Pharmacy Technician Program
Student Handbook
IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College is ranked as the 9th top public regional college in the South by U.S. News and World Report, selected as a national Top Ten Finalist for the prestigious Aspen Prize and as an Achieving the Dream™ college for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by its quality, convenience and affordable tuition. IRSC was designated as the 4th Most Affordable College in the country by the U.S. Department of Education two years in a row, and IRSC 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 150 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 does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:
Adriene B. Jefferson
Equity Officer and Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7156

To Students

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent’s best example and your teachers’ best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

The National Commission On Excellence In Education
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Introduction

The Indian River State College Pharmacy Technician program is a 1050 clock-hour certificate program which prepares students to assist a pharmacist with the technical tasks that take place in the pharmacy. Under the direct supervision of a pharmacist, the graduates from this program are qualified to work as a pharmacy technician in retail, hospital and other health care settings, performing duties such as interpreting prescription orders, maintaining patient records, packaging and labeling medications, maintaining drug supplies, preparing sterile and non-sterile products and performing computer data entries. Program completers sit for the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board. Pharmacy technicians who successfully pass the exam are Certified Pharmacy Technicians (CPhT).

A nationwide shortage of pharmacists and a growing consumer demand for prescription medications have allowed pharmacy technicians the opportunity to play a continually more important role in today’s pharmacy industry. With this growing opportunity; however, has also come increased responsibility, and this increased responsibility has made the National Pharmacy Technician Certification an important issue to many industry employers and even to some state legislatures.

National Pharmacy Technician Certification is obtained by sitting for and passing a comprehensive exam. 70% percent of employers provide increased compensation to pharmacy technicians once they become nationally certified, and certified pharmacy technicians as a whole regularly receive higher pay than their non-certified counterparts. Currently, over 100,000 pharmacy technicians have sat for and passed the certification exam.
Philosophy, Purpose and Goal

Health Science Division Purpose Statement

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

Philosophy of the Pharmacy Technician Program

The philosophy of the Pharmacy Technician program, at Indian River State College, supports and assists the implementation of the philosophy and purposes of the College and the Health Science Division. The College, the Health Science Division and the Healthcare facilities provide a rich learning experiences and resources that enable students to develop the competencies necessary for employment as a pharmacy technician.

Purpose Statement

The purpose of the Pharmacy Technician program is to provide the various populations of the community with certified pharmacy technicians through a diversified program with innovative educational programs, excellence in teaching, clinical leadership and service to the community.

Program Goal

The goal of the program is to graduate competent pharmacy technicians that will promote the safe, efficacious and cost effective dispensing, distribution and use of medications in the community.

Upon completion of the Pharmacy Technician program, students are invited and encouraged to participate in the “Certificate Recognition Ceremony”, hosted by Indian River State College Health Science Division. The date and time of the event will be provided near the end of the program, along with invitations to send to family and friends.
Code of Ethics for Pharmacy Technicians

Preamble

Pharmacy Technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code, which apply to pharmacy technicians working in any and all settings, are based on the application and support of the moral obligations that, guide the pharmacy profession in relationships with patients, healthcare professionals and society.

Principles

A pharmacy technician’s first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving others.

1. pharmacy technician support and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times and uphold the ethical principles of the profession.

2. A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost effective destruction of health services and healthcare resources.

3. A pharmacy technician respects and values the abilities of pharmacists, colleagues and other healthcare professionals.

4. A pharmacy technician maintains competency in his/her practice, and continually enhances his/her professional knowledge and expertise.

5. A pharmacy technician respects and supports the patient’s individuality, dignity and confidentiality.

6. A pharmacy technician respects the confidentiality of a patient’s records and discloses pertinent information only with proper authorization.

7. A pharmacy technician never assists in the dispensing, promoting or distribution of medications or medical devices that are not of good quality or do not meet the standards required by law.

8. A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct in the profession.

9. A pharmacy technician associates with and engages in the support of organizations which promote the profession of pharmacy through the utilization and enhancement of pharmacy technicians.

Approved by the AAPT Board of Directors. January 7, 1996 All rights reserved.
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# PHARMACY TECHNICIAN PROGRAM CURRICULUM

(1050 CLOCK-HOURS)

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**TOTAL PROGRAM HOURS........1050**

**NOTE:** High school graduates of a Medical Academy may be exempt from HSC V003, HSC V540 and HSC V530C based on articulated credit.

Check with an advisor before enrolling.
**Academic Standards**

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.

**Grading**

1. Students must achieve a minimum of “C” for the final grade in **ALL 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. Competency rating scales are computed on a scale of 100 points with 76 or above passing.

3. The grading scale used by the program is:
   - **A** = 93 to 100
   - **B** = 85 to 92
   - **C** = 76 to 84
   - **F** = 75 and below

4. An incomplete grade (I) is given to a student who, although passing the majority of the given course, has not completed the full class requirements. At the time that grades are submitted, the student will be given a list of work not yet completed and an explanation of how completion of the requirements will contribute to the final grade.

5. If a student withdraws from or fails the program during the first semester, he/she must reapply to the program. The student’s application will be given the same consideration as all other applicants applying for the Pharmacy Technician program.

6. All clinical and classroom assignments are to be handed in on time.

7. Individual course syllabi further detail specific academic standards relative to any given course.

8. Attendance is mandatory.

9. If a student has not taken classes in the pharmacy technician program for a period of one (1) year or longer, they must reapply to the program.
Attendance

1. An accurate record of attendance is kept for each class and clinical.

2. Students are required to be in attendance in the classroom and/or clinical setting on assigned days. Each unexcused absence in a course will result in a 5-point deduction from your final grade in that course.

3. If the student is late to class, the student should inform the instructor at the end of the class period indicating the reason for the tardiness. It is the responsibility of the student to be certain that all information, assignments, etc., be obtained.

4. Absence from lecture and clinical:
   The following are defined as an EXCUSED ABSENCE:
   - "A student’s serious illness" means a condition such as pneumonia, surgery, hospital conferment or valid medical reason. A physician's note verifying illness must be presented by the student should the faculty member request it.
   - "Death in the immediate family" is interpreted to mean mother, father, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.
   - "Statutory governmental responsibilities" refers to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

   If a student expects to be absent from class:
   - The student must contact the instructor directly or leave a message for the instructor at least 30 minutes prior to the scheduled class time.
   - It is the responsibility of the student to obtain all lecture/laboratory materials and if necessary, schedule a time to meet with the instructor for specifics.

5. Students must notify the instructor prior to absence from class or clinical. Students must notify the instructor and the healthcare facility of intended absence prior to clinical. A "NO CLASS, NO SHOW" will result in probation and may be grounds for failure or dismissal.

6. Excessive absences may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor will require a counseling session for any student absences. Twenty (20) hours of absence during any course will result in a failing grade for that course.
7. Tardiness and absences are cumulative throughout the program. Students who are absent 60 or more hours will be dismissed from the program and are not eligible for readmission.

**Internet Access, Computer Requirements, Blackboard & RiverMail**

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.

**Transportation**

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

**Patient Confidentiality**

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to a clinical instructor or designate. Students are required to maintain the 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 may result in immediate dismissal from the program. All students will be asked to sign a confidentiality statement upon admittance to the program.

**Accidents**

All accidents that occur while on clinical assignments resulting in patient, hospital personnel or personal injury to the student and/or damage to equipment must be reported in a timely manner (24 hours or less). All incidences should be immediately reported to the Supervisor and the Instructor/Program Director.

**Student Employment**

Clinical rotation scheduling will not be arranged around a students employment schedule. It is expected that the student’s education comes first. Employment should in no way interfere with the students academic or clinical responsibilities. Employment will in no way be substituted for clinical education.
Drug Screening

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.

Criminal Background Checks

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.

Health/Medical Record

A completed medical health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records. The form is located on the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Science Programs. In the Resource box, select Health Science Physical Examination and Immunization Form.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician’s assistant or an ARNP must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from program. Personal health insurance may be purchased through the Health and Wellness Department. Call them at (772) 462-7825 for more information.

Student Drug Screen, Background Check and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.

Any changes in criminal or medical history must be reported to the Program Director immediately.
Indian River State College Student Identification

Students are required to have an official College Identification badge.

The badge will have the student’s full name, picture and the title “Pharmacy Technician Program” below their name. These badges must be obtained from Student Services on the Main Campus in the KSU building.

NOTE: Student identification badges are to be worn in class, lab and clinical.

Documentation

Any information that is scribed by a student while in clinic must be followed by the appropriate signature.

Students are required to sign all documentation as follows:

1. First initial of first name
2. Last name in full
3. Followed by Pharmacy Technician Student

Example: M. Jones, Pharmacy Technician Student

NO ABBREVIATIONS!

Student Dress Code

The personal appearance and demeanor of Pharmacy Technician students at Indian River State College reflect both the College and program standards and are indicative of the student’s interest and pride in their profession.

CLEANLINESS IS ESSENTIAL!!! Uniforms are to be supplied and laundered by the student. Uniforms are to be worn at all times while on duty at all designated Clinical Education Centers and attendance at all classes/lab on- and off-campus.

Any student reporting to the class, lab or clinic in improper attire will be sent home by the Supervisor and/or College Instructor.
MALE/FEMALE PHARMACY TECHNICIAN
STUDENT UNIFORM

1. White, short-sleeve smock.

2. All white nursing or leather sneakers.

3. All white socks.

4. Navy IRSC Pharmacy Technician Program polo shirt. (Available at the bookstore).


MALE*

1. Hair: Clean, neat and well groomed. Hair must be cut above the collar. Trimmed mustaches are permitted. Beards are allowed if kept short and neatly trimmed (no longer than one (1) inch). No extreme hairstyles, dyeing, bleaching or tinting is permitted.

2. Fingernails: Must be short, neat and clean.

3. Jewelry: Limited to a watch and wedding ring.

4. No aftershave, cologne, etc.

FEMALE*

1. Hair: Women must keep hair back off the face at ALL times. Hair that falls on the shoulders at the sides must be tied back in a pony-tail or worn up in the back. No extreme hairstyles, dyeing, tinting or bleaching is permitted.

2. Fingernails: Must be short, neat and clean. Clear polish is acceptable. NO colored nail polish will be worn.

3. Makeup: Discreet use of makeup will be accepted. AVOID heavy use of eyeshadow, eyeliner and blush. Perfume is NOT to be used at all.

4. Jewelry: Limited to a watch and wedding ring.

* No visible body-piercing rings are permitted. This includes, but is not limited to earrings, tongue rings, nose rings, eyebrow rings, etc.

* All body art/tattoos must be covered with clothing.
Classroom and On Campus Lab Standards

Note: Failure to adhere to any classroom or clinical standards may result in dismissal from the program.

1. NO food is allowed in the classroom. Clear drinks ONLY. This is a privilege.

2. Prompt and regular attendance is expected at all class and clinical days. Accurate records of attendance are kept for class and clinical laboratory. Orientation to clinical facilities is mandatory.

3. Only students enrolled in the class are permitted in the classroom. No children are allowed in class or clinical facilities.

4. All cell phones, PDA’s and any other type of technical equipment are to be on vibrate only. This is allowed for emergency contact only. Class disruptions due to cell phones will be cause for (1) warning, (2) probation.

5. Audio recording devices may be used in the classroom only with the instructor’s permission. Under no circumstances are visual devices or cameras to be used in the classroom or clinical setting.

6. Students are to notify their instructor at least one hour prior to absence in class.

7. Students wearing inappropriate attire will be counseled and will enter the disciplinary process.

8. Students must adhere to the concept of confidentiality regarding all tests/examinations. Information about the nature of items on any exam may not be shared with other individuals.

9. Students making poor progress in a course or who have irregular attendance, will be given written notice of unsatisfactory progress and will be required to meet with the Program Director.

Clinical Rotation/Experience Standards

Students will be assigned clinical rotation to area healthcare facilities. Convenience of a clinical site will be given when possible. However, clinical experience is vital in the completion of the program objectives. Final decisions on clinical placement will be made by the Program Director.

1. Students will be required to attend clinical rotations a minimum of 30 hours per week. Students will complete their clinical hours Monday through Friday during regular business hours (7:00 a.m. – 6:00 p.m.).
2. Students are expected to exhibit conduct in accordance with the established qualities of professionalism at all times. A student may be given a failing grade in a clinical component if the student does not meet the course competencies.

3. Students must adhere to the concept of confidentiality regarding the patients and their records. Information about patients may not be shared with other persons nor with staff who are not assigned to their case. Patient or hospital records may not be photocopied. Students are not allowed access to patients’ records other than those of assigned patients. HIPAA regulations and “need to know only” are enforced.

4. Students are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and healthcare institution.

5. In order to participate in clinicals, students must hold and maintain current CPR certification and must have current health records on file in the Health Science department at all times. (CPR for Health Care Providers.)

6. Attendance is mandatory at all clinical facility orientations.

7. Clinical assignments will be made by the Program Director. Students are expected to thoroughly prepare prior to the clinical experience.

8. Students are expected to arrive 15 minutes prior to the assigned start time.

9. Written objectives for the clinical courses are shared with agency staff. The instructor may confer with the healthcare agency staff on the progress of each student as necessary.

10. Students are required to notify instructor and clinical supervisor of absence from clinical at least 30 minutes before scheduled time of arrival. “No call, no show” will result in probation; second offense, student will be dismissed.

11. Students are requested to take as little money, keys, notebooks, purses, wallets, etc., as possible into the agency and to store things at the agency in the designated place.

12. A student involved in an accident or injury to self or to a patient must notify instructor immediately.

The Program Director must be informed of any incident involving a student ASAP, no later than 24 hours.
Unsafe and Unprofessional Clinical Practice Defined

UNSAFE CLINICAL PRACTICE shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological or emotional safety of the patient, staff, peers or others.

UNPROFESSIONAL PRACTICE shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Pharmacy Technician program or Indian River State College.

Examples of unprofessional practice (not inclusive)—verbal or non-verbal language, actions or voice inflection which compromise rapport or working relations with patients, family members, staff, physicians, or instructors, contractual agreements or with clinical affiliates, or constitutes violations of legal or ethical standards.

Program Completion

In order to obtain the certificate of completion, the student must meet the following requirements:

- Successfully complete program requirements.

- Students must not have any financial holds and all fees must be paid for by the student.

- Students must comply with TABE requirements by scoring 11.0 in math, reading and English or have an A.A. Degree, A.S. Degree or higher degree or qualify for an exemption under Senate Bill 1720.

Upon completing the specified requirements, the student is eligible to be granted a certificate of completion from Indian River State College and apply for a FL state license as well as take the Certification exam. Information on the exam will be provided during the Pharmacy Technician program.

The College provides a formal ceremony to recognize the graduates’ completion of the Pharmacy Technician program. Students will be notified of the date, time and place when it is set by the College.
INDIAN RIVER STATE COLLEGE

PHARMACY TECHNICIAN PROGRAM

APPENDIX A:

FORMS
Authorization To Release Reference Information

I authorize the IRSC Pharmacy Technician Program Director to release information regarding my performance while enrolled in the program.

This information may be released to prospective employers whom I have given as a reference to the Program Director.

This information may be given out by telephone, email or letter.

Indian River State College

________________________________________
Printed Name of Student

________________________________________    __________________________
Signature of Student                          Date
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Confidentiality Statement

The patient has a right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.

A Patient’s Bill of Rights (1975)

I am aware that as a student of the Indian River State College Pharmacy Technician program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information.

________________________________________

Printed Name of Student

________________________________________

Signature of Student                               Date
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**Grounds For Dismissal**

The Grounds for Dismissal are listed below. It should be pointed out that a student may be dismissed from the program at any time during his/her training for violation of any one of the grounds listed.

1. Failing grades in Pharmacy Technician and/or College courses
2. Insubordination
3. The conviction and/or known use of, distribution of or possession of illegal drugs/controlled substances
4. Failure to accomplish clinical assignments and objectives
5. Unprofessional or unethical conduct
6. Cheating (academic dishonesty) or falsification of official college documents
7. Breach of confidentiality
8. If any clinical site refuses to allow a student on the property for violations such as theft or misconduct, or behavior that threatens the safety of patients, themselves or others, the student will not be permitted to continue.

Printed Name of Student

______________________________________________
Signature of Student                               Date
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Agreement To Terms

By my signature below, I acknowledge that I have received and read the IRSC Pharmacy Technician Handbook and the Health Science Division Student Handbook. I am aware of the handbooks’ content and have an understanding of all that is required of me, and I agree to abide by all of the rules, regulations and procedures of the program.

I am aware there are clinical components necessary for completion of the program. Clinical rotations will include travel and the hours/days vary. Community Pharmacy Clinical is usually Monday thru Friday between the hours of 7 a.m. to 9 p.m. Hospital pharmacy Clinical is Monday thru Friday between the hours of 7 a.m. to 6 p.m.

I am also aware that in order to continue in the Pharmacy Technician program, I must maintain satisfactory progress (as outlined by Program Grading) and maintain a “C” average or higher in each Pharmacy (PTN) course. I also understand that if I obtain a “F” in any Pharmacy (PTN) course, I will be dismissed from the program.

I am also aware that the Pharmacy Technician program reserves the right to make any revisions, deletions or additions to the regulations 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.

________________________________________
Printed Name of Student

________________________________________  _________________________
Signature of Student                           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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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:

Admissions 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 does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

 Adriene B Jefferson
 Equity Officer and Title IX Coordinator
 IRSC Main Campus • 320 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 does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson
Equity Officer and 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](http://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 Science Programs. In the Resources box, 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 Science Programs. In the Resources box, select Drug/Background Checks.

Section 2.15  Health Science Substance Abuse Regulation

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.

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.