



INDIAN RIVER STATE COLLEGE

**Emergency Medical Technician
Student Handbook**

2018-2019

INDIAN RIVER STATE COLLEGE
Emergency Medical Technician Program
Student Handbook

The IRSC Emergency Medical Technician program reserves the right to make any revisions, deletions, or additions to the policies or procedures which, in the opinion of the faculty and/or Indian River State College, serve in the best interest of the program and its students. If changes from these policies and procedures are necessary, those changes will be noted in class syllabi which supersede this handbook or in notification by email or in writing.

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

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The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 1/18.)

1. Health Science Division Purpose Statement
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3. Health Science Plagiarism Regulation
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6. Health Science Confidentiality Statement
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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

PROGRAM PHILOSOPHY

Education impacts learning and the development of individuals by improving verbal skills, quantitative skills, and the ability to use higher-level thinking, decision-making skills, intellectual flexibility, reflective judgment, and communications. Education also impacts attitudes and values by developing a more positive self-image, encouraging autonomy and independence, increasing the ability to deal with change and ambiguity, developing a structure for principled reasoning and moral judgment, and improving career mobility.

PROGRAM GOAL

The goal of the Emergency Medical Technician program is to prepare competent entry-level emergency medical technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PROGRAM ACCREDITATION

The Indian Rivers State College EMS Program is approved as an EMT and paramedic training agency in the State of Florida as identified by the Florida Department of Health-Division of Emergency Preparedness and Community Support-Bureau of Emergency Medical Oversight-EMS Program.

The Indian River State College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CERTIFICATION EXAM

Students completing the entire Emergency Medical Technician program will be eligible to take the National Registry of Emergency Medical Technicians' emergency medical technician certification exam, which also serves as the certification examination for the State of Florida. This exam is not part of the program and is taken at the student's expense.

ACADEMIC REQUIREMENTS

1. All emergency medical technician students must obtain a "C" or better (or "S") in ALL Emergency Medical Technician courses. An grade lower than a "C" or "S" in any Emergency Medical Technician course will result in dismissal from the Emergency Medical Technician program. Courses in the Emergency Medical Technician program are offered in a programmed and sequential manner. It is essential that students master the knowledge and skills of each Emergency Medical Technician course (determined by a minimum grade of "C" or "S"). In the event the student obtains a grade lower than a "C" or "S", 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 Applied Technology Diploma.
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 Emergency Medical Technician 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 Emergency Medical Technician program, regardless of academic performance.
5. The grading scale for the Emergency Medical Technician program is as follows:

A = 90.00 - 100

B = 80.00 - 89.99

C = 70.00 - 79.99

D = 60.00 - 69.99

F = Below 60.00

EMT & PARAMEDIC CORE PERFORMANCE STANDARDS

Introduction

The following general position description for the EMT and Paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each emergency medical services (EMS) entity.

Qualifications & Competencies

A candidate for the EMS profession must have the following qualifications and competencies: observation, communication, motor, intellectual-conceptual, integrative, and quantitative, and behavioral/social attributes. Technological compensation may be made for disabilities in certain areas, but candidates should be able to perform in a reasonably independent manner, with or without accommodation.

Visual: Candidates must be able to observe and participate in experiments in the basic sciences (for example, physiologic and pharmacological demonstrations and microscopic studies for micro-organisms and tissues). In order to make proper clinical decisions, candidates must be able to visually assess a patient, interpret x-rays and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGs with or without the assistive devices. Candidates must be able to read small print. The functional use of vision is necessary.

Oral-Auditory: Candidates must be able to communicate effectively and sensitively with patients. Candidates must be able to communicate effectively and efficiently with other members of the health care team. In an emergency situation, Candidates must be able to understand and convey information essential for the safe and effective care of patients in a clear, unambiguous, and rapid fashion. Candidates must also be able to relate information to and receive information in a caring and confidential manner. Candidates must be fluent in and able to read, write, converse, and comprehend the English language. Candidates must be able to listen and respond to radio communications. Candidates must be able to effectively hear through a stethoscope.

Physical/Motor: Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Candidates must be able to execute motor movements reasonably required to provide general emergency medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and suturing of lacerations. These skills require coordination of both gross and fine muscular movements, equilibrium, and integrated use of the senses of touch and vision. Candidates must be able to lift and carry 125 pounds (250 pounds with assistance) and manipulate and handle equipment such as stretchers from floor level to a height of 48 inches. They must be able to walk and work in small spaces, various weather conditions, and various physical environments. Candidates must be able to function effectively during a 24-hour shift without sleep.

Cognitive: Candidates must be able to measure, calculate, reason, analyze, integrate, and synthesize in a timely fashion. Candidates must comprehend three-dimensional relationships and understand the special relationships of structures. They must have a concept of time and be able to record times to the second from a clock or watch. Candidates must be able to follow written and verbal directions. Candidate must have the ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.

Social: Candidates must possess the emotional health required for the utilization of their intellectual abilities for the exercise of good judgment, for the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and for the development of effective relationships with patients. Candidates must tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Candidates must be able to interact with individuals from varying social, cultural, and economic backgrounds.

Curriculum Requirements: Candidates must be able to successfully complete, with or without reasonable accommodation, all required components of curriculum.

Test and Evaluation: In order to evaluate the competence and quality of candidates, the IRSC EMS Program employs periodic examinations as an essential component of the EMS curriculum. Successful completion of these examinations is required for all candidates as

a condition for continued progress through the curriculum. Reasonable accommodation will be made in the form or manner of administration of these evaluations where necessary.

Clinical Assessment: Demonstration of clinical competence is also of fundamental 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. Although reasonable accommodation may be made, participation in clinical experiences and the evaluation of participation is required.

Attendance: Class attendance is deemed an important component of the educational experience. Reasonable accommodation will be provided, but attendance requirements must be satisfied for successful completion of these courses.

Description of Tasks

1. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
2. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
3. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient.
4. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
5. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
6. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
7. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
8. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
9. Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.
10. Identifies diagnostic signs that require communication with facility.
11. Moves the patient into the emergency facility from the ambulance

12. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care in route to facility and provides assistance to emergency department staff as required.
13. Maintains familiarity with all specialized equipment.
14. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Student Disability Services (SDS) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

IRSC offers many disability resources at on-campus labs. The SDS works with online students to ensure accessibility. A quick link is located to the SDS in the Institutional Resources section in the course control panel. Students who wish to request an accommodation for a documented disability should contact the SDS immediately at (772) 462-7782 or (772) 462-7808.

Reasonable Accommodations

The Americans with Disabilities Act does not exempt the student from these Core Performance Standards. These standards are viewed as essential to the job. However, whenever possible, reasonable accommodations will be made to students with disabilities. The Indian River State College EMS Program uses the rules of the Florida Department of Health along with the National Registry of EMT's, as a template with regards to what accommodations will be provided. Students must work with the SDS staff in conjunction with the EMS Program Director and instructor of record in order to be considered for accommodation. It is the student's responsibility to contact the Student Disability Services office.

The following is a sample list of accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Core Performance Standards. These include, but are not limited to:

- 1. Students are not allowed additional time for skills with specific time frames.**
 - Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

2. Students are not allowed unlimited time to complete a written or computer exams or quizzes.

- This request is not considered reasonable because a candidate should be able to complete an exam or quiz within a finite amount of time.
- Exams and quizzes are designed, at least in part, to measure the ability to quickly recall information.
- Students will be allowed a maximum of time and one-half to complete written or computer exams or quizzes.

3. Students are not allowed to have written or computer exams given by an oral reader.

- The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.

4. Students are not provided a written or computer exam with a reading level of less than grade nine.

- The EMS profession requires a reading level of at least grade eight to work safely and efficiently.

5. Students must answer all written or computer test questions as written. No explanation of the question can be provided by the test proctor or any other individual.

- Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
- Students must be able to understand and converse in medical terms appropriate to the profession.

6. Students are not allowed to use calculators.

- Students must be able to perform the calculations required for patient assessment and care even if assistive technology was not available.

LATEX ADVISORY – Latex-based products are used in all health care facilities.

EMERGENCY MEDICAL TECHNICIAN CURRICULUM

Applied Technology Diploma

EMT Semester

EMS 1119	Emergency Medical Technician	7 credits
EMS 1119L	Emergency Medical Technician Lab	4 credits
EMS 1431	EMT Clinical/Field Experience.....	1 credit

ATTENDANCE

Attendance during all phases of the Emergency Medical Technician program is extremely important because of the nature of the material to be presented. Class attendance for each Emergency Medical Technician course is mandatory. Specific attendance requirements for each course will be provided in the course syllabus.

STUDENT RECORDS

The EMS Program complies with the College’s student records policy under the Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment.

Students may request to review their records; however, the Program does not provide copies of student records. The Program also does not provide replacement copies of certificates; however, where possible an electronic copy will be attached to the student’s profile in the Program’s clinical tracking system at the time it is issued.

ACCIDENTS/UNUSUAL INCIDENTS

Students must report any unusual incidents they experience during their participation in the Program as soon as possible after the event and no more than 24 hours after the event. These include, but are not limited to major incidents especially those involving the media, student injuries or exposures, medication errors by the student, and injury to a patient.

Under no circumstances should any student write an official incident report for or be interviewed by non-IRSC staff regarding unusual events (e.g., questions on patient care, inappropriate behavior, accident reports, procedural issues) occurring during a clinical or field shift without the permission and/or representation of the Program Director or another Program faculty member.

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, information about how they can obtain coverage, at their own expense, 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.

STUDENT EMPLOYMENT

Classroom, lab, and clinical rotation scheduling will not be arranged around a student's employment schedule. It is expected that the student's education comes first. Employment should, in no way interfere with the student's academic or clinical responsibilities. Students have some flexibility in scheduling field experience, but minimum requirements must still be met. Employment cannot be substituted for clinical education.

TRANSPORTATION

Students must have reliable transportation to and from IRSC and to and from assigned clinical, field, and special event sites. No transportation will be provided by the College, faculty, or sites.

CONDUCT

1. Any Emergency Medical Technician student caught in an act of academic dishonesty on an exam, quiz, or assignment will receive a grade of "0" for that work. Two (2) such occurrences will result in dismissal from IRSC Emergency Medical Technician program.
2. Any student willfully creating a hazardous situation for themselves and/or others will be dismissed from that class with an unexcused absence. Continual practice and/or others of this nature will result in dismissal from the Emergency Medical Technician program.
3. The student must exhibit courtesy and respect for the instructors and fellow students while in class.
4. Any student failing to maintain a professional demeanor/conduct while in the Emergency Medical Technician program will be dismissed immediately.
5. Students must demonstrate appropriate etiquette and netiquette at all times including, but not limited to: being respectful at all times; refraining from cursing and rude or inappropriate comments/behavior; using proper English in emails without slang or inappropriate language; not writing in all caps and reading messages before sending them (interpretation is subjective and may not be perceived as intended).
6. Specific conduct expectations for each course will be provided in the course syllabus.

DISCIPLINARY PROCEDURES

Charges of misconduct or breach of the program's ethical or professional behavior standards against a student at any stage of the program will be investigated. The Program strives to assure due process in the event of any disciplinary action that is taken against a student who violates the standards of conduct and/or fails to meet the academic requirements of the Program as outlined in this manual. Corrective action is generally progressive. For most minor incidents, personal coaching, documented warnings, and/or a written reprimand may precede probation and/or dismissal/withdrawal from the Program. The purpose of this disciplinary action is to provide feedback that encourages accountability and behavior that reflects Program values. Correction action plans are intended to be positive, non-punitive interventions that allow an individual time to correct an identified deviation from expected behavior. In each instance, the correction action is to be fair, just, and in proportion to the seriousness of the violation. Feedback is to be communicated privately, out of sight and sound of peers or coworkers, and delivered in a timely manner. For more severe offenses, the disciplinary process may begin with probation or dismissal/withdrawal from the Program.

GROUNDS FOR WRITTEN COUNSELING

The following are grounds for written counseling:

1. Failure to follow proper notification procedures
2. Missing a field or clinical shift without proper notification
3. Medication errors
4. Unprofessional conduct
5. Safety concerns
6. Failure to follow established policies
7. Attendance issues
8. Failure to comply with due dates
9. Poor academic performance

Students who have received more than two (2) written counselings or who have received two (2) written counselings for similar issues will be required to meet with the lead instructor and Program Director to develop a plan for improved performance. The Medical Director may also be advised and/or participate in the meeting. Continued poor performance may lead to dismissal/withdrawal from the Program.

PROBATION

Students who violate any of the administrative or conduct policies and are placed on probation or dismissed/withdrawn at the discretion of the Program. Students placed on probation will be notified in writing along with the specific probation plan. A student who fails to comply with the terms of probation will be withdrawn from the Program.

DISMISSAL/WITHDRAWAL FROM A PROGRAM OF STUDY

A student may be terminated from his/her program of study for not satisfying the academic or disciplinary policies and rules outlined in this handbook. Those include, but are not limited to:

- Failure to meet academic standards as outlined in the grading policy
- Failure to meet the conditions of a probation plan
- Failure to meet course requirements during any phase of the program
- Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this handbook
- Repeated absences, tardiness, or early departure as outlined in the attendance policy
- Repeated failure to comply with applicable uniform and dress codes
- Failure to complete submission of documents required for matriculation (i.e., medical screening information, application information, licenses, certifications) after notice by Program administration
- Repeated or substantial failure to comply with the rules of the classroom, clinical site, or field station decorum
- Repeated or substantial failure to comply with the exposure control policy
- Repeated or substantial failure to comply with the reporting procedures for Incidents and Unusual Occurrences
- Failure or refusal to participate in necessary investigatory proceedings for an incident or unusual occurrence

Upon dismissal/withdrawal, the student will be notified in writing of the reason(s) for the dismissal. This documentation will also be placed in the student's file. The Program Director may require an exit interview at the time of dismissal. Students who are dismissed from the Program for disciplinary reasons can reapply to the Program; however, the documentation related to the dismissal will be considered as part of the evaluation of student eligibility.

STUDENT IDENTIFICATION

Students are required to have an approved IRSC Student ID card. Students will be supplied an ID badge holder. Student ID cards are to be placed in the badge holder and worn at all times.

CLINICAL AND FIELD ROTATION REGULATIONS

1. Any emergency medical technician student who violates college or hospital regulations while in a clinical or field facility will be reported, in writing, by the clinical educator, preceptor, or designee. This is especially important in matters concerning confidential patient information. The report should include the nature of the infraction, the date, the student's name, and the name of any other staff members involved.

2. The report will be sent to the Emergency Medical Technician lead instructor and the Emergency Medical Technician Program Director and will be reviewed with the reporting party and the student.
3. Any student whose performance is deemed unsafe or inappropriate will be removed from the site and required to remediate their skills in the lab prior to being permitted to resume their rotation. All clinical objectives must be met prior to the start of final exams. In the event a site refuses admission to any Emergency Medical Technician student or requests that a student be removed from that site, the Emergency Medical Technician program will attempt to reassign that student. If the student cannot be reassigned to another site, they will be withdrawn from the program.
4. If it is agreed by the Emergency Medical Technician Program Director and Emergency Medical Technician lead instructor that the incident is of a serious nature, the student may be suspended from the Emergency Medical Technician program for the semester or withdrawn immediately depending on the nature of the incident. If more than two (2) incidents occur, regardless of the nature of the incident, the student will be dismissed from the program.
5. All students have a right to appeal their actions as outlined in the Health Science Student Disciplinary Process.

STUDENT DRESS CODE

Unless otherwise directed, students will wear the required uniforms at all times while participating in Emergency Medical Technician program classes and activities specified. 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

Uniforms must be kept neat, clean, pressed, and well-maintained. Due to the possibility of uniforms becoming soiled in the course of class, clinicals, or field experience, students must have a change of uniform accessible at all times (e.g., in their vehicle). This generally requires a minimum purchase of two (2) of each uniform.

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 unless just passing through to a non-bar seating area), except while on a call at

such a location while on a field rotation. 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

Specifications for required uniforms will be provided in the provisional letter of acceptance.

GENERAL DRESS CODE & PERSONAL HYGIENE

The IRSC Student Handbook/Planner addresses student dress in a general manner and grants faculty permission to dismiss any student with offensive or distasteful attire. This handbook clarifies what is permitted attire for courses conducted by the EMS department.

Shirts must be worn tucked in and buttoned. Only the top button may be left open. Only approved pins may be worn on the shirt.

Pants must be an appropriate length and size with finished hems that do not drag on the floor or ride down the hips/buttocks. Pants may not be tucked into boots.

Shirts and pants must be laundered, generally free of wrinkles, and smell fresh.

Boots/shoes should be clean, polished if possible, and fully tied/zipped. Closed-toe footwear is required.

Hair should be neat, clean, and worn in a natural style. Hair that is shoulder length or longer 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. Specific facial hair, including but not limited to beards, goatees, soul patches, and long side burns are prohibited as they are generally prohibited by hospitals, ambulance services, and fire departments as they may interfere with a student's ability to wear required respirators.

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. A less restrictive guideline may be established for lab and physical training.

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. While in uniform, only the approved ball cap may be worn while outdoors.

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

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.

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.

CERTIFICATES OF COMPLETION

Applied Technology Diploma will be issued within fourteen (14) days of course completion as per Florida Statute Title XXIX Chapter 401.2701. Students completing the program late will have the Applied Technology Diploma transcribed and the Department of Health will be notified within fourteen (14) days of course completion; however, physical certificates may not be issued until a later date.

RESTRICTION ON STUDENTS AS STAFF OR BEING SUBJECT TO CALL

Although assisting patients in a “hands-on” capacity is encouraged during the clinical and field phases, at no time shall a student be used to replace, substitute for, or take on the responsibilities of any regular qualified staff member at a clinical or field site. All individuals enrolled in the Program are classified as students until such time that they receive notification of successful completion of their program of study and successfully obtain the certifications and licensure that are required to operate at their new level.

Chapter 64J-1.020(1)(a), Florida Administrative Code prohibits a student being subject to call while participating in class, lab, clinical, or field experiences. This policy is not intended to prohibit a sponsoring agency from paying a student while they are on a scheduled clinical or field shift, if it is the agency’s policy to do so; however, that student may not be considered part of required staffing.

Students should never be in the patient compartment alone during patient transport.

At no time while considered a student will a student do any firefighting duties or extra work, for example mowing grass or painting, that other non-employee students would not be permitted to do. This does not preclude the student helping with basic station duties/chores.

CRIMINAL PENALTIES AND LOSS OF LICENSURE FOR FALSIFICATION OF DOCUMENTATION

Every piece of documentation submitted by a student as part of the EMS Program is used to document the student's having met program requirements with regard to licensure and certification. As such, pursuant to Florida Statutes, Chapters 401.41 and 401.411, any misrepresentation in that documentation is a misdemeanor of the first degree. The State may also deny, suspend, or revoke the license or may reprimand or fine any licensee or other person operating under its authority, including preceptors, for misrepresenting any information related to licensure.

INTERNET ACCESS, COMPUTER REQUIREMENTS, BLACKBOARD®, RIVERMAIL, & FISDAP®

All of the program courses are web-enhanced, and some may be provided entirely online using the College's learning management system and/or other course delivery systems. 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 their 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 will also be required to use FISDAP®, the program's online scheduling and skills tracking system, to schedule lab, clinical, and field shifts and enter all of their lab, clinical, and field experience skills and patient contacts.

Students are required to bring a portable electronic device with wireless Internet access (i.e., laptop or tablet) to each class. Specifications for the device will be provided in the provisional letter of acceptance.



INDIAN RIVER STATE COLLEGE

3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

**Health Science Division
Student Handbook**

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INDIAN RIVER STATE COLLEGE

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, HOBET.

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.

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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:

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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, Photographs, 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.