Dental Assisting Technology and Management Program Student Handbook

IRSC is an EA/EO educational institution.
IRSC Overview

INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a Top Ten Finalist for the prestigious Aspen Prize for Excellence and has been designated an Achieving the Dream™ Leader College for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College’s combination of quality, convenience and affordable tuition. IRSC is designated as the 3rd Most Affordable College in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

Every aspect of IRSC is focused on helping students succeed with small classes, an array of student support services, convenient campuses, and online courses. IRSC offers over 100 programs, including Bachelor’s degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees for in-demand careers after two years of training, short-term certificate programs and Quick Job Training.

EA/EO STATEMENT

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

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7156
ACCREDITATION

The programs in dental assisting, dental hygiene and dental laboratory technology are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of “approval without reporting requirements.”

The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at the address below:

Commission on Dental Accreditation
211 East Chicago Ave.
Chicago, IL 60611–2678
Telephone (312) 440-4653
http://www.ada.org/100.aspx

In addition, the college catalog and program websites are readily available and accurately depict:

a. purpose and goals of the program(s);
b. admission requirements and procedures;
c. degree and program completion requirements;
d. faculty, with degrees held and the conferring institution;
e. tuition, fees and other program costs including policies and procedures for refund and withdrawal;
f. financial aid programs;
g. national and/or state requirements for eligibility for licensure or entry into the occupation or profession for which education and training are offered;
h. skill and competencies that students will need at the time of admission to the program.

www.irsc.edu
www.ada.org
www.adex.org
www.adha.org
www.danb.org
www.nadl.org
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Appendix B: Health Science Division Student Handbook
The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 3/16.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
19. Health Science Student Smoking Regulation
PURPOSE, PROGRAM GOALS AND PHILOSOPHY

Purpose: The Indian River State College Dental Assisting Technology and Management program provides students with entry-level skills to become competent dental assistants through technical training to provide patient care and to serve a diverse population.

Program Goals:
1. Comprehensively prepare competent individuals as dental assistants.
2. Update, revise or modify curriculum as identified by students, faculty, college administrators and dental professionals.
3. Provide academic and clinical settings which stimulate student learning by providing state-of-the-art dental equipment.
4. Provide clinical experiences assisting a dentist as an integral part of the educational program designed to perfect student competence in performing dental assisting functions.
5. Maintain dental assisting national board results, which equal or exceed the national average.
6. Assist students in employment prior to and following completion of the program.
7. Ensure that equal educational opportunities are available for all students regardless of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status or genetic information.
8. Organize and maintain an advisory committee, which consists of persons actively engaged in or supporting the practice of dental assisting.

Program Philosophy

The Indian River State College Dental Assisting Technology and Management program exists because of students. This program and its faculty are here to help students gain new knowledge and acquire professional skills in order to attain a meaningful position in a highly-regarded field. The Dental Assisting curriculum creates an environment in which students are stimulated to learn, to grow personally, to develop decision-making and problem solving skills and to stimulate creative and independent thinking. Along with understanding procedures and mastering manipulative skills, the dental assistant must be in excellent health, maintain a professional appearance and demonstrate positive and good communication skills. The program must meet the demands of the profession and the community by completing competent, committed persons willing and able to contribute to high-quality patient care.
DENTAL ASSISTING
GOALS AND COMPETENCIES

I. Core Competencies (C)
   C.1 Apply a professional code of ethics in all endeavors
   C.2 Use evidence-based decision making to evaluate emerging technologies and materials to assist in achieving high-quality, cost-effective patient care.
   C.3 Continuously perform self-assessment for lifelong learning and professional growth.

II. Health Promotion and Disease Prevention (HP)
   HP.1 Identify individual and population risk factors, and develop strategies that promote health-related quality of life.
   HP.2 Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

III. Community Involvement (CM)
   CM.1 Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.
   CM.2 Provide community oral health services in a variety of settings.

IV. Patient Care (PC)
   Assessment
   PC.1 Systematically collect, analyze, and record diagnostic data on the general, oral and psychosocial health status of a variety of patients, using methods consistent with medicolegal principles.

   Planning
   PC.2 Collaborate with the patient and other health professionals as required to assist in the formulation and presentation of a comprehensive care plan that is patient-centered and based on the best scientific evidence and professional judgment.

   Implementation
   PC.3 Provide specialized treatment that includes educational, preventive, and therapeutic services designed to achieve and maintain oral health. Partner with the patient in achieving oral health goals.

   Evaluation
   PC.4 Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses, and services when expected outcomes are not achieved.

V. Professional Growth and Development (PGD)
   PGD.1 Pursue career opportunities within health care, industry, education, research, and other roles as they evolve for the dental professional
EXPECTED LEARNING OUTCOMES

1. Develop knowledge, skills, attitudes and values necessary for success in management and leadership positions in a variety of business, governmental, educational and nonprofit settings.

2. Demonstrate advanced professional and educational capabilities using appropriate interpersonal, written communication and critical thinking skills that are required for successful performance and progress in an organization.

3. Acquire knowledge through the application of principles of sound research designs to critical evaluation of academic literature related to dental management.

4. Exhibit leadership with the ability to be a change agent within an organization and the business community.

5. Integrate appropriate technology into the leadership and management and decision making process.

6. Demonstrate personal and professional ethical responsibility in all managerial and organizational decision making.

PROGRAM COMPETENCIES

The following knowledge and skills are those necessary for the competent practice of dental assisting.

1. Competency in the knowledge and skill required to systemically collect diagnostic data:
   a. medical and dental history
   b. vital signs
   c. extra/intra oral examinations
   d. dental charting
   e. radiographs
   f. preliminary impression
   g. study casts
   h. occlusal registration

   DES 1800/1800L: Introduction to Clinical Procedures and Lab;
   DES 1200/1200L: Radiography and Lab; DES 1100/ 1100L; Elements of Dental Materials and Lab; DES 1832/1832L: Expanded Functions I and Lab

2. Competency in the knowledge and skill required to perform a variety of clinical supportive treatment:
   a. manage infection control and hazard control protocol consistent with published professional guidelines
   b. prepare tray set-ups
   c. prepare and dismiss patients
   d. apply current concepts of dental assisting
   e. assist with and/or apply topical fluorides
   f. assist with and/or place and remove rubber dam
   g. assist with and/or apply fluoride agents
h. provide oral health instructions
i. provide post-operative instructions provided by the dentist
j. maintain accurate patient treatment records
k. maintain treatment area
l. assist in the management of medical and dental emergencies
m. administer cardiopulmonary resuscitation
n. fabricate custom trays
o. clean and polish removable appliances and prostheses
p. fabricate provisional restorations

DES 1800/1800L: Introduction to Clinical Procedures and Lab;
DEA 1028/1028L: Pre-clinical Orientation and Lab; DES 1840/1840L:
Preventive Dentistry and Lab; DES 1832/1832L: Expanded Functions I and Lab;
DEA 1805/1805L: Clinical Practice I and Lab; DEA 1855/1855L:
Clinical Practice II and Lab; DES 1600: Health Office Emergencies;
DES 1833/1833L: Expanded Functions II and Lab

3. Competency in the knowledge and skill required for business office procedures:

a. manage telephone
b. control appointments
c. perform financial transactions
d. complete third part reimbursement forms
e. maintain supply inventory
f. manage recall systems
g. operate business equipment to include computers

DES 2502: Dental Office Management

4. Competency in the knowledge and skill required for expanded procedures:

a. pit and fissure sealants
b. suture removal
c. placement/removal of temporary fillings
d. placement of a base, liner, varnish
e. placement/removal of retraction cord
f. placement/removal of periodontal dressing
g. cementing temporaries
h. removal of excess cement
i. placement/removal of matrices
j. orthodontics procedure

DES 1832/1832L: Expanded Functions I and Lab; DES 1833/1833L:
Expanded Functions II and Lab; DEA 1931: Orthodontic Expanded Functions
5. Knowledge of the following:
   a. dental materials
   b. oral anatomy
   c. dental radiography
      1. bite wing radiographs
      2. periapical radiographs
      3. panalipse
      4. digital radiographs
   d. radiation safety
   
   DES 1100/1100L: Elements of Dental Materials and Lab; DES 1020: Head, Neck and Dental Anatomy; DES 1200/1200L: Dental Radiography and Lab

6. Knowledge of the following:
   a. general dentistry
   b. specialty procedures
   c. practice management
   d. chairside assisting
   e. dental related environmental hazards
   f. oral health education
   g. management of dental and medical emergencies
   h. legal and ethical aspects of dentistry
   
   DEA 1028/1028L: Pre-clinical Orientation and Lab; DEA 1805/1805L: Clinical Practice I and Lab; DEA 1855/1855L: Clinical Practice II and Lab; DES 1800/DES 1800L: Introduction to Clinical Procedures and Lab; DES 1840/1840L: Preventive Dentistry and Lab; DES 1600: Health Office Emergencies; DES 1832/1832L: Expanded Functions I and Lab; DES 1833/1833L: Expanded Functions II and Lab

7. Patient Care Services
   a. comprehensive care of patients
   b. quality assurance program
   c. patient rights
   d. treatment needs
   
   DEA 1028/1028L: Pre-clinical Orientation and Lab; DEA 1805/1805L: Clinical Practice I and Lab; DEA 1855/1855L: Clinical Practice II and Lab
Dental Assisting Technology and Management
A.S. Degree 20750 – 70 Credits (Selective Admission)
Program Schedule

This program prepares graduates for a professional career as a Dental Assistant as well as related
dental fields such as marketing, management, and education. Students receive a well-rounded
general education along with online instruction and traditional labs with clinical experience specific
to Dental Assisting Technology and Management.

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click Programs and Careers. Under Search by
Interest, choose Health Sciences/How to apply. In the middle of the page, under Associate in
Science (A.S.), click Dental Assisting Technology and Management. Under Guided Pathways,
click Dental Assisting Technology and Management – AS.

Dental Assisting Technology and Management
Applied Technology Diploma B0050 – 50 Credits (Selective Admission)
Program Schedule

Students may enhance their career success by first completing the 50 credit hour Applied
Technology Diploma which is designed to prepare students for a career as an Expanded Functions
Dental Assistant. Attaining the A.S. Degree is then simply a matter of completing the General
Education required courses and specialty elective courses.

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click Programs and Careers. Under Search by
Interest, choose Health Sciences/How to apply. In the middle of the page, under Associate in
Science (A.S.), click Dental Assisting Technology and Management. Under Guided Pathways,
click Dental Assisting Technology and Management – Applied Technology Diploma.

Successful participation and completion of a Dental Assisting program requires that an
applicant be able to meet the demands of the program. Dental assisting students must be
able to perform academically in a safe, reliable and efficient manner in classrooms,
laboratory and clinical situations. The student must also demonstrate behaviors, skills and
abilities to be in compliance with legal and ethical standards as set forth by the American
Dental Assistants Association Code of Ethics.

All Florida Dental Assisting programs are committed to the principle of diversity. This
program is open to all qualified individuals who apply and complies with the Americans
with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Throughout the
program, students will be acquiring the fundamental knowledge, attitudes, skills and
behaviors that will allow them to successfully complete the program of study and to
function as a Certified Dental Assistant. Those attitudes, behaviors and skills that a
person working as a Certified Dental Assistant must possess to practice safely on the job
are reflected in these standards.

Students working toward certification in Dental Assisting must be able to meet these
minimum standards, with or without reasonable accommodation, for successful
completion of their formal training. Refer to the Dental Assisting Technology and
Management program application booklet for specific skills.
PREGNANCY/RADIATION PROTECTION

The IRSC Dental Assisting program provides reasonable radiation protection to students occupationally exposed to radiation. Pregnant students (self-declared pregnancy) should follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose below the dose equivalent limit as recommended by the National Council on Radiation Protection (NCRP) and the Nuclear Regulatory Commission (NRC). Furthermore, it is the Regulation of this Program to grant a leave of absence, upon verification of pregnancy, to students who do not wish to take the biological risks to the fetus associated with prenatal exposure.

Procedure

1. The female student may wish to inform the Program Director of her pregnancy. **Declaration of pregnancy is voluntary.** However, when informing the Program Director of her pregnancy, the student must do so in writing utilizing the Change in Health Status form.

2. The Program Director will arrange for the student to review her previous radiation exposure history and to review protective actions and the risks associated with radiation exposure to the fetus. The student shall be issued an additional radiation monitor that is to be worn at the level of the pelvis to monitor fetal dose. The student will also be advised to read appendix to NRC 8.13-3 (instruction concerning prenatal radiation exposure).

3. Upon receiving disclosure that a pregnancy exists, and after the student consults with her physician and/or family, the Program Director will offer two options to the student:

   **Option # 1-Leave of Absence During Pregnancy**

   If the student so decides, she may elect to leave the Program during the pregnancy period.

   a. If the student decides to accept this option and leave the Program, she must immediately notify the Program Director in writing.

   b. The student may re-enter at the beginning of the corresponding semester in which she left (i.e., if the student left mid-way through the second semester of a four semester term, she would be required to re-enter the Program at the beginning of the second semester the following year).

   c. All didactic and clinical course work must be completed prior to completion and graduation from the Program.
Option # 2-Remain In The Program Throughout The Pregnancy

If the student so decides, she may continue in the Program under the following requirements.

a. The student shall review and implements radiation safety practices as outlined by NRC appendix 8.13.3
b. The student shall wear exposure-monitoring devices as determined by the NC’s recommendation.
c. The student should wear a wrap-around apron during exposure to radiation.
d. The student shall participate in all scheduled clinical rotation areas as assigned.

4. The Program Director shall document the student’s decision in regard to the two options described above.

5. The student shall complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be entered into the student’s permanent personal life.

6. The student may opt to withdraw her declaration of pregnancy at any time. If the student decides to withdraw her pregnancy, the withdrawal must be in writing and addressed to the Program Director

WORKFORCE HAZARDS

Indian River State College is committed to providing a safe environment for its employees and students. The College publishes a Safety Management Manual. A copy of the guide is available from the Program Director and the Clinical Coordinator.

A First Aid kit is located on the Dental Clinic Emergency Cart (H-222). In the event that a student notices any potentially hazards (i.e., exposed electrical wires on devices located in the classroom, lab or any other area), the student is to discontinue usage and notify the Program Director, Clinical Coordinator or other faculty member immediately. In the absence of a faculty member, the student is to ask the Health Science Division’s Administrative Assistant (772-462-7544) to notify the IRSC Maintenance Department.

In the event of any fire, the student should activate/pull the nearest emergency alarm located at the closest classroom or building exit.

All students should leave the area immediately. Students are prohibited from working with any classroom or lab equipment until they are given an “all clear.”

If any injury occurs while the student is present in the dental clinic/lab/classroom area, the student should contact a faculty member. Refer to the IRSC Student Handbook/Planner for additional information.
AMERICAN DENTAL ASSISTANTS ASSOCIATION
PRINCIPLES OF ETHICS AND CODE OF PROFESSIONAL CONDUCT

Each member of the American Dental Assistants Association has the ethical obligation to subscribe to the following principles:

- Abide by the bylaws of the Association.
- Maintain loyalty to the Association.
- Pursue the objectives of the Association.
- Hold in confidence the information entrusted to you by the Association.
- Maintain respect for the members and employees of the Association.
- Service all members of the Association in an impartial manner.
- Recognize and follow all laws and regulations relating to activities of the Association.
- Exercise and insist on sound business principles in the conduct of the affairs of the Association.
- Use legal and ethical means to influence legislation or regulation affecting members of the Association.
- Issue no false or misleading statements to fellow members or the public.
- Refrain from disseminating malicious information concerning the Association or any member or employee of the Association.
- Maintain high standards of personal conduct and integrity.
- Do not imply Association endorsement of personal opinions or positions.
- Cooperate in a reasonable and proper manner with staff and members.
- Accept no personal compensation from fellow members, except as approved by the Association.
- Promote and maintain the highest standards of performance in service to the Association.
- Assure public confidence in the integrity and service of the Association.
ATTENDANCE POLICY

Students must always contact the course instructor via their office phone or Indian River State College email prior to class or clinic when tardiness or absence is expected. Texting is not considered official communication.

Students are expected to attend all course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student’s achievement in the course. Class attendance policies are set by the Dental Science Department. An accurate record (sign-in sheet) of attendance/tardiness will be kept for each class. Students are expected to adhere to the policies set forth by the Department. Excessive absences for any reason may affect your standing in the course up to and including dismissal from the course program. Should extenuating circumstances occur the Dental Science Department will advise the student of a plan of progression.

- If for some unavoidable reason, a student should have to miss a class/clinic session, it is the student’s responsibility to contact the lead instructor immediately upon his/her return to class to determine what measures can be taken to maintain the continuity in the course.
- Homework or written assignment received late (no more than seven days after due date) will receive a grade of no higher than 76%. Any homework or written assignment submitted more than seven days, after the due date, will be evaluated by the faculty member but will result in a grade of 0%.
- Written make-up examinations (taken no more than seven days after the initial date) will receive a grade of no higher than 76%. These examinations will be taken at Indian River State College’s Testing Center and a fee will be charged for administering the exam.
- Any student who is absent from an AM or PM clinic/lecture session is automatically ineligible to sit for any type of evaluation given on the same day.
- A student when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor’s satisfaction.
- Professors are required to take attendance. Students are expected to attend every class session. You will be marked as tardy if you arrive late or leave early from any class session.

16 week courses:
  - Two (2) tardies will be counted as one (1) absence. Three (3) absences will result in a one (1) letter grade reduction on your final grade. More than four (4) absences will result in a failing grade for the course and will result in dismissal from the program.

8 week or 6 week courses:
  - Two (2) tardies will be counted as one (1) absence. Two (2) absences will result in a one (1) letter grade reduction on your final grade. More than three (3) absences will result in a failing grade failing grade for the course and will result in dismissal from the program.
TECHNOLOGY REQUIREMENTS

All of the program courses are web-enhanced using the College’s learning management system (LMS). While students are not required to have their own internet access, students are required to access these online resources.

Course instructors will communicate with students using the RiverMail as well as the built-in messaging tools in the LMS. Students are required to check their messages at least once a day.

Students are required to bring a portable electronic device with wireless internet access (laptop only, no Mac or tablet).

ATTENDANCE

Regular attendance is required. Percentage points will be deducted from the final grade for each unexcused absence:

- 1st absence = 7 point reduction
- 2nd absence = 14 point reduction
- 3rd absence = 24 point reduction
- 4th absence = 31 point reduction (failing grade will be recorded)

EXCUSED ABSENCES

The following is defined as an excused absence.

1. “A student’s serious illness” shall mean a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician’s note verifying illness shall be presented by the student should the faculty member request it.

2. “Death in the immediate family” shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.

3. “Statutory governmental responsibilities” refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

4. If the student expects to be absent from a given class, the student must contact the instructor directly or by leaving a message for the instructor at their extension, within an appropriate time prior to the scheduled class time. Failure to do so may result in dismissal from the program.
5. Make-up Assignments and Tests:

   a. It is the student’s responsibility to contact the instructor for assignments, 
      handouts and make-up tests missed during an excused absence.

   b. Tests must be made up according to the instructor’s designated regulation, 
      upon student’s return from an absence. Failure to do so will result in a “0” 
      (zero) for the test.

   c. All assignments must be turned in on time.

   d. Assignments turned in late will not receive full credit.

   e. If a student is absent on the due-date of an assignment, it must be turned in 
      the day the student returns to classes.

**GRADING**

The Dental Assisting program at Indian River State College has adopted the following 
grading scale:

\[
\begin{array}{ccc}
93 & - & 100 = A \\
85 & - & 92 = B \\
76 & - & 84 = C \\
70 & - & 75 = D \\
69 & \text{and below} & = F \\
\end{array}
\]

Students **must** maintain a minimum grade of “C” or higher in all core curriculum, natural 
science courses and clinical requirements.

**PERFORMANCE OUTCOMES**

Upon completion of each technique evaluation, the student will be able to meet 
competency standards in the following skills, with no less than 76% accuracy as per skill 
competency checklist.
ACADEMIC REQUIREMENTS

1. All Dental Assisting and Dental Hygiene students must obtain a “C” or better in ALL Dental Science, Dental Assisting, Dental Hygiene courses. A grade lower than a “C” in any Dental Science, Dental Assisting, Dental Hygiene course will result in dismissal from the Dental Assisting or Dental Hygiene program. Courses in the Dental Assisting and Dental Hygiene program are offered in a programmed and sequential manner. It is essential that students master the knowledge and skills of each Dental Science, Dental Assisting, Dental Hygiene course (determined by a minimum grade of “C”). In the event the student obtains a grade lower than a “C”, they will be required to withdraw from the program and follow the procedure for readmission in the program.

2. The student must meet all the requirements established by IRSC for the Dental Assisting and Dental Hygiene program.

3. At the beginning of each course, the student will be given a syllabus listing the specific requirements for the course. All requirements must be met to complete the course. Grading will be based on the degree of achievement.

4. In addition to specific course objectives, students must meet core performance standards and demonstrate professional conduct in accordance with program regulations at all times while enrolled in the Dental Assisting and Dental Hygiene program. If at any time the faculty’s evaluation of a student’s ability to meet core performance standards on professionalism is identified as below average, the student will be removed from the Dental Assisting or the Dental Hygiene program, regardless of academic performance.

5. Demonstration of clinical competence is also a functional importance to the career curriculum progression of the candidate. The process of faculty evaluation of clinical performance of candidates is an integral and essential part of the curriculum.
DENTAL ASSISTING PROGRAM PERFORMANCE STANDARDS

PERFORMANCE STANDARDS
For Admission, Progression and Graduation
In Florida Dental Assisting Programs

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

The Dental Assisting Program is committed to the principle of diversity. This program is open to all qualified individuals who apply and complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Throughout the program, the students will be acquiring the fundamental knowledge, attitudes, skills and behaviors that will allow them not only successfully complete the curriculum of study, but to also receive the full benefit of their education. Those abilities that a person working as a dental assistant must possess to participate safely on the job are reflected in the standards that follow.

**Students working toward an Applied Technology Diploma in Dental Assisting must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of their formal training.**
<table>
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<tr>
<th>STANDARD</th>
<th>GENERAL PERFORMANCE STATEMENT</th>
<th>SPECIFIC FUNCTION</th>
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| Motor Skills | Demonstrates a high degree of manual dexterity and the ability to execute motor movements reasonably required to provide general treatment and emergency care to patients, be able to lift large weight (150 lbs.) with assistance, and to demonstrate the ability to maneuver with mobility in small spaces. | **IT IS REQUIRED THAT THE STUDENT:** Move in and around in classroom, laboratory, and clinical operatory.  
- Provide for patient safety and well being in positioning of dental chair, dental light and x-ray equipment.  
- Quickly move from different positions, as required, to perform chairside clinical skills as well as be prepared to administer emergency care procedures.  
- Exhibit sufficient manual dexterity to manipulate and control small and large motor driven equipment.  
- Perform instrument transfer using only fingers, wrist and elbow.  
- Perform skills with hand instruments during patient care.  
- Perform complex motor tasks necessary to take alginate impressions, make temporary crowns, and execute other specialty functions as required.  
- Move to and from sterilization, reception room, business office, x-ray rooms and clinical operatories.  
- Successfully complete a CPR certification course. |
| Visual       | Demonstrates visual acuity and perception sufficient for observation and recognition of patient needs to insure safe and effective chairside performance.                                                                                                                            | **IT IS REQUIRED THAT THE STUDENT:** Demonstrate the ability to observe lectures, and laboratory demonstrations.  
- Receive information via visual observation and evaluation of oral tissues with regard to normal and abnormal conditions.  
- Demonstrate normal color vision sufficient to recognize subtle changes in oral conditions.  
- Identify types of instruments needed for the areas being treated  
- Observe and describe the patient’s response to care and evaluate level of oral hygiene. |
| Tactile      | Demonstrates tactile abilities with all digits of both hands to gather dental assessment information and to assist in the delivery of patient care.                                                                                                                                         | Demonstrate the ability to tactly assess and evaluate the status of intraoral structures using instruments on hard tissue.  
- Demonstrate the ability to use direct palpation to examine the soft tissue and detect a patient’s pulse. |
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| Hearing  | Demonstrates functional use of hearing to acquire and mentally process information that is dictated as part of a clinical exam or observation. | Demonstrate the ability to hear and obtain appropriate course information from instructors and classmates and to process this information in laboratory settings and on examinations.  
- Listen actively.  
- Acquire accurate medical history and data collection verbally from the patient or guardian.  
Demonstrate the ability to audibly ascertain if a patient is experiencing a medical emergency. |
| Communication | Demonstrates the ability to communicate clearly with patients, physicians, other health professionals, faculty, family members, significant others, caregivers, community or professional groups and colleagues. Communication includes: verbal and nonverbal expression, reading, writing, computation, and computer skills. | Participate via in-class and group discussions to deliver and receive information and to respond to questions from a variety of sources.  
- Display knowledge of basic written grammar and spelling skills.  
- Report information accurately and legibly through progress notes in the patient’s chart.  
- Explain recommended treatment, preventive procedures, and the nature of disease processes to patient and/or caregiver.  
- Communicate effectively by recognizing and respecting the physical and psychological needs of others.  
- Help maintain open communication and a good rapport with all patients. |
| Interpersonal | Demonstrate the ability to relate to others verbally beyond giving and receiving instruction, and to cooperate with people from a variety of social, emotional, intellectual and cultural backgrounds. | IT IS REQUIRED THAT THE STUDENT:  
Develop a concern for others, such as classmates, staff, patients and faculty.  
- Cooperate with others and work as a team member.  
- Acquire the ability to maintain poise and flexibility in stressful or changing conditions.  
- Recognize and respond appropriately to individuals of all ages, genders, races, sexual preferences, socio-economic, religious and cultural backgrounds. |
| 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. | Maintain personal hygiene.  
- Demonstrate safety habits and work area neatness.  
- Comply with industry health and safety standards, OSHA guidelines, and material safety data.  
- Maintain a healthy lifestyle. |
<table>
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<th>GENERAL PERFORMANCE STATEMENT</th>
<th>SPECIFIC FUNCTION</th>
</tr>
</thead>
</table>
| Critical Thinking   | Demonstrate critical thinking and ethical decision making ability under stressful conditions, and to apply quick reaction time in an emergency situation.                                                                 | Apply critical thinking processes to solve work related problems in the classroom and in a clinical setting.  
- Exercise sound, problem solving decisions in class, laboratory and clinic situations.  
- Follow safety procedures established for each class, laboratory and clinic.  
- Identify problems and consider alternatives and consequences of each alternative.  
- Be able to self-evaluate and strive to improve technical skills.  
- Take action and be responsible for that decision. |
| Organizational Skills | Demonstrates ability to handle multi-tasks simultaneously and to operate in a logical, sequential, and orderly manner.                                                                                                           | Demonstrate the ability to organize required classroom assignments, lab work, and extra-curricular activities each semester into a realistic workable schedule that will facilitate student learning and success.  
- Demonstrate the ability to anticipate and prioritize tasks to be done in the patient care setting.                                             |
| 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. | IT IS REQUIRED THAT THE STUDENT:  
Demonstrates ability to comprehend and assimilate verbal and written materials.  
- Demonstrates ability to perform simple and repetitive tasks.  
- Can learn to reconcile conflicting information.  
- Demonstrate ability to use proper punctuation, grammar, spelling in written work that is neat and legible.  
- Demonstrate the ability to follow verbal and written instructions at a 75% or better level of competency.                                      |
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<tr>
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<th>GENERAL PERFORMANCE STATEMENT</th>
<th>SPECIFIC FUNCTION</th>
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</table>
| Commitment to Learning | Demonstrate a positive attitude toward learning new concepts and abilities within the program's operational policies and methods. | Demonstrate initiative, motivation and a willingness to learn.  
- Complete reading assignments and other activities in a timely manner.  
- Demonstrate ability to complete all work without evidence of cheating or plagiarism.  
- Attend all class, laboratory and clinicals, as assigned.  
- Be consistently punctual to all classes, laboratories and clinical assignments. |
| Affective Learning Skills (Behavioral & Social attitudes) | Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the mental, emotional, physical, and behavioral safety of other individuals with whom the student interacts with in the academic and/or laboratory setting. Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with faculty, staff, and peers. | Demonstrate the ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and lab component that occurs within set program time constraints.  
- Show a willingness to accept challenges.  
- Be open to feedback.  
- Follow guidelines and rules for the program and College. |

**NOTE:**
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.
Each student is given *three (3) opportunities to satisfactorily complete the requirements* as indicated for each clinical course proficiency. In the event the proficiency is not satisfactorily met on the first evaluation, the following course of action *will* be implemented:

- **#1 Unsuccessful**
  - Instructor provides written and oral feedback.
  - *Instructor, clinical coordinator and student* initiate mandatory Phase I remediation plan.
  - Phase I remediation is separate and distinct remediation on clinic patients.
  - Re-Evaluation of proficiency by a second instructor.

- **#2 Unsuccessful**
  - Instructor provides written and oral feedback.
  - Student meets with instructor, course coordinator and Program Director to initiate Phase II mandatory remediation plan.
  - Phase II is separate and distinct on clinic patients with a clinical instructor.
  - Re-Evaluation of proficiency by two faculty randomly selected from that clinic. May not be Phase II remediation instructor.

- **#3 Unsuccessful**
  - Meeting with Instructor, Clinic Coordinator and Program Director.
  - Dismissal from Indian River State College Dental Assisting program.
  - Final course Grade of “F” recorded.
  - Student is not eligible for re-admission to the Indian River State College Dental Assisting program.
STUDENT DRUG SCREEN AND BACKGROUND CHECK

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click Programs and Careers and then Health Science Programs, In the Divisions box, click Health Science/How to Apply. In the Handbooks/Forms box, click Background Check Requirements. In the Resources box, select Drug/Background Checks.

APPEAL PROCESS/COMPLAINT PROCEDURE

Commission on Dental Accreditation Complaint Procedure

Each dental related program accredited by the Commission on Dental Accreditation provides a student the opportunity to file a complaint should that student feel the program is not being taught according to the Commission Standards. The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards only. The Commission is interested in the sustained quality and continued improvement of dental and dental related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1-800-621-8099, Extension 4653

INDIAN RIVER SATE COLLEGE
HEALTH SCIENCE APPEAL PROCESS

Refer to the IRSC Student Handbook/Planner

CONFIDENTIALITY OF RECORDS

The confidentiality of the student’s record is protected by the Dental Assisting program. Information will be released only to authorized members of the College community. A student may authorize the program to release information regarding their academic record to outside sources upon written consent. (Refer to Authorization to Release Reference Information Form.)

Written consent is required for persons (students, patients/clients, etc.) to participate in case studies, videotaping, etc. either on campus or at a clinical site.
PATIENT CONFIDENTIALITY

All clinic and patient records are confidential in nature. Request for information concerning a patient must be referred a Clinical Instructor or designee. Students are required to maintain confidentiality in a professional manner. Students must comply with Health Insurance Portability and Accountability Act (HIPAA) and respective policies of each facility. Failure to maintain confidentiality WILL result in immediate dismissal from program. You will be asked to sign a confidentiality statement upon admittance to the program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

ADVISEMENT SERVICES

The faculty of the Dental Assisting program provide individual assistance on an appointment basis as well as on a walk-in basis as needed. A Student Conference Form is completed following each session. (Refer to Student Conference Form.) At the start of each semester, each student will be assigned to a faculty member mentor for the length of that semester to assist the student in identifying areas of strengths and weaknesses, to monitor his/her progress in the program and to provide individual guidance as needed.

In addition, Indian River State College has full-time Academic Counselors and Advisor Specialists. (Faculty office hours are posted on their office doors for the Summer II, Fall, Spring and Summer I terms.)

PROFESSIONAL SOCIETY

Students are eligible for student affiliate membership in the Dental Assisting Association. It is strongly recommended that all students become members ADAA.

ACADEMIC AND STUDENT SUPPORT SERVICES

Indian River State College provides opportunities for students to develop leadership skills, club membership in professional and honorary societies and participation in a well-respected intercollegiate and intramural sports program. All students are encouraged to participate in the activities of their choice. Contact Student Activities Office for additional information located in the Koblegard Student Union.

SUPPORT SERVICES

Refer to the Indian River State College Catalog for information concerning support services and personnel (i.e., Financial Aid, Child Care, Health and Wellness Center, Student Accessibility Services, etc.)
USE OF ELECTRONIC DEVICES

Personal cellular phone calls or response to pagers may only be taken while on break from the clinical unit. Students using cellular phones for personal calls of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit (unless sanctioned by the nursing department) will face disciplinary action which may include permanent dismissal. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor before use. Students may be asked to turn off or silence any electronic device while in the clinical setting at the discretion of the facility personnel or clinical instructor.

TRANSPORTATION

The student is responsible for travel to and from clinical sites and arranged field trips which may or may not be close in proximity to their geographical residence.

IRSC EMERGENCY/DISASTER PROCEDURE FOR HEALTH SCIENCE CENTER

Potentially dangerous, threatening or suspicious activities or situations can be reported via:

- Code Blue telephones located at the Main Campus in Fort Pierce.
- Dial 7777 or 4755 on any campus phone on the Main Campus, or dial 772-462-4755.

For further information, visit the IRSC website at www.irsc.edu. Click on the Student tab and then click on Campus Safety and Security.

CODE BLUE EMERGENCY TELEPHONES

For your protection, Code Blue emergency telephones are installed at all campuses. The two options are HELP in case of an emergency and INFO for directions. For locations, refer to the IRSC Student Handbook/Planner. On Main Campus, they are located outside between the parking lot and the following Buildings: Building H, Building N or Building R. For more information, contact the Student Affairs Office.
## INDIAN RIVER STATE COLLEGE
### DENTAL SCIENCE DEPARTMENT TELEPHONE LISTINGS

<table>
<thead>
<tr>
<th>Dental Clinic</th>
<th>462-7524</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zulihana Pascual</td>
<td>462-7530</td>
</tr>
<tr>
<td>Dr. Marta Ferguson</td>
<td>462-7523</td>
</tr>
<tr>
<td>Mary Pelletier</td>
<td>462-7526</td>
</tr>
<tr>
<td>Kay Idlette</td>
<td>462-7529</td>
</tr>
<tr>
<td>Dr. Alexander VanOvost</td>
<td>462-7528</td>
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</table>

### IRSC DEPARTMENTS AND OFFICES

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<th>Phone</th>
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</thead>
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<tr>
<td>Bookstore</td>
<td>462-7700</td>
</tr>
<tr>
<td>Business Office - Cashiers</td>
<td>462-7330</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>462-7483</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>462-7625</td>
</tr>
<tr>
<td>Educational Services/Guidance/Admission/Registration</td>
<td>462-7800</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>462-7450</td>
</tr>
<tr>
<td>Foundation</td>
<td>462-4786</td>
</tr>
<tr>
<td>Health &amp; Wellness Center</td>
<td>462-7825</td>
</tr>
<tr>
<td>Library</td>
<td>462-7600</td>
</tr>
<tr>
<td>Mailroom</td>
<td>462-7834</td>
</tr>
<tr>
<td>Records</td>
<td>462-7460</td>
</tr>
<tr>
<td>Student Services</td>
<td>462-4740</td>
</tr>
<tr>
<td>Telephone Registration</td>
<td>462-4772</td>
</tr>
<tr>
<td><strong>From Vero, Stuart or Okeechobee</strong></td>
<td>1-866-792-4772</td>
</tr>
<tr>
<td>Health Science Division</td>
<td>462-7550</td>
</tr>
</tbody>
</table>

**To make a call to**

- Fort Pierce/Port St. Lucie: dial 9 first
- Vero: dial 9 first, 1, area code, number
- Stuart: dial 9 first, 1, area code, number
- Okeechobee: dial 9 first, 1, area code, number

*All long distance calls must be placed through Kay Idlette*
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Indian River State College
Dental Assisting Program

Change in Health Status

______________________________________________    ______________
Student’s Name                  Student ID

This above-mentioned student is presently enrolled in the Dental Assisting program at Indian River State College. The role of the Dental Assistant in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis ___________________________________________________________

(2) Date of Onset _______________________________________________________

(3) Present Health Status _______________________________________________

(4) Do you recommend him/her continuation in the enrolled program?
    _____Yes _____No

(5) Recommended date Clinical Education may resume: _______________________

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:
    ________________________________________________________________

(7) Do you recommend any limitation to regular duties? _____Yes _____No
    If yes, please explain.

_____________________________________        ___________________________
Physician’s Signature                         Date
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Indian River State College
Dental Assisting Department
Student Clinical Conference

Name of Student ________________________ Date: ______________

Course: _______________________________________________________________________

Reason for Conference:

Description of Clinical Situation:

Instructors Recommendation Actions/Decisions/Comments:

Follow-up Appointment: Yes___ or No___ Next Follow-up Date ________________

Instructor’s Signature: __________________________ Date: ______________

Student’s Signature: __________________________ Date: ______________

Original goes to Student File via Program Director
Student receives copy of original
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INDIAN RIVER STATE COLLEGE
DENTAL ASSISTING PROGRAM

INFORMED CONSENT/VACCINATION DECLARATION/DECLINATION FORM

STUDENT: _______________________________ IRSC STUDENT ID NUMBER: _________

PROGRAM: ____________________________________________

I, __________________________________________, understand that as a clinical student, I may be exposed
to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis,
and HIV (AIDS) while in a clinical facility.

Neither Indian River State College nor any of the clinical facilities used for clinical practice assumes
liability if a student is injured on the campus or in the interning clinical facility during training unless the
injury is a direct result of negligence by the College or clinical facility. I understand that I am responsible
for the cost of health care for any personal injury I may suffer during my education. I understand that I
must purchase private health insurance. The Health and Wellness Center offers students access to
health insurance at a reduced cost.

I further understand that I must have liability insurance (which covers malpractice) while enrolled in
classes involving clinical activities. This insurance fee is automatically included each year in a lab fee.

I understand and assume responsibility for the regulations, objectives, course requirements and inherent
risks involved in the education of Dental Assisting students at Indian River State College.

I have been advised that the Hepatitis B vaccination is required for the clinical assignments in the Dental
Assisting program. I understand that due to the possible occupational training exposure to blood or other
potential infectious materials, I may be at risk of acquiring Hepatitis B virus, Hepatitis C virus, and HIV.
Check one of the following:

_____ I have completed the Hepatitis B vaccination series (must submit documentation).

_____ I am currently in the process of Hepatitis B vaccination and have received _____ vaccination(s)
at this time (must submit documentation).

_____ I decline to be vaccinated at this time.

I am aware that I can waive the Hepatitis B vaccination requirement only by signing this Vaccination
Declination form. In that case, I continue to be at risk of acquiring Hepatitis B, a serious disease.

In the future, should I decide to be vaccinated with Hepatitis B, I will provide documentation of this to the
Program Director.

______________________________  ________________________
Student Signature                                     Date

______________________________  ________________________
Parent Signature (if under 18 years of age) Date
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INDIAN RIVER STATE COLLEGE

WAIVER OF LIABILITY AND INFORMED CONSENT

Name ___________________________________________ Member of Class of ________________

• I willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e. patient) for educational purposes at Indian River State College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Dental Assisting Program Director or Instructor in a timely manner.

• I willingly consent to appear in photographs, transparencies, films, videotapes and other forms of media, for educational and informational purposes at Indian River State College.

• I willingly consent to participate in simulated patient interviews and both lab and lecture demonstrations.

• I willingly consent to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in my student records.

Signed ________________________________

Date ________________________________
This page left intentionally blank.
The regulations and procedures delineated in this Dental Assisting Program Student Handbook and Indian River State College Student Handbook provide you with a reference during your enrollment at the College.

It is your responsibility to review these handbooks thoroughly and understand the implication of all policies and procedures. If you do not understand the contents, meet with your program director.

After receiving both the Dental Assisting Program Student Handbook and the Indian River State College Student Handbook, sign this tear-off sheet and return it to the Program Director by ____________________________.

Keep both manuals for reference. Be advised that revisions to these manuals may be made and will be distributed appropriately throughout your tenure in the Health Science program.

I have received both the Dental Assisting Program Student Handbook and the Indian River College Student Handbook. Further, I understand that I am responsible for reading, understanding and adhering to the regulations contained in these student handbooks.

Name ______________________________________________________________

Signed ____________________________________________________________

Date ______________________________________________________________
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Appendix B
Health Science Division
Student Handbook
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Health Science Division
Student Handbook
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This is to acknowledge that I have received my personal copy of the Health Science Division Student Handbook; I have read and understand its contents. I agree to abide by its regulations. I understand that this form needs to be submitted to the Program Department Chair prior to the first week of school (during program orientation).

I agree to have my educational, health and background records and social security number (see reverse side) released to professional organizations/health care agencies requesting that information as part of placement at any agency.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that I may not participate in any Health Science program until I have all my records (health, CPR, health insurance, drug screen and background checks) on file in the Health Science Department and that these records must be kept updated, or I could be withdrawn from the program.

I understand that orientation to health care facilities is mandatory. Absence for any reason may result in withdrawal from the course.

I understand that information disclosed to me for the patient’s privacy is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

Changes may be made to departmental, division or college policies/regulations at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will be given a copy of the change to keep for their records and one to sign which will be included in their file.

________________________________________
SIGNATURE

________________________________________
PRINT NAME

________________________________________
DATE
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Student Records Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBT.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

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

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981 • (772) 462-7156
PREFACE

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

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

EA/EO

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

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7156
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Part I – Statement of Purpose

Section 1.01 Health Science Division Purpose Statement

The Health Science Division supports the mission of IRSC by preparing students to function effectively as members of the health care team. The Division is committed to advancing health care by providing innovative educational programs through excellence in instruction, clinical leadership and service to the health care community.

Part II - Regulations & Procedures for Health Science Division

All IRSC Health Science Students are expected to read and be familiar with the IRSC Student Handbook/Planner.

Section 2.01 Health Science Statement of Ethics

A code of ethics indicates a profession’s acceptance of the responsibility and trust with which it has been vested by society. Upon entering a health care profession, each health care professional inherits a measure of both the responsibility and the trust that have accrued to health care over the years, as well as the corresponding obligation to adhere to the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College Health Science program, each student inherently agrees to accept the responsibility and trust granted to the health care profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Section 2.02 Health Science Plagiarism Regulation

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-7.24 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Health Science Students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Section 2.03 Email/Contact Information

All students are required to activate and maintain an IRSC RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a signature. The student is required to notify the Program Director and the College of any change in contact information. Students must check their IRSC RiverMail regularly. The College uses RiverMail for all official communication.
Section 2.04  Health Science Regulation for Use of Electronics

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

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

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

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

Section 2.05  Health Science Confidentiality Statement

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium – whether spoken, written or electronically stored – including videos, photographs and x-rays. Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with intent for personal gain, the penalty can be as high as a $250,000 fine and 10-year imprisonment.
Students will not under any circumstances discuss any client, hospital or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other IRSC faculty or department supervisor. It is illegal for students to photocopy, photograph, videotape, print or electronically transmit any part of the client's chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the health care setting, the student is to discuss the concerns with the IRSC faculty. Health care agencies may require students to sign an agency confidentiality agreement prior to any experience in that facility.

Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the Health Science program and possible legal proceedings.

Section 2.06 Health Science Grading

Academic standards are those measures by which the faculty of the program determines a student’s quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, probation/requested withdrawal and dismissal. The course grading scale is found on the course syllabus.

Grading Regulation
1. Students must achieve a minimum of "C" for the final grade in all Health Science major courses that are required for completion of the program.

2. A student must complete minimal performance standards in laboratory prior to progressing to the next level of academia or performing those skills in a clinical setting.

Section 2.07 Health Science Retention Regulation

Retention of students is a high priority for IRSC, and the College commits significant resources towards these efforts. The faculty believe that education is a growth process, which places responsibility for learning on the individual.

To best prepare for success in a Health Science program, students should utilize all available resources including recommended texts and reference materials, computerized resources, open lab, faculty office hours, the Academic Support Center and other services outlined on the IRSC website under Student (Student Success).

In an effort to assure student success, faculty will discuss remediation with students when it is deemed necessary. Whenever a student experiences academic difficulty, a student conference form is initiated and recommended actions are shared with the student. Students are required to maintain a “C” or better in all Health Science courses and a minimum GPA of 2.0.

Should the student fail the course and wish to apply for reentry, the above considerations will be required, if not already completed. If completed, the student will need to submit a plan to increase his/her chance of success in future courses. The documentation of completion of any recommended remediation and the student’s plan for success should be submitted to the Program Director at the same time as the application for readmission. These will be considered when evaluating the student for reentry into the program.
Section 2.08 Health Science Probation Regulation

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

1. Failure to follow College, Division and/or Health Science program regulations
2. Unprofessional conduct in classroom and/or health care agency
3. Incivility to faculty, peers and/or others
4. Unsatisfactory or marginal performance
5. Inability to function adequately with members of a health care team

The student cannot register for practicum/externship/capstone if they are currently on probation unless approved by the Program Director. Repeat episodes and/or frequent infractions of any or all of the examples will result in dismissal from the program.

Section 2.09 Health Science Readmission and Dismissal Regulation

Written request to be readmitted/transferred into the Health Science programs should be addressed to the Program Director. Transfer students will also need to provide a letter from the Director at their current program indicating they are in good standing and are eligible to continue at the current school. The Health Science Program Director, based on the following, will make a decision of a readmission/transfer request:

1. Students who have failed (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transferred into a Health Science program.

2. Students requesting to transfer into a program, students who withdraw for personal/health reasons, students who withdraw with an average grade below a “C” or students who have failed or received a “D” in Health Science, general education and/or science related courses will be readmitted/transferred subject to the following:
   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

4. Courses eligible for transfer credit in the program must have a minimum grade of “C”, have been completed within the past four years and contain the same information as the parallel course at IRSC.

5. Students may request a grade of “Incomplete” if more than 75% of the course has been completed and an approved hardship is documented with the Program Director. An “I” grade means incomplete work. The student must speak with the instructor immediately and make arrangements to complete the course within one calendar year from the time the “I” was earned. Otherwise, the “I” will convert to an “F”. Incomplete grades are given on a case-by-case basis at the discretion of the instructor.

Section 2.10 Health Science Complaint Guidelines

A suggested process for resolving complaints within the Health Science Division is as follows: A student should always discuss the issues with the involved parties, e.g., Instructor/Program Director and Dean of Health Science. Academic and disciplinary decisions may be appealed. All IRSC students have the opportunity to request a formal review of their complaint following the “Student Grievance Procedure” outlined in the IRSC Student Handbook/Planner.

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

All students purchase accident and liability insurance as a component of their clinical course registration. The liability policy provides coverage while the student is participating in the activities of the program. The accident policy provides coverage while the student is participating in college-sponsored activities while on the premises designated by, and under the direct supervision of, the College. Accident insurance is not a substitute for health insurance and does not cover illness or disease.

Should an accident or incident occur involving a student or a patient under the care of a student, the student must complete an IRSC Accident/Incident Report form within 24 hours or the next work day. Faculty have several copies of the IRSC Accident/Incident Report form with them at the clinical site at all times. Students are responsible for any expenses related to the student’s treatment for accident or injuries.

Additionally, each agency usually requires the completion of its own accident/ incident form.
Liability (Malpractice) and Accident Insurance

A copy of the liability and accident policy coverage is available to students online at www.irsc.edu. Click on Programs & Careers and then Health Science Programs. In the Resources box, select Liability/Accident Insurance Coverage.

Health Insurance

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

Section 2.12 Health Requirements

1. Good physical and mental health are required for all health care employees; therefore, all health science students must provide assurance that they are in good physical and mental health upon entrance into the program and each year thereafter.

2. The assurance shall be from a licensed physician/A.R.N.P./P.A who conducts a physical examination and reports his/her findings on the Student Health Record. The physical exam must be dated no earlier than six months prior to the start of the first semester classes. The student's health record is considered valid for one year. All health information must be valid throughout the time student is enrolled in the program.

3. The medical examination tests and immunizations will be conducted at the student’s expense.

4. Upon entrance to a Health Science program, the student’s health record must verify:
   a. evidence of a negative tuberculin screen (result valid for one year)
   b. documentation of two MMR immunizations or a positive rubella titer, rubeola titer and mumps titer
   c. documentation of all three immunizations and positive titer or signed declination for Hepatitis B vaccine
   d. documentation of varicella status
   e. prescription for medications/drugs taken/dosage/route
   f. recommendations for any restriction/limitation of physical activity
   g. evidence of negative drug screen
h. documentation of tetanus immunization within the past ten years

i. annual flu immunization

5. Proof of negative TB results and CPR certification must be valid throughout the program. TB results are valid for one year from test date. The CPR expiration date is listed on the CPR card. Students not in compliance with this regulation will be dropped from the roster on the first class day. If a seat is not available once the record is cleared, the student will have to wait until the next semester when there is an available seat.

6. The IRSC Health Science Division recognizes that a student must be physically and mentally healthy in order to safely participate in a health care environment.

a. Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Program Director. Changes in medical condition and/or medication regimen should be promptly reported in writing to the Health Science Office. Failure to do so may result in dismissal from the program.

b. Any student who exhibits symptoms of illness/injury which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the classroom/health care agency, will be drug tested and if appropriate, referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Regulation.

c. After any change in health status that results in absence from class, the student must submit a statement from his/her physician that his/her condition is not detrimental to the safety or health of himself/herself before returning to the program.

d. In cases where absences caused by a change in health status interfere with a student’s progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record. (See Readmission Regulation Section 2.09).

7. Health Science students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for healthcare workers than the general public. Instruction on universal precautions for the control of infectious diseases is included in the curriculum of the clinical programs.

Students who have changes in their health status, who are pregnant, and/or students who are immunocompromised must work closely with their personal physician to assess the risk of participating in patient care/clinical experiences.
Section 2.13  Indian River State College Post-Exposure Protocol

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

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

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms, select Post-Exposure Protocol instructions.

Section 2.14  Health Science Background Check Regulation

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening.

Section 2.15  Health Science Substance Abuse Regulation

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening.

Section 2.16  Health Science Dress Code/Professional Standards

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

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

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

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

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

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

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

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

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

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

Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical bracelets. Wedding bands and medical bracelets must meet safety requirements.

All body art/tattoos must not be visible. Students required to wear uniforms with body art/tattoos on their arms that is not covered by short sleeves, including when arms are raised or extended, must choose the long-sleeve options. Body art/tattoos that cannot be covered by the required uniform or general dress may prohibit a student from participating in program courses.

Students may not wear caps, hats, bandanas, or other head coverings while indoors. Religious head coverings may be acceptable per individual agreement with the Program Director as long as they do not jeopardize student and/or patient safety.

Sunglasses (not including photoreactive, prescription lenses) are not to be worn indoors.

Specific program dress codes are outlined in the respective handbook for which students are expected to adhere or be dismissed from the program.
Section 2.17  Health Science Student Parking Regulation

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

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

Section 2.18  Health Science Student Smoking Regulation

Smoking is prohibited in or within 100 ft. of the Mary L. Fields Health Science Center and at clinical facilities. For more information on smoking cessation, contact the IRSC Health and Wellness Center at (772) 462-7825 or healthandwellness@irsc.edu.