STANDARDS. However, if an individual suspects non-compliance with any STANDARD, the complaint can be brought to the program's attention by using the "Non-Compliance Allegation Form."

In order for an individual to make a non-allegation complaint, one must be aware of the STANDARDS. Students enrolled in the program will find a copy of the STANDARDS in the Radiography Student Handbook.

Policy:

Individuals who believe an incident of non-compliance exists may voice their concern by completing the "Non-Compliance Allegation Form" located on page 72. Upon receipt of the allegation form, the Program Director will review it, and share it with the program faculty to determine if non-compliance exists. Students and faculty are encouraged to communicate directly and openly to resolve issues and conflicts. Within ten days after receiving the complaint form, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to bring the situation into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Dean of Nursing and Health Professions to determine if non-compliance still exists. This meeting will be scheduled within twenty days of the original meeting. If the Dean of Nursing and Health Professions determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If after going through this process, and the individual is still unable to resolve the complaint institution/program officials or believes that concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT at 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-2901. Specific instructions for filing an allegation can be found on the JRCERT's website: <http://jrcert.org/Students/>.

JRCERT Standards Non-Compliance Allegation Form
State College of Florida, Manatee-Sarasota
Radiography Program

1. Standard believed to be violated:

2. Suggested evidence of Non-Compliance:

3. Meeting Minutes

4. Outcome/Resolution of Allegation:

(Signature of Complainant)

(Date)

(Program Director)

HANDBOOK DISCLAIMER

This student handbook has been developed so students are fully aware of the specific policies and procedures of the Health Science Programs. Policies may be subject to change during the student's course of study. If changes are made, students will be notified in writing. Students are reminded that they also must be familiar with and adhere to the policies and procedures of the College, as stated in the College catalog and the Student Handbook and Planner.

EAEO STATEMENT

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, (941) 752-5599, 5840 26th St. W., Bradenton, FL 34207.

ARRT ETHICS PREAPPLICATION PROCESS

ETHICS REVIEW PREAPPLICATION

INSTRUCTIONS

Do you think you might have to disclose an ethics violation? If so, the Ethics Review Preapplication lets you do so in advance—instead of on your Application for Certification and Registration.

WHEN NOT TO USE THIS FORM

Don't use this form if either of the following apply to you:

- You're within six months of graduation from an ARRT-recognized educational program. (If this describes you, submit the information identified in this packet with your Application for Certification and Registration instead. The application is available from your program director.)
- You answer no to all three questions in the section below.
- You're already certified and registered.

WHEN TO USE THIS FORM

Use this form if both of the following apply to you:

- You aren't enrolled in an ARRT-recognized educational program, or you're at least six months away from graduation in such a program or meeting the ARRT degree requirement .
- You answer yes to one or more of the following three questions:

(1) Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?

Answer "Yes" for:

- Charges or convictions, including those that that were stayed, withheld/deferred, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court supervision, probation, or pre-trial diversion
- Traffic violations charged as a misdemeanor or felony
- Traffic violations that involved drugs or alcohol

Answer “No” if you have no offenses. Also answer “No” if you have:

- Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
- Speeding and parking tickets that weren’t charged as misdemeanors or felonies and that didn’t involve drugs or alcohol
(if you have any traffic violation that involved drugs and/or alcohol, you must answer “Yes”)
- Charges that were dismissed with no court conditions required (if conditions were required, you must answer “Yes”)
- Court records that were sealed or expunged (if you don’t have court documents that prove your case was sealed or expunged, you must answer “Yes”)
- Offenses you’ve already reported to ARRT and about which ARRT has sent you communication

(2) Has a regulatory authority or certification board—other than ARRT—ever:

- Denied, revoked, or suspended your professional license, permit, registration, or certification?
- Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?
- Allowed voluntary surrender of your professional license, permit, registration, or certification?
- Subjected you to any conditions or disciplinary actions?

Answer “Yes” if one or more of these apply to you and the organization imposing the action wasn’t ARRT.

Answer “No”:

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to ARRT and for which ARRT has sent you communication.

(3) Have you ever voluntarily withdrawn—or been suspended, dismissed, or expelled—from an educational program you attended to meet ARRT certification and registration requirements?

Answer “No” for offenses previously reported to ARRT and for which ARRT has sent you correspondence.

Whether you answer “Yes” or “No” to this question, you must read and sign the “Written Consent Under FERPA” in this preapplication.

For additional guidance, visit arrt.org and search for the Ethics Review Checklist for Honor Code Violations, or call us at 651.687.0048, and select the option for Ethics Requirements.

SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS FORM

If any of the documents you're submitting don't match the name on your Ethics Review Preapplication, submit evidence of the name change (e.g., copy of marriage certificate or court order showing name change).

For Criminal Violations (Question 1):

- Explanation of the events that led to each charge or conviction.
- Copies (not originals) of official court documents* to confirm each of the following:
 - Nature of charges filed (misdemeanor, felony, or military court-martial)
 - Date on and jurisdiction in which the charges were filed
 - Final judgment, if applicable (guilty, Alford plea, nolo contendere [no contest], withheld or deferred adjudication, suspended or stayed sentence, set aside, or pretrial diversion)
 - Sentencing requirements (parole, probation, fines)
 - Status of the conditions of the court (e.g., completed, case closed, dismissed)
 - *You usually can obtain such documents by request at the courthouse in the jurisdiction in which the charge or conviction occurred. If you're unable to obtain documentation from the court, ARRT will accept a written statement from you indicating the probation was satisfactorily completed. This statement must be notarized.*
- If you're on probation or parole, send a current update from your probation or parole officer, including the estimated date that your probation or parole will end. Your probation or parole officer must print or type the update on official stationery; include the telephone number of the probation or parole office; and mail it directly from the probation or parole office to ARRT at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If you've completed the requirements of the court, including probation or parole, we need proof that you've done so. Send us a copy of the official court release documents or the release letter on official court stationery.
- Documentation of your completion of any court-ordered remedial programs and community service (if applicable).
- Written status of any counseling or treatment (if applicable), and/or documentation of completion, required as a result of your charge or conviction.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

For Regulatory Authority or Certification Board Violations (Question 2):

- Provide your explanation of the events that led to the violation.
- Submit a copy of official documentation of any agreement or disciplinary action another state or federal regulatory authority or certification board has taken.
- Provide a copy of your state license (if applicable).
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

For Honor Code Violations (Question 3):

- Provide your explanation of the events that led to the suspension, dismissal, or expulsion.
- Send a copy of all correspondence between you and your educational program regarding the incident and any disciplinary action taken.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

IMPORTANT NOTES AND ACKNOWLEDGEMENTS

(1) The Ethics Review applies only to violations specified in the Ethics Review Preapplication. It doesn't apply to any violations you don't report or to violations that occur after you submit the Ethics Review Preapplication.

(2) Submitting the Ethics Review Preapplication doesn't take the place of completing any other ARRT eligibility and application requirements. You still must submit an Application for Certification and Registration and the associated fee.

CHECKLIST

Before submitting this preapplication, be sure to complete the following steps:

- ✓ Fill out the Ethics Review Preapplication form on the next page.
- ✓ Sign the agreement—found at the end of this document.
- ✓ Enclose all required documentation (see previous pages).
- ✓ Enclose the nonrefundable \$100 Ethics Review fee, payable to ARRT by personal check or money order.
- ✓ Send items noted above, and completed preapplication form to:
ARRT, 1255 Northland Dr., St. Paul, MN 55120.

If you submit an incomplete Ethics Review Preapplication, or you don't include all required documentation, we will return it.

For ARRT use only



ETHICS REVIEW PREAPPLICATION

NOTE: If you are within eight months of your graduation, do not use this form.

Read the instructions carefully. Incomplete forms and submissions without appropriate documentation will be returned.

Name on application must be legal name and match name on two IDs presented at test center. See handbook for details.

Last Name

First Name

Middle Name or Initial

Street Address 1

Street Address 2

City State/Prov Zip/PC

Birthdate and social security number must be provided for purposes of positive identification.

Birthdate - - or Gender
MM DD YYYY U.S. Social Security Number (US citizens only) No SSN (Not a US Citizen) M F X (Choose X as a gender-neutral alternative)

Have you applied for or are you currently enrolled in a professional educational program for medical imaging or radiation therapy? If you are within eight months of your graduation, do not use this.

No Yes If "yes," what is the date you expect to complete your educational requirements
(Includes the professional component and the degree requirement) MM DD YYYY

Have you previously submitted an Ethics Review Preapplication or an ARRT Application for Certification and Registration?

No Yes If "yes," provide your ARRT number and any previous names. ARRT ID Number
Previous Name

WRITTEN CONSENT UNDER FERPA

By signing the Written Consent Under FERPA, you'll:

- Agree to Written Consent under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g ("FERPA"), which allows ARRT to:
 - Communicate freely and openly with your Educational Program Director
 - Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements
- Waive, in part, the confidentiality of your education records under "FERPA"
- Consent to the release of any and all education records relating to your suspension, dismissal, or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT.
- Agree to promptly execute any additional written consents under "FERPA" if your educational program has a different requirement

Signature of Applicant _____

Date _____

Review and Sign the Ethics Review Preapplication Agreement on the Next Page



ETHICS REVIEW PREAPPLICATION AGREEMENT

I hereby request ARRT to review my records as they relate to the requirements for ARRT certification and registration as described in the **ARRT Rules and Regulations** and to the requirements of my compliance with federal and state laws in accordance with the **ARRT Standards of Ethics**. I understand that a full and complete copy of the **ARRT Rules and Regulations** and **ARRT Standards of Ethics** will be provided to me upon my request and can also be found on the ARRT website at arrt.org.

By signing this document and filing it with ARRT, I understand that ARRT may confirm the information contained in the Ethics Review Preapplication and may also request information related to my education, training, employment, and personal history including, but not limited to, a criminal background check. I hereby certify that the information given in this Ethics Review Preapplication is true, correct, and complete, and that I have read and accept the terms and conditions, and agree to be legally bound by and to abide by all the terms and conditions set forth in this Ethics Review Preapplication agreement and ARRT's **Rules and Regulations** and **Standards of Ethics**.

I understand and agree that information submitted through this Ethics Review Preapplication may be used to initiate disciplinary action under ARRT's **Rules and Regulations** and **Standards of Ethics** and that such action may result in an ARRT sanction.

I understand and agree that any misrepresentation in this Ethics Review Preapplication or in any other document or other information I submit to ARRT (including the verification of my identity when I submit this Ethics Review Preapplication), or any offer of financial benefit to an ARRT Trustee, committee member, employee, or other agent or representative of the ARRT in order to obtain a right, privilege, or benefit not usually granted by the ARRT to similarly situated individuals, is grounds for ARRT to bar me permanently from certification and registration, and that ARRT's decision on any such matter is final.

I hereby waive and release, shall indemnify and hold harmless, ARRT and persons in their capacities as ARRT Trustees, committee members, employees, and agents from, against, and with respect to any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorneys' fees) that arise or are alleged to have arisen from, out of, with respect to, or in connection with any action which they or any of them take or fail to take as a result of or in connection with this Ethics Review Preapplication, and ARRT's notification of legitimately interested persons of such actions taken by ARRT. I understand and agree that in the event of my breach of or default in any provisions of this Ethics Review Preapplication agreement in any respect whatsoever, ARRT shall have the absolute right, in its sole discretion, to deny my eligibility for certification and registration.

Signature of Applicant

Date

RADIATION PROTECTION PROGRAM
State College of Florida, Manatee-Sarasota
Radiography Program

The Radiography Program adopts the “ALARA” principle for Radiation Protection. It is the program’s philosophy that any individual, regardless of age, shall be protected from unnecessary radiation exposure.

Part I

Personnel Radiation Safety

All students and faculty who are associated with the operation of an x-ray device are subject to the occupational exposure limits as stated by the “Summary of Recommendations-NCRP Report No. 116.” (Appendix A). Therefore, all students and faculty will wear a personnel dosimeter whenever the possibility of exposure to medical ionizing radiation exists in the educational/clinical environment.

A. Guidelines for the Personnel Dosimeter.

All radiography students will be supplied with a personnel dosimeter. The dosimeter must be worn at all times while in the clinical setting, and whenever the potential of exposure exists in the laboratory. Students who are not wearing a personnel dosimeter will be asked to leave the clinical education site and not return until they have obtained their personnel dosimeter. Students not wearing a dosimeter in the laboratory will not be allowed to conduct experiments utilizing radiation. Any missed laboratory assignments will be made up after the student obtains his or her dosimeter.

B. Lost Personnel Dosimeter Policy

Students who lose or fail to have their dosimeter with them at the clinical education site, will not be permitted to stay in the clinic. If the student left the dosimeter at home, he or she will be allowed to leave the clinic to go and get it. However, the missed clinical time must be made up as required by the program's clinical attendance policy. If the dosimeter has been lost, the student must reorder it through the department secretary. Replacement dosimeters are reordered at the student's expense. Students who have lost their dosimeter will not be allowed to return to the clinic until a new one has been obtained.

C. Appropriate Use of the Personnel Dosimeter

Whenever the personnel dosimeter is worn, it shall be placed at or above the waist. In fluoroscopic procedures, or any other procedures that require the use of lead aprons, the dosimeter shall be worn at the collar outside of the apron.

Protect the dosimeter from excessive heat and moisture. If the personal dosimeter is accidentally washed and dried, the dosimeter maybe ruined and any reports from it would be erroneous.

D. Exposure Monitoring

Student personnel dosimeters will be replaced each quarter (or whenever the current dosimetry service issues new dosimeters). Additionally, each quarter, the program director receives a dosimetry report from the dosimetry reporting service stating the exposure that each student received during the prior quarter. A quarterly report is prepared and given to each student (Appendix B). The report shall consist of the following measurements:

- DDE (Deep Dose Equivalent)
- LDE (Lens Dose Equivalent)
- SDE (Shallow Dose Equivalent)
- LDDE (Life Time Deep Dose Equivalent)

Upon receipt of the report, the director will review the results and monitor student exposure levels to ensure that NRC and State of Florida Regulations are not exceeded. Students will be required to acknowledge and initial the reports as they are received. A copy of each report will be provided to the students for their personal records. The original reports will be maintained by the program.

In the event that a badge report should equal or exceed 250 mrem (2.5mSv)/quarter (20% of the NRC Quarterly Occupation Dose Limit), the student will be sent a letter (Appendix C) requesting information for a possible explanation of the elevated reading. The letter will be reviewed by the program director and the student will be counseled on methods to reduce future exposures.

E. Completion of RTE 1308, Radiation Protection and Safety

All students must successfully complete RTE 1308 before they will be allowed to make radiographic exposures in the laboratory or at a clinical education site.

PREGNANCY POLICY

Should a student become pregnant while enrolled in the radiography program, she has the option of disclosing, at any time, her pregnancy. If the student elects *not* to disclose the pregnancy, she will not be considered pregnant by program faculty. Even after disclosure, the pregnant student has the right to “undeclare” her pregnancy at any time. The desire to undeclare the pregnancy must be in writing to the program director using the “Revocation of Declaration of Pregnancy” form (Appendix D).

In the event that a student voluntarily discloses her pregnancy, she will be asked to complete the “Declaration of Pregnancy” form (Appendix E). She will also be given a copy of the NRC’s “Instruction Concerning Prenatal Radiation Exposure” (Regulatory Guide 8.13) and the accompanying “Acknowledgment of Receipt” form (Appendix F). After disclosure of the pregnancy, the student may choose from the following program options:

- Continuation in the Program
- Withdraw from the program in good standing, and reapply after delivery, based on the program’s readmission policy

Pregnancy Policy (con't)

Students who declare their pregnancy and elect to stay enrolled in the program will be asked to complete the "Pregnancy Liability Release Form" (Appendix G) and submit the "Medical Release Form" (Appendix H) completed by her physician stating the precautions, if any, that should be followed during the pregnancy. The student will be required to complete these forms prior to returning to the clinical environment.

The pregnant student who continues in the program will be issued a second dosimeter intended to monitor fetal exposure for the duration of the pregnancy. The fetal dosimeter shall be worn underneath the apron at waist level. A new fetal dosimeter will be issued each month, and monthly exposure levels of the fetal dosimeter will be monitored to ensure that dosimeter reports are in compliance with NRC and State of Florida regulations. Additionally, each month, the program director shall receive a dosimetry report from the dosimetry reporting service stating the exposure that the student received during the prior month. The monthly report is prepared and given to the student using the *Notification and Reports to Individuals Form* (Appendix I). The report shall consist of the following measurements:

- DDE (Deep Dose Equivalent)
- LDE (Lens Dose Equivalent)
- SDE (Shallow Dose Equivalent)
- LDDE (LifeTime Deep Dose Equivalent)

Upon receipt of the report, the director will review the results and monitor student exposure levels to ensure that NRC and State of Florida Regulations are not exceeded. The pregnant student will be required to acknowledge and initial the reports as they are received. A copy of each report will be provided to the students for their personal records. The original reports will be maintained by the program.

In the event that the dosimeter report should equal or exceed 10 mrem (.1mSv) /month (20% of the NRC Monthly Gestation Dose), the student will be sent a letter (Appendix I) requesting information for a possible explanation of the elevated reading. The letter will be reviewed by the program director and the student will be counseled on methods to reduce future exposures. The student will remain on routine clinical rotations unless dosimeter reports approach maximum levels. Should this occur, the student will be reassigned to areas of minimal or no exposure.

Although radiation exposure will be monitored closely throughout the pregnancy, the student is expected to utilize her knowledge of radiation protection principles at all times to minimize her exposure. This includes appropriate use of time, distance and shielding techniques. Additionally, the fetal dosimeter and the quarterly body dosimeter must be worn by the student at all times while in the clinical setting.

The student is advised that if she is unable to meet the didactic and/or clinical objectives due to conditions of the pregnancy or delivery, graduation may be delayed. Missed clinical experience must be made up prior to graduation. Students unable to meet the objectives of a didactic course, within the semester the course is taken, may withdraw from the program and will be allowed to re-enter the program based on the readmission policy.

RADIATION SAFETY IN THE LABORATORY

Human Exposure:

At no time will humans be exposed to ionizing radiation in the campus laboratory. According to Florida Statue 64E-5.502 (1)(a)6: "Individuals shall not be exposed to the useful beam except for healing arts purposes and unless such exposure has been authorized by a licensed practitioner of the healing arts. This provision specifically prohibits the following (a): Exposure of any individual for training, demonstration or other purposes unless there are also healing arts requirements and a proper prescription has been provided."

Any student who exposes a human in the laboratory will be dismissed from the program.

Use of Ionizing Radiation in the Laboratory:

Radiation exposure in the laboratory will be limited to the irradiation of phantoms, and quality control test tools for educational purposes. The stationary and mobile x-ray machines may only be energized for radiation exposure with the consent of a faculty member who is in the department during machine use. In order to energize the x-ray machines, a faculty member must be contacted to unlock the power switch on either unit. Students may practice positioning simulations in a non-energized laboratory whenever a faculty member is on campus, and appropriately notified of the students' intentions to use the equipment. Fluoroscopy, for assigned laboratory experiments, may only be conducted in the presence of a program faculty member.

Use of Personnel Dosimeter in the Laboratory

As mentioned in *Guidelines for Personnel Dosimetry (p.32o0)*, students who are not wearing a personnel dosimeter are not allowed to make radiographic exposures in the laboratory.

RADIATION SAFETY IN THE CLINICAL ENVIRONMENT

Clinical Supervision Policy

Clinical Supervision

In order to assure the safety of patients and students, student supervision in the clinical setting is mandated by the JRCERT and based on student competence. Prior to proving competency in a radiographic procedure, the exam is conducted under **direct supervision**. The Joint Review Committee in Radiologic Technology Education (JRCERT) defines direct supervision as:

“Student supervision by a qualified Radiographer who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during conduct of the procedure, and reviews and approves the procedure and/or image.” (Standard 5.4, JRCERT, 2021)

Students must be directly supervised until competency is achieved. After competency has been proven, radiographic procedures can be conducted under **indirect supervision**. The JRC defines indirect supervision as:

“Student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.” (Standard 5.4, JRCERT, 2021)

Any **repeat images** must be conducted under **direct supervision**. According to the JRCERT:

“Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.” (Standard 5.4, JRCERT, 2021)

Additionally, all repeated radiographs must be documented on the “Repeat Exam Log Sheet” and signed by the technologist who supervised the repeat image.

Mobile/Surgical Radiography

All mobile and surgical radiographic procedures performed by a student must be done so under the direct supervision of a technologist. According to the JRCERT:

*“Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.”
(Standard 5.4, JRCERT, 2021)*

Students who do not adhere to program’s clinical supervision policies will be placed on probation and may be dismissed from the program.

Use of Personnel Dosimeter

As mentioned in Part I.A (p. 79), the dosimeter must be worn at all times while in the clinical setting. Students who are not wearing a personnel dosimeter will be asked to leave the clinical education site and not return until they have retrieved it. Refer to Part I.B (p. 79) for the program's lost dosimeter policy.

Fluoroscopic Procedures

Radiography students are allowed to operate fluoroscopic equipment under the direct supervision of a radiologist, physician, or registered technologist. While performing or assisting in fluoroscopic procedures, students will wear appropriate protective barriers as stated in the clinical education site's policy and procedures.

As a minimum guideline, Florida Administrative Code states the following regarding protective barriers:

"Personnel shall be protected from the direct scatter radiation by protective aprons or whole body protective barriers of not less than 0.25 millimeter lead equivalent" (64E-5.502(1)(a)4b)

"Fluoroscopic table designs shall be such that scattered radiation which originates beneath the tabletop is attenuated by not less than 0.25 mm lead equivalent, and that no unprotected part of any staff or ancillary person's body shall be exposed to unattenuated scattered radiation." (64-E-5.504(4) 9a.

"Fluoroscopic equipment configuration shall be such that no portion of any staff or ancillary person's body, except the extremities, shall be exposed to the unattenuated scattered radiation emanating from above the tabletop unless:

- 1. Such person is at least 120 centimeters from the center of the useful beam, or*
- 2. The radiation has passed through not less than 0.25 millimeter lead equivalent material." (64-E-5.504(4) 9b.*

Students are encouraged to wear all protective barriers that are available to them at the clinical education sites (i.e. thyroid shields).

Mobile Procedures

Students will abide by the policies set forth in the sections entitled, *Radiation Safety in the Clinical Environment and Student Safety in the Clinical Environment* (p. 81-82) while performing mobile radiographic procedures.

Additionally, when students are performing mobile procedures, they will notify all persons in the area of a radiographic exposure, prior to making the exposure. This will be done by clearly announcing that an exposure is about to be taken. The student will then allow the individuals ample time to move to a safe area before making the exposure.

Holding of Image Receptors/Patients

The holding of an image receptor during a radiographic exposure is prohibited. According to JRCERT Standard: 5.4 (2021)

“Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.”

The holding of patients during a radiographic procedure is discouraged unless an appropriate immobilization method is unavailable. However, if students find themselves in a situation that requires them to remain in the room during an exposure, the student must wear appropriate protective barriers. Students should attempt to utilize any available holding devices prior to holding a patient during an exposure. These guidelines are in accordance with 64E-5.502(1)(a)7b of the Florida Administrative code with state,

“When a patient or film must be provided with auxiliary support during a radiation exposure: the human holder shall be protected with aprons or barriers as required by (1)(a)4, and no individual shall be used routinely to hold film or patients.”

In the event that a student does hold a patient during a radiographic exposure, the student must stand out of the path of the primary beam.

If a student should hold a patient during a radiographic procedure, it shall be documented on the daily log-sheet located in the student’s clinical logbook. Documentation of the event will allow clinical preceptors and faculty to monitor the frequency of procedural exposure.

PATIENT SAFETY IN THE CLINICAL ENVIRONMENT

Gonadal Shielding

In January 2021, the NCRP issued a statement saying that, Scientific evidence has led the National Council on Radiation Protection and Measurements (NCRP) to reconsider the recommendation for Gonadal Shielding. As a result, NCRP has concluded that in most circumstances gonad shielding does not contribute significantly to reducing risks from exposure and may have the unintended consequences of increased exposure and loss of valuable diagnostic information, and therefore use of gonad shielding is not justified as a routine part of radiological protection.

In its position statement, the JRC has stated:

Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised. Recent research in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that:

- *gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure;*
- *gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure;*
- *gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results.*

Based on the recent research pertaining to the use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography to only shield in instances in which diagnostic quality will not be compromised, the JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure.

PATIENT SAFETY IN THE CLINICAL ENVIRONMENT (CON'T)

Therefore, gonadal shielding is not routinely required for abdominal and pelvic radiography. In non-pelvic or abdominal radiography, shielding should be utilized when the use of shielding will not interfere with the diagnostic quality of the exam. However, hospital or clinical policy shall supersede program policy.

Specific Area Shielding

Whenever possible, radiosensitive tissue, other than the gonads, should be shielded from the primary beam. Students should make every effort to shield radiosensitive tissue such as marrow, breast, and the lens of the eye from the primary beam whenever it does not interfere with the radiographic procedure.

Protection of Non-Patients

Students shall make every effort to protect individuals not intended for radiation exposure but remain in the vicinity of the scattered beam. Protective barriers such as aprons should be given to nursing staff, family members involved in holding patients, and any others who must remain near the vicinity of an x-ray source during an exposure.

All of the items discussed above in the section entitled, *Radiation Safety in the Clinical Environment*, represent the minimal radiation protection steps to be taken as mandated by either state or federal regulations and laws. If a clinical education site has additional policies and procedures that exceed the minimal protection requirements as set forth by the laws and regulations, then those policies and procedures supersede the program's radiation protection policies. Therefore, in those situations, the student is bound to the clinical education site's stricter policies.

REQUIREMENTS FOR FLORIDA RADIATION MACHINE REGISTRANTS

1. Policies for Radiation Protection Activities:

See Part I

2. Identification of Restricted and Unrestricted Areas:

Rooms 140 and 143 in Building 2 have been designated as restricted areas. Rooms 140 and 143 contain energized x-ray laboratories for the radiography program at the State College of Florida. These labs are restricted to students currently enrolled in the Radiologic Technology Program and program faculty. Any individual, who is in the laboratory while exposures are being made, must be wearing a personnel dosimeter.

3. Identification of Occupational Workers:

Occupational workers are defined as students currently enrolled in the radiography program, and all faculty associated with the program.

4. Identification of Members of the Public:

All other individuals not listed under "Occupational Workers" shall be considered members of the public and will not present in a restricted area during an exposure.

5. Study to Determine that Members of the Public will be within the required Dose Limits:

See Inspection Data on file with Florida DOH.

6. Policy on Declared Pregnant Workers:

See Pregnancy Policy (p. 80-81)

7. Policy on Use of Personnel Monitoring:

See Part 1, Sections A, B, C (p.79)

8. Procedure for Record Keeping:

See Exposure Monitoring Policies (p. 80)

9. Procedure for Program Evaluation:

As per the Florida DOH Pre-Approved Radiation Protection Program,

"The radiation protection program will be evaluated annually during the month of January for accuracy. An attached sheet will be used to document this review. Each review will include a date of review and the signature of the reviewer." (Taken from: The Pre-Approved Radiation Protection Program, Information Notice #5 For Florida Radiation Machine Registrants, DOH Bureau of Radiation Control)

The radiography program will follow the DOH Pre-Approved Radiation Protection Plan Guidelines with the exception of the date of the annual review. Due to the college semester schedule, the review will take place in July of each year when faculty will have the time review the document

REFERENCES

Florida DOH. Control of Radiation Hazard Regulations, Chapter 64E-5, Florida Administrative Code.

U.S. NRC. *10CFR Part 20, Standards for Protection Against Radiation*

NCRP Report No. 116, Limitation of Exposure to Ionizing Radiation

Standards for an Accredited Educational Program in Radiography, 2021

APPENDICES

TABLE 10.3 Summary of the National Council on Radiation Protection and Measurements (NCRP) Recommendations^{a, f} (NCRP Report No. 116)

A. Occupational exposures ^f	
1. Effective dose limits	
a. Annual	50 mSv
b. Cumulative	10 mSv × age
2. Equivalent dose annual limits for tissues and organs	
a. Lens of eye	150 mSv
b. Localized areas of the skin, hands, and feet	500 mSv
B. Guidance for emergency occupational exposure ^f (see Section 14, NCRP No. 116)	
C. Public exposures (annual)	
1. Effective dose limit, continuous or frequent exposure ^f	1 mSv
2. Effective dose limit, infrequent exposure ^f	5 mSv
3. Equivalent dose limits for tissues and organs ^f	
a. Lens of eye	15 mSv
b. Localized areas of the skin, hands, and feet	50 mSv
4. Remedial action for natural sources	
a. Effective dose (excluding radon)	>5 mSv
b. Exposure to radon and its decay products ^f	>26 WLM ^{g,h}
D. Education and training exposures (annual) ^f	
1. Effective dose limit	1 mSv
2. Equivalent dose limit for tissues and organs	
a. Lens of eye	15 mSv
b. Localized areas of the skin, hands, and feet	50 mSv
E. Embryo and fetus exposures ^f	
1. Equivalent dose limit	
a. Monthly	0.5 mSv
b. Entire gestation	5.0 mSv
F. Negligible individual dose (annual) ^f	0.01 mSv

^aExcluding medical exposures.

^fSee Tables 4.2 and 5.1 in NCRP Report No. 116 for recommendations on radiation weighting factors and tissue weighting factors, respectively.

^gSum of external and internal exposures, excluding doses from natural sources.

^hWLM stands for working level month and refers to a cumulative exposure for a working month (170 hours). As applied to radon and its daughter products, 1 WLM represents the cumulative exposure experienced in a 170-hour period resulting from a radon concentration of 100 pCi/L. The occupational limit for miners is 4 WLM per year, which results in an equivalent dose of approximately 0.15 Sv per year.

ⁱA measure of the rate of release of energy (joules per second) by radon and its decay products per unit volume of air (cubic meters).

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Radiography Program
Radiation Safety Program

Exceeded Dose Alert (Appendix C)

Dose (mRem)	Deep	Lens	Shallow	Year to Date (Deep)

SCF's Radiography Program has created its ALARA program to limit radiation doses to students enrolled in the program, and improve radiation safety awareness. According to State guidelines and the NRC, the annual exposure dose should not exceed 5 rem. However, in an attempt to keep radiation exposure as low as reasonably achievable, our trigger point to alert has have been set more conservatively than the state and federal regulations. The radiography program notifies any student whose quarterly dosimeter reading meets or exceeds 250 mrem (20% of the NRC Quarterly Occupation Dose Limit).

The purpose of the alert is to notify you of your dosimeter reading, and attempt to seek a cause of the elevated reading, and develop solutions to reduce radiation exposure in the future.

Please respond to the following questions, and return this form to the program director.

1. Did you know the location of your dosimeter during the last quarter when the high reading was received?
2. What additional circumstances may have contributed to your increased dose during the wear period?
3. What precautions can be taken to prevent your dosimeter reading from exceeding your quarterly dose in the future?

Radiography Program

Revocation of Declaration of Pregnancy (Appendix D)

Name: _____

Date of Declaration of Pregnancy: _____

I wish to formally notify the Radiography Program that, as of this date, I am revoking the Declaration of Pregnancy I filed with the program on the date shown above. Included with this are any unreturned fetal monitors that were still in my possession. Please arrange to end the issuance of any additional pregnancy monitor dosimeters to me.

I have read and understand the written materials regarding the potential health effects from exposure to ionizing radiation published by the NRC in "Instructions Concerning Prenatal Radiation Exposure". The decision to revoke my prior declaration of pregnancy to the program is a personal choice which I have made freely.

I understand that by making this declaration, the fetal dose limits specified in 10 CFR 20.1208, will no longer be applicable for the remainder of the pregnancy. The revocation terminates any previous restriction on work I perform using radioactive materials or other sources of ionizing radiation that had been imposed, for the sole purpose of ensuring compliance with the embryo/fetal dose limits specified.

Signature: _____ Date: _____

Printed Signature: _____

Return completed from to the Radiography Program Director

State College of Florida, Manatee-Sarasota
Radiography Program

Declaration of Pregnancy (Appendix E)

I, _____, am declaring that I am pregnant. I believe I became pregnant in _____ (Month), _____ (Year).

I understand that according to federal regulations, my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv). I also understand that if my radiation exposure approaches the maximum level during the pregnancy, I may be placed in low-level radiation clinical environments during the remainder of the pregnancy.

As a result of this declaration, I agree to abide by the program's pregnancy policy.

(Signature)

(Date)

State College of Florida, Manatee-Sarasota
Radiography Program

Acknowledgment of Receipt of the "Prenatal Exposure Guide" (Appendix F)

I, _____, acknowledge that I have received and read a copy of the Nuclear Regulatory Commission's, "Instruction Concerning Prenatal Radiation Exposure Guide." I also acknowledge that I have had the opportunity to ask questions or discuss any concerns that I may have regarding my pregnancy and how it relates to the radiography program.

Signature

Date

**STATE COLLEGE OF FLORIDA, MANATEE SARASOTA
RADIOGRAPHY PROGRAM**

Pregnancy Liability Release Form (Appendix G)

I, _____, acknowledge to State College of Florida that I have sought medical advice and that my physician has approved continuation in the Radiography Program during my pregnancy.

I hereby freely, knowingly, and voluntarily elect to participate in the radiography program during my pregnancy. I hereby agree to release and hold harmless State College of Florida, its Faculty, Staff, Agents, Employees, and affiliated Hospitals or clinics from any liability to my unborn fetus. I personally assume all risk of my voluntary participation in the Radiography Program.

Date this _____ day of 20_____.

(Student's Signature)

(Witness)

**STATE COLLEGE OF FLORIDA, MANATEE SARASOTA
RADIOGRAPHY PROGRAM**

HEALTH PROFESSIONS

Medical Release Form (Appendix H)

Items for Physician's Statement

TO: _____

FROM: _____

DATE _____

Before you will be allowed to go to the clinical area to care for patients, we must have a written statement from your physician regarding your medical condition. The following details must be included in the letter from your physician:

- Nature of the injury or illness
- Anticipated duration of injury/illness
- Length of absence from:
 - a. Clinical
 - b. Class

- Ability to care for adult patients

- Limitations:
 - a. Weight bearing
 - b. Lifting (exact pounds)
 - c. Other

- Date of return to Health Professions Program, if pregnant, any stipulation(s) regarding clinical rotations in the radiology department.

Reviewed 3/03, 4/04, 1/05, 5/07, 3/08, 5/11, 5/12, 5/13, 5/15, 6/17, 6/21
revised 1/05, 5/07, 3/08, 3/10

State College of Florida, Manatee-Sarasota

Radiography Program
Radiation Safety Program

Exceeded Dose Alert-Declared Pregnant Student (Appendix J)

Dose (mRem)	Deep	Lens	Shallow	Year to Date (Deep)

SCF's Radiography Program has created its ALARA program to limit radiation doses to pregnant students enrolled in the program, and improve radiation safety awareness. According to the NRC, the monthly gestational dose should not exceed .05 rem. However, in an attempt to keep radiation exposure as low as reasonably achievable, our trigger point to alert has have been set more conservatively than the federal regulations. The radiography program notifies any student whose monthly badge reading meets or exceeds 10 mrem (20% of the NRC Monthly Gestation Dose).

The purpose of the alert is to notify you of your dosimeter reading, and attempt to seek a cause of the elevated reading, and develop solutions to reduce radiation exposure in the future.

Please respond to the following questions, and return this form to the program director.

1. Did you know the location of your dosimeter during the last wear period when the high reading was received?

2. What additional circumstances may have contributed to your increased dose during the wear period?

3. What precautions can be taken to prevent your dosimeter reading from exceeding your quarterly dose in the future?

Implemented 1/05
Reviewed 6/10, 6/12,6/17, 6/21
Revised 6/12, 5/15

PERFORMANCE STANDARDS

For Admission, Progression and Graduation
In the Radiography Program
State College of Florida

Successful participation and completion of the Radiography Program requires that a candidate be able to meet the demands of the program. Radiography students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities that are in compliance with legal and ethical standards as set forth by the ASRT Code of Ethics and Standards of Practice.

Throughout the program, students acquire the foundation of knowledge, attitude, skills and behaviors that are necessary to function as a radiographer. Those abilities that the radiographer must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

	STANDARD	EXAMPLES
Critical Thinking	Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.	<ul style="list-style-type: none">- Applies critical thinking processes to their work in the classroom and various clinical settings.- Exercises sound judgment in class and in clinic.- Follows safety procedures established for each class and clinic.- Demonstrates ability to self-evaluate.- Demonstrates the ability to anticipate the next step in the clinical setting.- Demonstrates ability to identify problems and offer possible solutions.- Demonstrates the ability to modify Radiographic procedures based on patient condition.- Identifies changes in patient condition in order to gather objective evaluative information.

PERFORMANCE STANDARDS (con't)

	STANDARD	EXAMPLES
Interpersonal	Demonstrates the ability to relate to other people beyond giving and receiving instructions. Cooperates with others.	<ul style="list-style-type: none"> - Demonstrates the ability to get along with and cooperate with others. - Demonstrates ability to relate to other people beyond giving and receiving instructions. - Demonstrates ability to maintain poise and flexibility in stressful or changing conditions. - Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences, and cultural backgrounds.
Communication	Demonstrates the ability to communicate clearly with patients/clients, physicians, other health professionals, family members, significant others, caregivers, community or professional groups and colleagues. Communication includes: speech, language, nonverbal, reading, writing and computer literacy.	<ul style="list-style-type: none"> - Accurately documents patient histories. - Communicates with colleagues to ensure appropriate patient care. - Documents information on appropriate forms. - Promptly responds to patient calling or any other warning alarms. - Educates patients about radiographic procedures about to be performed.
Motor Skills	Demonstrates the ability to execute motor movements reasonably required to perform radiographic procedures and provide general and emergency care and treatment to patients/clients.	<ul style="list-style-type: none"> - Properly manipulates various radiographic equipment to obtain diagnostic images. - Exhibits sufficient manual dexterity to perform radiographic procedures. - Moves independently throughout the radiography department and various hospital departments - Provides for patient/client safety and wellbeing in all procedures or transporting activities. - Performs CPR when necessary
Hearing	Demonstrates functional use of hearing to monitor and assess health needs.	<ul style="list-style-type: none"> - Demonstrates ability to obtain appropriate medical history directly from the patient/client or guardian. - Responds to monitor alarms or cry for help. - Responds appropriately to healthcare team requests in any clinical setting including the operating room.

PERFORMANCE STANDARDS (con't)

	STANDARD	EXAMPLES
Visual	Demonstrates visual acuity and perception sufficient for observation and assessment.	<ul style="list-style-type: none"> - Demonstrates ability to observe lectures, and laboratory demonstrations. - Receives information via observation from healthcare team & patients, i.e. changing patient conditions - Can visually evaluate radiographs to assess for diagnostic quality.
Tactile	Demonstrates tactile ability sufficient to gather assessment information and perform radiographic procedures.	<ul style="list-style-type: none"> - Palpates bony landmarks to properly position the patient.
Self Care	Maintains general good health and self-care in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical setting.	<ul style="list-style-type: none"> - Maintains hygiene. - Demonstrates safety habits and work area neatness. - Maintains a healthy lifestyle to be able to provide appropriate patient care.
Intellectual Abilities	Demonstrates ability to read, write, speak and understand English at a level consistent with successful course completion and development of a positive patient-student relationship.	<ul style="list-style-type: none"> - Demonstrates ability to comprehend and follow instructions. - Demonstrates ability to perform simple and repetitive tasks. - Can learn to reconcile conflicting information - Written communication: Demonstrates ability to use proper punctuation, grammar, spelling; work is neat and legible.
Commitment to Learning	Demonstrates positive attitude towards decision-making, policies and operating methods, rules, etc.	<ul style="list-style-type: none"> - Completes readings, assignments, and other activities outside of class hours. - Demonstrates initiative, motivation and enthusiasm. - Does not cheat or plagiarize. - Utilizes the lab to improve understanding and enhance skills.

PERFORMANCE STANDARDS (con't)

	STANDARD	EXAMPLES
Affective Learning Skills (behavioral & social attitudes)	Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental and behavioral safety of patients and other individuals with whom one interacts in the academic and clinical setting. Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with faculty, colleagues, peers and patients/clients.	<ul style="list-style-type: none"> - Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occur within set time constraints. - Demonstrates willingness to accept challenges. - Open to feedback. - Listens actively.

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.