Nursing Assistant
(HCP V410C)
2018-2019
Student Handbook
This is to acknowledge that I have received my personal copy of the Nursing Assistant Student Handbook. I have read and understand that content thereof. I hereby agree to abide by its regulations. I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in your student records.

I understand that I may not participate in the Program courses until I have all my records on file in the nursing department (health form, CPR, Hep B declination, immunizations) and that these records must be kept updated. I also understand that I must have a Florida Department Law Enforcement check, fingerprinting, and negative urine drug screen on file in the Health Sciences Division office. If not on file by end of first week of course, that I may be dismissed.

I will not discuss any patient, 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 nursing facility or department director supervision. If at any time I have concern regarding an occurrence in the clinical setting, I will discuss the concerns with the clinical instructor, course coordinator or the department director. I understand that failure to comply with confidentiality policy will result in dismissal from the program and possible legal proceedings. (HIPAA & Confidentiality Policy).

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or be retained in the program after admission, I must be able to demonstrate the abilities listed in the Performance Standards for Admission & Progression in this handbook.

I understand that this form needs to be submitted to the Nursing Department prior to the end of the first week of the course.

Transcripts in the Records Center will only be issued for completion of the Nursing Assistant course.

___________________________________   _________________________________________
Signature                          Print Name
Date _______________________________
Mission

The IRSC Mission Statement and College Goals read as follows:

As a leader in education and innovation, Indian River State College transforms lives by offering high-quality, affordable and accessible education to the residents of Indian River, Martin, Okeechobee, and St. Lucie counties through traditional and online delivery. IRSC is a comprehensive college accredited to award Baccalaureate Degrees, Associate Degrees, and Career and Technical Certificates.

We commit to
• Sustain a learning environment that stimulates the intellect and inspires the imagination
• Provide a comprehensive support system for academic and career success
• Advance cultural awareness and appreciation of diversity
• Stimulate economic growth
• Develop a highly-skilled workforce
• Create partnerships to foster economic development and expand opportunities
• Provide cultural enrichment and lifelong learning
• Promote civic responsibility and community engagement
• Treat all students, employees, and community members fairly and with respect

Our Mission is fulfilled through the accomplishment of the following goals:

Educational Access: Provide open access to educational opportunities for members of our service region.

Student Success: Provide services and resources that promote student growth and achievement.

Student Development and Satisfaction: Enhance and enrich the student learning experience through comprehensive and accessible support services and co-curricular activities.

Educational Programs: Develop and deliver educational programs that lead to attainment of students’ educational and career goals and provide the knowledge and skills needed in the workforce.

Cultural Enrichment: Improve the quality of life and promote social interaction in our community by serving as a resource for cultural enrichment.
**Equity and Diversity:** Demonstrate our commitment to diversity and equity by ensuring that each individual receives the specific resources and services needed to achieve their educational and professional goals.

**Technology:** Maximize educational quality, student learning, efficiency of operations, and service to the community through the appropriate integration and utilization of technological resources and infrastructure.

**Fiscal Resources:** Ensure that all funding secured, received, and utilized by the College is effectively managed in alignment with the mission, goals, and priorities of the institution, as well as the educational needs of the community.

**Physical Resources:** Provide and maintain the necessary land, facilities, and physical resources to create an environment conducive to effective teaching and learning.

**Workforce Development:** Train and prepare a skilled, competent workforce aligned with current and future employment needs and opportunities in our community.

**Economic Development:** Collaborate with economic development stakeholders and leaders to implement bold initiatives and entrepreneurial opportunities for our service region.

**Employee Development:** Enrich the organizational culture and enhance employee performance through educational and professional growth opportunities.

**Service:** Provide informed, responsive, and respectful service to our students, employees, and community.

**Institutional Effectiveness:** Collect, analyze, and share performance and outcome data to support evidence-based decision-making.

**The Associate and Baccalaureate Degree Nursing Vision:**

In May 2017, a vision statement was developed which states: IRSC Nursing Programs are “aspiring to be a model of nursing excellence by transforming students through nursing education.”

**The Associate and Baccalaureate Degree Nursing Purpose Statement:**

The nursing purpose statement for associate and baccalaureate degree nursing can be found in the Associate Degree Nursing Student Handbook, The Baccalaureate Degree Nursing Student Handbook, and the Nursing Programs Faculty Guide (available in document room). A purpose statement was adopted by nursing faculty to replace the
nursing mission statement, which is evaluated every odd year in the month of August. It reads as follows:

The Indian River State College Nursing Department is committed to meeting the educational needs of future and current professional and vocational nurses within an ever-changing healthcare system. Faculty facilitates student achievement utilizing various teaching modalities. In our effort to serve the diverse communities and cultures within the four-county area, we provide:

- Quality, student-centered learning to promote student success
- Innovative multi-dimensional learning experiences
- Partnerships within the community that promote cultural enrichment and opportunities to strengthen involvement in local, natural, and global health issues
- Commitment to excellence in nursing education, practice, and lifelong learning, in addition to the purpose statement, the values and beliefs of the nursing faculty are evident in the philosophy statement, which is reviewed every odd year in the month of August (see Nursing Faculty Minutes August 2017).

The Associate and Baccalaureate Degree Nursing Philosophy:

The current philosophy statement reads as follows:

We believe:

- Nursing is a humanistic scientific discipline that encompasses evidence based practice and critical thinking to improve the quality of the human experience.
- The art and science of nursing embodies the core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness.
- Nursing education focuses on articulating relationships between the following concepts: context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care and teamwork.
- In a commitment that facilitates a spirit of inquiry, human flourishing, and fosters development of professional identity and nursing judgment.
- In a culture of excellence that provides individualized, safe care for patients, families and communities.

The Nursing Department of Indian River State College is accredited by the Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 • Phone 404-975-5000

Indian River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Baccalaureate Degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 Or call 404-679-4500 for questions about the accreditation of Indian River State College.
Indian River State College
HIPAA Confidentiality Agreement for Students

Print name ___________________________ ID Number ________________

___ The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, facebook and twitter.

___ I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site and includes the participation of a faculty member. This includes verbal and electronic discussions.

___ I understand that I cannot access any chart other than that of an assigned patient. I am not allowed to access my own personal chart or that of family, friends or acquaintances.

___ I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.

___ I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professions about patients are confidential under law and this agreement. I further understand that it is a violation of HIPAA to access any patient information other than for those to whom I am assigned.

___ I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

___ I understand that I may not remove any record from the clinical site without the written authorization of the site. I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research I must attempt to exclude as much of the following information as possible.

<table>
<thead>
<tr>
<th>Names</th>
<th>Certificates/license numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographical subdivisions smaller than a state</td>
<td>Vehicle identifiers device identifiers</td>
</tr>
<tr>
<td>Dates of birth, admission, discharge, and death</td>
<td>Web locators (URLs)</td>
</tr>
<tr>
<td>Telephone numbers and Fax numbers</td>
<td>Internet protocol (IP) addresses</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Biometric identifiers</td>
</tr>
<tr>
<td>Social Security numbers</td>
<td>Full faces photographs</td>
</tr>
<tr>
<td>Medical record numbers</td>
<td>Any other unique identifying number, Characteristic, or code</td>
</tr>
<tr>
<td>Health plan beneficiary numbers</td>
<td>All ages over 89</td>
</tr>
<tr>
<td>Account numbers</td>
<td></td>
</tr>
</tbody>
</table>
I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may be used or disclosed for health care training and educational purposes at Indian River State College, and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this agreement to an appropriate IRSC faculty member, Department Chair or Dean of Nursing.

Finally, I understand that if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action which may include dismissal from the nursing program. By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

_________________________________________  __________
Student Signature  Date
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Health Science Division Student Handbook.............................................................................13

Please review this handbook thoroughly. Sign and return the first page to your instructor on the first day of class.
The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 6/18.)

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

Welcome to the beginning of a rewarding and challenging new career! This handbook has been prepared to help orient you to the College and the Nursing Assistant course and regulations. We will do all in our power to assist you to successfully complete your career goals. Please feel free to call upon us for help at any time.

The Nursing Assistant course functions as a part of the Division of Adult and Vocational Education and of the Health Science Division of Indian River State College, Fort Pierce, Florida. It is given direction by the State Department of Education.

The Nursing Assistant student is subject to the regulations presented in this handbook as well as the policies in the IRSC Student Handbook/Planner.

EA/EO

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

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

Indian River State College reserves the right to make revisions, deletions or additions to the policies or procedures which, in the opinion of the program officials and/or Indian River State College, serve in the best interest of the program and its students.

ACCREDITATION

Indian River State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate and Baccalaureate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404-679-4500 for questions about the accreditation of IRSC. Approved by the Florida Department of Education.
Regulations

Qualities of Professionalism

All IRSC nursing students are representatives of the Nursing program and are expected to consistently demonstrate qualities of professionalism both on campus and in the clinical setting. These qualities include professional appearance, honesty, respect, accountability, a non-judgmental attitude, trustworthiness, caring, confidentiality, tact and teamwork. Failure to consistently demonstrate qualities of professionalism will result in dismissal from the program.

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

Probation and Requested Withdrawal

The Nursing Faculty will counsel and place a student on probation for any of the following reasons:

1. Academic level below that required by the Department of Nursing.
2. Unprofessional conduct.
3. Health problems.
4. Unsafe clinical practice.
5. Inability to function adequately with members of health and nursing teams.
6. Accumulative absence or tardiness of 20 hours.

Student Grievance Policy and Procedures

Students who have grievances shall express them through the proper channels as addressed in the Indian River State College Student Handbook/Planner. Students may also contact the regulatory agencies for the Nursing Assistant Program, which include the Florida Board of Nursing (FBON) http://florianursing.gov/, the Florida Department of Education (CIE) http://fldoe.org/policy/cie and the Department of Education (DOE) http://www.fldoe.org/.

The Nursing Faculty may recommend that a student withdraw from the program for reasons stated above if the behavior is not corrected during the probationary period, or if the offense is of a serious nature, the instructor may recommend immediate withdrawal.
PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION*

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or be retained in the program after admission, all students must be able to demonstrate the following abilities:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Ability to cope with stress. High degree of flexibility.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/fear/hostility of others in a calm manner.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces. High degree of flexibility.</td>
<td>Move around in patient rooms, work spaces, and treatment areas; administer cardiopulmonary procedures.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals,uscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, insert a catheter.</td>
</tr>
<tr>
<td>Strength/Stamina</td>
<td>Sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hrs).</td>
<td>Adapt to shift work. Lift without restrictions, from standing position. Students with weight restrictions cannot be accepted into clinical courses.</td>
</tr>
</tbody>
</table>

Latex Advisory: Latex-based products are used in all health care facilities.

* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.
Program Cost

The following are approximate costs of tuition, materials, supplies, certification, health documentation and immunizations required for IRSC’s Nursing Assistant Course.

- Health Science program application fee: $30.00
- Updated Routine Health Exam and Hepatitis B Immunizations: $100.00
- Drug screen & FBI/NBC Background check (pd to Nursing Dept): $100.00
- Supplies including: uniforms, gait belt, stethoscope, shoes, pen, pencil, highlighter, note paper: $275.00
- Textbook & work manual: $84.00
- CPR (Book, mask, course fee): $68.00
- CNA State Certification Testing Fee: $115.00
- CPR (Course fee, book, and mask): $68.00

Individual Course Fees:

- Nurse Assistant (165 hours): $469.40

Attendance

1. Students are required to be in attendance in the classroom and/or clinical settings on all assigned days, except during posted holidays and vacations.

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

3. Students must notify the instructor prior to absence from class. Students must notify the instructor or the health facility of intended absence prior to clinical. A “no call, no show” may be grounds for clinical failure or dismissal.

4. Excessive absence (20 hours) 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 may require a counseling session for any student absences. Absence from class will result in a counseling form being completed.

5. Absence of more than three (3) successive days due to illness will require a Doctor’s approval to return to class.

6. Absences due to a) mandated court appearance, b) college mandated meetings or c) death in the immediate family will be excused up to a 3 day limit with prior notification of faculty and with written documentation as a follow up.

7. Permission to make up absences must be discussed with the clinical instructor prior to the next clinical day. It is the student’s responsibility to arrange for make-up time for any missed time.
8. All class absence make-up will be approved by the classroom instructor. Make-up of absences must be done within each course/unit.

9. All school work (information and assignments) missed will be the responsibility of the individual student.

10. Tardiness in excess of ten minutes will be considered as absent time. Tardiness of 3 or more times will result in a conference.

11. Leaving class early will be classified as absent time in the same manner as tardiness.

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**Uniform Dress Code**

The personal appearance and demeanor of the Nursing students at IRSC reflect the College and the Nursing program standards and are indicative of the student’s interest and pride in the profession. Students are required to be in uniform for all program activities. Students must appear neat and professional at all times. Students are responsible for obtaining the proper size uniform before entering the program. Students will not be permitted on hospital units unless they are in correct uniform. Violation of the uniform code will be dealt with on an individual basis. A student may be dismissed from the clinical site for inappropriate attire.

1. The following acquisitions are required for Nursing Assistant Students:
   - IRSC student picture ID
   - Light blue scrubs for females and males
   - 2 white professional trousers
   - White calf-length or knee-hi socks or white hose (no anklet socks)
   - White regulation uniform shoes. (No clogs, sandals or sneakers.)
   - Gait belt
   - Watch with sweep second hand
   - Stethoscope and sphygmomanometer (blood pressure cuff)

2. Jewelry worn with the uniform will be limited to a plain wedding band (if indicated) and watch. One set of stud-type earrings may be worn; however, the earrings must not be larger than 1/8” diameter; round: white or yellow metal or pearl-type. Other visible body piercing is not acceptable. No bracelets or necklaces.

3. Students are to adhere to all personal appearance standards in the clinical setting.

4. White sweaters may be worn if not in conflict with the institutional policy.

5. The IRSC name badge must be worn and must be visible at all times when the student is in class or clinical.
6. All Students:

   a. Proper personal hygiene, including mouth care, must be practiced.
   b. Hair is to be neat, clean, a natural color, and should not touch the
      shoulders. Hair below shoulder length must be both back and up. Bobby
      pins should not be visible. Hair ornaments should not be worn. 
      Conservative barrettes are acceptable.
   c. Nails must be short and clean and well manicured. Clear nail polish may
      be worn.
   d. Conservative make-up may be worn.
   e. No colognes or perfumes will be worn. No smoking odors should be 
      noticeable.
   f. Shoes must be kept clean and white.
   g. Uniforms must be kept mended and laundered.
   h. Men should be clean-shaven or neatly trimmed. If students elect to have 
      facial hair, they will be required to provide suitable infection control barriers 
      at their own expense. When working with sterile materials and when caring 
      for patients, masks and other appropriate infection control barriers will be 
      determined by the clinical instructor.
   i. Undergarments must be worn but should not be visible through clothing.
   j. No body art or tattoos may be visible.
Name of Student: ___________________________ Date: __________________

Course: HCP V410C

Reason for Conference: - Low TABE Scores ☐
                      - Low course average grade ☐
                      - Attendance ☐
                      - Clinical Performance ☐

Length of Conference: ___________ Date of Previous Conference: ___________

Topics discussed:
Attendance, classroom preparation, study skills, test performance, participation in test reviews, other courses enrolled in, outside responsibilities

Recommended Actions/Decisions:

☐ Improve preparation for class i.e. reading chapters thoroughly; completing study guides
☐ Join study group/study with knowledgeable students
☐ Participate in test reviews
☐ Move to front of class
☐ Clarify questions with instructor
☐ Read test questions carefully; try to answer before looking at choices
☐ Decrease working hours/improve time management
☐ CPI remediation
☐ Link with student mentor through Student Support Services
☐ Review basic skills prior to clinical day.

Follow-up Appointment With: ___________________________ Date: ______________

Instructor’s signature: ___________________________ Date: ______________

Student’s signature: ___________________________ Date: ______________

Copies: Student, Student file, Department, Faculty

05-6499
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IRSC Student Post Blood/Body Fluid Exposure Procedure
Checklist/Counseling Form

1. Student is exposed to needle stick, sharps injury, blood or body fluid
   - **IMMEDIATE FIRST AIDE SHOULD BE ADMINISTERED!!!**
     - Wash percutaneous and not-intact skin injuries with soap and running water, if not available clean with alcohol, DO NOT use bleach, rinse well
     - Remove foreign material if possible
     - DO NOT make tissue bleed
     - Mucous membrane exposures - (eyes, mouth, nose) rinse with large amounts of tap water, sterile saline, or sterile water
     - Intake skin is not considered a significant exposure but should be washed thoroughly with soap and water
     - Student/Faculty note date/time/location of incident and time of notification by student

2. Student should immediately notify their preceptor AND their clinical faculty
   - Date/time/names
   - Date/time/location of incident

3. Preceptor should assume patient responsibility and faculty are the contact the unit charge nurse - IMMEDIATELY!

4. **In less than 60 minutes**, student must be sent to the emergency department, employee health during daytime working hours or closest medical facility for evaluation and/or treatment - TIME IS VERY IMPORTANT
   - Per CDC, OSHA, Florida state requirements
   - Lab studies student might expect to be drawn: HIV-1 (rapid screen should take less than 1 hour), HBV surface antibody and surface antigen, HCV antibody, HCG (if of childbearing age and if PEP may be started), complete blood count, other tests if a risk from the exposure (patient specific variable)
   - Student may be started on PEP (post-exposure prophylaxis) within 2 hours pending results of tests is recommended by CDC

5. Obtain the following forms from IRSC Blackboard ADN/BSN/LPN Organization course and fill them out COMPLETELY (instructor is available to help)
   - Florida College System Risk Management Accident/Illness Report - pages
   - AG administrator Student Accident Claim Form - 1 page
   - Make sure you include the names of who was notified, date, time and instructions you were given

6. The above forms MUST be turned in to the nursing office on the main campus the following date or the next business day (Monday) morning and be scanned into Fortis - do not destroy originals - see below
7. The originals should be mailed via campus mail or taken to Risk Management Attn: Theresa Lynch - office address: A-211 on main campus, phone: (772) 462-7220 (The nursing office or faculty can help you make sure this is done)

8. If a mediation error or policy/procedure violation occurred, a Student Counseling form will need to be completed. Otherwise, this is sufficient to complete

9. Student Financial Responsibility
   • Your personal health insurance will be billed as primary payment of care received
   • IRSC will provide secondary payment - all bills should be submitted to the Risk Management office
   • The hospital or clinical where the incident occurred is not responsible for the cost of the care or follow-up.

References: (Available online from IRSC Website)
   • IRSC Post-Exposure Protocol
   • IRSC website and Health Science Division Student Handbook

Instructor Signature ___________________________ Date: ____________

Student Signature ___________________________ Date: ____________
Post Course State Testing

The State Test is given by Prometric
Providing Competency Evaluation Examination for the State of Florida

Phone#
1-888-277-3500

Fax#
1-888-813-6670

Website
www.prometric.com/NurseAid/FI

You may now register online

Testing Fees
Clinical Skills and Written $115.00

Plus
FDLE background (FL for last 5 years) $34.00
FDLA background (FL less than 5 years) $53.25

Indian River State College Program Codes
Mueller Campus 1322
Dixon Hendry Campus 1323
Blackburn Educational Building 1321
Chastain Campus 1320
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Appendix

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. These laws prohibit 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.

________________________
STUDENT SIGNATURE

________________________
PRINT NAME

________________________
DATE
In compliance with Florida Statute 119.071(S), 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](http://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 surface antibody test, or positive titer or signed declination for Hepatitis B vaccine
   d. documentation of varicella status (positive titer or two doses of vaccine)
   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.