Dental Hygiene Program
Student Handbook
PREFACE

Indian River State College offers a Dental Hygiene program leading to a two-year Associate in Science Degree. This program is designed to provide students with the basic dental hygiene knowledge, procedures and clinical skills required to practice dental hygiene in a variety of health care settings.

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of Dental Hygiene. They are not considered employees of the program’s designated clinical education sites or facilities. This handbook has been prepared to inform the student of the requirements of this educational endeavor. However, the requirements contained herein are subject to revision at any time and may be modified at the discretion of the Dental Hygiene program faculty and/or Indian River State College administration as deemed necessary.
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**Appendix:** Health Science Division Student Handbook
The following items are found in the Health Science Division Student Handbook.

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

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
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6. Health Science Confidentiality Statement
7. Health Science Grading
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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
IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a Finalist with Distinction for the prestigious 2017 Aspen Prize for Excellence and has been designated an Achieving the Dream™ Leader College for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College’s combination of quality, convenience and affordable tuition. IRSC is designated as the 3rd Most Affordable College in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

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

ACCREDITATION

The programs in Dental Assisting, Dental Hygiene and Dental Laboratory Technology are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of “approval without reporting requirements.”

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

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

In addition, the IRSC College Catalog and program websites are readily available and accurately depict:

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

www.irsc.edu
www.ada.org
www.adex.org
www.adha.org
www.danb.org
www.nadl.org
PHILOSOPHY, PURPOSE AND GOALS
OF THE DENTAL HYGIENE PROGRAM

The philosophy of the Associate of Science Degree in Dental Hygiene program at Indian River State College supports and assists the implementation of the philosophy and purposes of partnership that involves a growth process as in the roles of the dental hygienist in the dental health field. The dental hygiene faculty encourages the development of the individual through optimum learning environments through life experiences. The College and the servicing communities provide rich learning experiences and resources that enable students to develop the competencies necessary for the practice of dental hygiene.

DENTAL HYGIENE PURPOSE STATEMENT

The purpose of the Indian River State College Dental Hygiene program is to prepare quality health care professionals to meet the needs of a diverse community. Graduates will possess the required entry-level skills to provide comprehensive education, preventive and therapeutic service, which reflect the core competencies essential to the dental hygiene profession. The program utilizes formal and on-going planning and assessment processes to evaluate and implement curriculum/program changes to assure educational excellence.
GOALS

1. To comprehensively prepare competent individuals in the discipline of dental hygiene while meeting the needs of the public by educating, treating and promoting preventive services as defined by the Florida Department of Education, Board of Dentistry and Accreditation Agencies.

2. Prepare students to successfully complete the National Board of Dental Hygiene and State Licensure Examination.

3. Provide academic and a clinical setting which stimulate student learning through teaching, patient care, research and service by maintaining state-of-the-art equipment and laboratory facilities.

4. To ensure the student and faculty maintain professional behaviors in accordance with the American Dental Hygienists’ Association Principle of Ethics through professional membership, growth and lifelong learning.

5. To organize and maintain an advisory committee which consists of persons who are actively in/or support the practice of dental hygiene.

PROGRAM COMPETENCIES

The following knowledge and skills are those necessary for the competent practice of dental hygiene. Achievement of these competencies will require general education background in: oral and written communications, psychology and sociology. Also required are a foundation in the biomedical sciences of anatomy, physiology, chemistry, biochemistry, microbiology, immunology, general pathology, nutrition and pharmacology.

2-12. Graduates must be competent in providing dental hygiene care for the child, adolescent, adult and geriatric patient. Graduates must be competent in assessing the treatment needs of patients with special needs.

DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DEH 1300: Pharmacology; DES 2051C: Pain Control and Anesthesia; DES 1051: Nitrous Oxide Monitoring

2-13. Graduates must be competent in providing the dental hygiene process of care which includes:

a) comprehensive collection of patient data to identify the physical and oral health status;

b) analysis of assessment findings and use of critical thinking in order to address the patient’s dental hygiene treatment needs;

c) establishment of a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health;

d) provision of patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health;

e) measurement of the extent to which goals identified in the dental hygiene care plan are achieved;
f) complete and accurate recording of all documentation relevant to patient care.

DES 1020: Head, Neck and Dental Anatomy; DEH 2400: General and Oral Pathology; DES 1200 & 1200L: Dental Radiography; DES 1100, 1100L: Elements of Dental Materials; DEH 2702, 2702L: Community Dental Health; PSY 2012: Introduction to Psychology; SYG 2000: Introduction to Sociology

DEH 1003, 1003L: Pre-Clinical Dental Hygiene; DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DEH 2602, 2602L: Periodontology; DES 1800, 1800L: Introduction to Clinical Procedures; DES 1840, 1840L: Preventive Dentistry; DES 2530C: Expanded Functions for Dental Hygienists; HUN 1201: Nutrition

2-14. Graduates must be competent in providing dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease.

DEH 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene II, III, IV; DEH 2602, 2602L: Periodontology and Periodontology Lab; DES 2051C: Pain Control and Anesthesia

2-15. Graduates must be competent in interpersonal and communication skills to effectively interact with diverse population groups and other members of the health care team.

DEH 1800, 1800L, 2804, 2804L: Clinical Dental Hygiene I and III; DES 1840: Preventive Dentistry; DEH 2702, 2702L: Community Dental Health

2-16. Graduates must demonstrate competence in:
   a). assessing the oral health needs of community-based programs.
   b). planning an oral health program to include health promotion and disease prevention activities
   c). implementing the planned program, and
   d). evaluating the effectiveness of the implemented program.

DEH 1802, 1802L, 2806, 2806L: Clinical Dental Hygiene II and IV; DEH 2702, 2702L: Community Dental Health

2-17. Graduates must be competent in providing appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.

DES 1800, 1800L: Introduction to Clinical Procedures; DES 1600: Health Office Emergencies; CPR Certification

2-18. Where graduates of a CODA accredited dental hygiene program are authorized to perform additional functions required for initial dental hygiene licensure as defined by the program’s state specific dental board or regulatory agency, program curriculum must include content at the level, depth, and scope required by the state. Further, curriculum must content must include didactic and laboratory/preclinical/clinical objectives for the additional dental hygiene skills and
functions. Students must demonstrate laboratory/preclinical/clinical competence in performing these skills.


2-19. Graduates must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research, patient care and practice management.

**DEH 1003, 1003L: Pre-Clinical Dental Hygiene; DEH 1800, 1800L, 1802, 1802L: Clinical Dental Hygiene I and II; DEH 2702, 2702L: Community Dental Health; DEH 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene III, IV:** DEH 2530C: Expanded Functions for Dental Hygienists

2-20. Graduates must be competent in applying legal and regulatory concepts to the provision and/or support of oral health care services.

**DEH 1003, 1003L: Pre-Clinical Dental Hygiene; DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DES 2530C: Expanded Functions for Dental Hygienists**

2-21. Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning.

**DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DES 1800, 1800L: Introduction to Clinical Procedures; DES 1840, 1840L: Preventive Dentistry; DEH 2702, 2702L: Community Dental Health**

2-22. Graduates must be competent in the evaluation of current scientific literature.

**DEH 2702, 2702L: Community Dental Health; DEH 1802: Clinical Dental Hygiene II**

2-23. Graduates must be competent in problem solving strategies related to comprehensive patient care and management of patients.

**DEH 1800, 1800L, 1802, 1802, 2804, 2804, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV**
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WORKPLACE HAZARDS

Indian River State College is committed to providing a safe environment for its employees and students. The College publishes a Safety Management Manual. A copy of the manual is available from the Program Director and the Clinical Coordinator. A First Aid kit is located on the Dental Clinic Emergency Cart (H-222). In the event that a student notices any potential hazards (i.e., exposed electrical wires on devices located in the classroom, lab or any other area), the student is to discontinue usage and notify the Program Director, Clinical Coordinator or other any other faculty member immediately. In the absence of a faculty member, the student is to ask the Health Science Division’s Administrative Assistant (772-462-7544) to notify the IRSC Maintenance Department. In the event of a fire, the student should activate/pull the nearest emergency alarm located at the closest classroom or building exit. All students should leave the area immediately. Students are prohibited from working with any classroom or lab equipment until they are given an “all clear.” If any injury occurs while the student is present in the dental clinic/lab/classroom area, the student should contact a faculty member. Refer to the IRSC Student Handbook/Planner for additional information.
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INFORMED CONSENT/VACCINATION DECLARATION/DECLINATION FORM

STUDENT: ________________________________  IRSC STUDENT ID NUMBER: ______

PROGRAM: __________________________________________

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

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

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

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

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

Check one of the following:

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

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

_____ I decline to be vaccinated at this time.

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

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

_________________________________________  ________________________
Student Signature                                                    Date

_________________________________________  ________________________
Parent Signature (if under 18 years of age)  Date
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PRINCIPLES OF ETHICS OF AMERICAN DENTAL HYGIENISTS’ ASSOCIATION

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

- To provide oral health care utilizing highest professional knowledge, judgment and ability.
- To serve all patients without discrimination.
- To hold professional patient relationships in confidence.
- To utilize every opportunity to increase public understanding of oral health practices.
- To generate public confidence in members of the dental health profession.
- To cooperate with all professions in meeting the health needs of the public.
- To recognize and uphold the laws and regulations governing this profession.
- To participate responsibly in this professional Association and uphold its purposes.
- To maintain professional competence through continuing education.
- To exchange professional knowledge with other health professions.
- To represent dental hygiene with high standards of personal conduct.

PROFESSIONALISM

Students are expected to dress and behave in a professional manner and conform to standards of the Dental Science Department.

ACADEMIC REGULATIONS

The rigorous and complex nature of the lecture, clinical and laboratory portions of the curriculum demand that specific guidelines be set and adhered to regarding student attendance. The continuity of patient/client care requires that the student attend all lecture, clinical and laboratory sessions.

ATTENDANCE

1. All lecture, clinical and laboratory classes are mandatory.

2. The student should be seated and ready to begin class at the designated class time. Students will be permitted to enter the class after it begins, at the instructor’s discretion. Tardiness is considered unprofessional conduct. Three tardies constitute one unexcused absence. Three percent (3%) of the student’s final grade will be dropped per three tardies.

3. If the student is late to class, the student should inform the instructor at the end of the class period indicating a reason for the tardiness. It is the responsibility of the student to be certain that all information, assignments, etc., be obtained.
ABSENCE FROM LECTURE, CLINICAL, AND LABORATORY CLASSES

The following is defined as an EXCUSED ABSENCE.

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

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

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

1. If the student expects to be absent from a given class, the student must contact the instructor directly or by leaving a message for the instructor at their extension, within an appropriate time prior to the scheduled class time. Failure to do so may result in dismissal from the program.

2. Make-up Assignments and Tests:
   a. It is the student’s responsibility to contact the instructor for assignments, handouts and make-up tests missed during an absence.
   b. Tests must be made up according to the instructor’s designated regulation, upon student’s return from an absence. Failure to do so will result in a “0” (zero) for that test.
   c. All assignments must be turned in on time.
   d. Assignments turned in late will not receive full credit.
   e. If a student is absent on the due-date of an assignment, it must be turned in the day the student returns to classes.

3. Unexcused Absence: Any absence that is not excused as outlined above will result in a 3% (3 percent) drop per day from the student’s final grade. Three unexcused absences in a course will result in dismissal from the Dental Hygiene program.

4. Students must maintain a minimum grade of “C” or higher in all core curriculum, and general education courses, as well as all clinical requirements.
FINANCIAL COMPENSATION

As a student in the Dental Science program at Indian River State College, there will be NO compensation of any type during any classroom or clinical experience, either on campus or off campus.

GRADING SCALE

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

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<th>Score</th>
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<tr>
<td>93 - 100</td>
<td>A</td>
</tr>
<tr>
<td>85 - 92</td>
<td>B</td>
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<tr>
<td>76 - 84</td>
<td>C</td>
</tr>
<tr>
<td>70 - 75</td>
<td>D</td>
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<tr>
<td>69 and below</td>
<td>F</td>
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</tbody>
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SKILL EVALUATION CRITERIA

Procedures will be evaluated on a scale of S, I or U.

S = Satisfactory - Procedure was performed without error or product is perfect (+1 point).

I = Improvement Needed - Errors were made during the procedure. The procedure is imperfect but with allowable limits such that procedure is not compromised. Student could identify errors and what could be done to correct (-½ point).

U = Unsatisfactory - Unacceptable performance during a procedure, product is not functional or student did not attempt (-1 point).

ALL GENERAL AND CORE COURSES

To remain and continue in the Dental Hygiene program, a 76% or better must be maintained by the student in each general and core dental hygiene/science course and individual course tests and final exams. Failure to meet this minimum criteria will result in dismissal from the program after unsuccessful remediation.

NOTE:

* Each student will have a file to retain clinic patient evaluation sheets. Within this file will be a master grade sheet. The file and its contents are to remain in the clinic at all times and will be secured when clinics are not in session.
COURSE REMEDIATION PLAN

Each student will be given an opportunity to review and make-up an unsatisfactory grade. The student must score with a minimum of a “C” the second time or be dismissed from the program.

CLINICAL REMEDIATION PLAN

Clinical Remediation Plan

Remediation Regulation

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

**#1 Unsuccessful**

Instructor provides written and oral feedback.

Instructor, clinical coordinator and student initiate mandatory Phase I remediation plan.

Phase I remediation is separate and distinct remediation on clinic patients.

Re-Evaluation of proficiency by a second instructor.

**#2 Unsuccessful**

Instructor provides written and oral feedback.

Student meets with instructor, course coordinator and Program Director to initiate Phase II mandatory remediation plan.

Phase II is separate and distinct on clinic patients with a clinical instructor.

Re-Evaluation of proficiency by two faculty randomly selected from that clinic. May not be Phase II remediation instructor.

**#3 Unsuccessful**

Meeting with Instructor, Clinic Coordinator and Program Director.

Dismissal from Indian River State College Dental Hygiene program.

Final course Grade of “F” recorded.

Student is not eligible for re-admission to the Indian River State College Dental Hygiene program.
PREGNANCY/RADIATION PROTECTION

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

Procedure

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

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

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

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

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

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

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

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

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

a. The student shall review and implement radiation safety practices as outlined by NRC appendix 8.13.3

b. The student shall wear exposure-monitoring devices as determined by the NC’s recommendation.

c. The student should wear a wrap-around apron during exposure to radiation.

d. The student shall participate in all scheduled clinical rotation areas as assigned.

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

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

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

Change in Health Status

______________________________________________     _________________________
Student’s Name                  Student ID

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

(1) Diagnosis ________________________________________________________

(2) Date of Onset _____________________________________________________

(3) Present Health Status ______________________________________________

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

(5) Recommended date Clinical Education may resume: _____________________

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

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

_____________________________________        ___________________________
Physician’s Signature                         Date
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STUDENT DRUG SCREEN AND BACKGROUND CHECK

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

APPEAL PROCESS/COMPLAINT PROCEDURE

Commission on Dental Accreditation Complaint Procedure

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

Indian River State College
Health Science Appeal Process

Refer to the IRSC Student Handbook/Planner.
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INDIAN RIVER STATE COLLEGE
DENTAL HYGIENE PROGRAM
STUDENT CONFERENCE FORM

NAME OF STUDENT ______________________________DATE ________________________

COURSE ________________________REASON FOR CONFERENCE____________________

____________________________________________________________________________

LENGTH OF CONFERENCE _______DATE OF PREVIOUS CONFERENCE____________________

____________________________________________________________________________

TOPICS DISCUSSED: ______________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

RECOMMENDED ACTIONS/DECISIONS: ______________________________________________

____________________________________________________________________________

____________________________________________________________________________

FOLLOW-UP APPOINTMENT WITH: __________________________________________________

____________________________________________________________________________

INSTRUCTOR’S SIGNATURE: ___________________________DATE ______________________

____________________________________________________________________________

STUDENT’S SIGNATURE: ______________________________DATE ______________________

Original goes to Student File via Program Director within 24 hours.
Student receives copy of original.
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GENERAL INFORMATION

CONFIDENTIALITY OF RECORDS

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

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

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

ADVICEMENT SERVICES

The faculty of the Dental Hygiene program provide individual advisement on an appointment basis as well as on a walk-in basis as needed. A Student Conference Form is completed following each session. (Refer to Student Conference Form). At the start of each semester, each student will be assigned to a faculty member who will serve as the student’s advisor for the length of that semester. Advisement in this capacity serves to assist students in identifying areas of strengths and weaknesses, their progress in the program and to provide individual guidance as needed.

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

PROFESSIONAL SOCIETY

Students are eligible for student affiliate membership in the Student American Dental Hygiene Association. It is strongly recommended that all students become members of the SADHA in order to experience its benefits. Forms for application are made available through the Program Director.

Participation in events and meetings sponsored by the Florida Dental and Dental Hygiene Association are encouraged.

STUDENT ACTIVITIES

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

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

ELECTRONIC DEVICES

Electronic devices such as cellular telephones, pagers, etc. are not to interfere with the classroom/laboratory/clinic environment. Therefore, these devices must be turned off or silenced during class time. In cases of emergency, the student may speak with the instructor for an alternative method of notification.

TRANSPORTATION

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

LIBRARY

The Charles Miley Learning Resources Center, also known as the Library, provides current and comprehensive services to support the particular information and academic needs of the Dental Hygiene students. To assure each Dental Hygiene student is literate in electronic access to information and library resources; a one credit course CGS1041 Electronic Access for the Medical Profession is strongly recommended. A reserved Dental Hygiene book collection, within the Library, is available to Dental Hygiene students. Trained professional librarians are available to assist students during library hours.

Main Campus Library (772) 462-7600
Chastain Campus Morgade Library (772) 463-3245
Dixon Hendry Campus Library (863) 763-8017
Mueller Campus Brackett Library (772) 226-3080
St. Lucie West Campus Library (772) 871-0050

ACADEMIC SUPPORT CENTER /ASSESSMENT SERVICES

Located at each campus, the Academic Support Center offers students free academic assistance in reading, English, math and science. In addition to working individually with an instructor, students have the opportunity to view academic videos or use computer-assisted instruction to enhance their learning. Also available are CLAST, P.E.R.T., ACT, and SAT materials, videos and computer software programs that reinforce those skills necessary for success. Handouts and instructor assistance is available for students in the health occupations programs. Main Campus (772) 462-7625; St. Lucie West Campus (772) 879-4199; Chastain Campus (772) 419-5615; Mueller Campus (772) 569-0333 and Dixon Hendry Campus (863) 763-7800.

Assessment and Placement Testing at each IRSC campus is responsible for administering exams for internet based classes and make up exams for on campus classes. For further information, contact the individual centers at each campus.

Main Campus (772) 462-7585  Mueller Campus (772) 226-2527
Chastain Campus (772) 419-5607  St. Lucie West Campus (772) 336-6215
Dixon Hendry Campus (863) 824-6009
IRSC EMERGENCY/DISASTER PROCEDURE

Potentially dangerous, threatening or suspicious activities or situations should be reported.

- Code Blue telephones are located at the Main Campus in Fort Pierce.
- Dial 7777 on any phone on the Main Campus in Fort Pierce.
- Dial 462-4755 to reach the on-duty security officers at the Main Campus, Fort Pierce (24 hours/7 days a week).

Fire Procedures:
1. All employees and students should be aware of the location of fire alarm equipment.
2. Upon hearing the fire alarm signal, evacuate the building in an orderly manner.
3. Move to an open area away from the building.
4. Evacuate buildings by the route indicated in the emergency plan posted in each occupied room.
5. No person is to return to any building until directed by the proper authority.

Hurricane/Tornado/other disasters:
When the four-county area is placed under full hurricane warning or another type of major disaster occurs, an official cancellation of all classes and College activities will be disseminated via the news media. WQCS (88.9 FM) is a primary source of information regarding the College. The notice regarding resumption of College classes and activities will also be distributed via the news media and IRSC website.

GRADUATION REQUIREMENTS

1. To qualify for graduation, the Dental Hygiene student must have:
   a. Earned a “C” or better in all Dental Hygiene lecture, clinical, laboratory and natural science courses and satisfy all general education requirements. Must have a 2.0 IRSC and cumulative grade point average.
   b. Successfully completed the College requirements for the A.S. Degree as described in the IRSC College Catalog.
   c. Requested and reviewed a graduation check with a Graduation Counselor (Educational Services), prior to or before second year spring registration.
   d. Completed College Application for Graduation. If the student chooses to participate in the Commencement Ceremony, he/she must complete a Commencement Participation form and pay the Commencement fee before the deadline.

2. Upon graduation from the College, the Dental Hygiene student will be:
   a. Granted an Associate in Science Degree from Indian River State College.
   b. Eligible to apply to take the Florida State Licensure Examination to become a Dental Hygienist.
NATIONAL BOARDS

The purpose of the National Board Dental Hygiene Examination is to assist state boards in determining qualifications of dental hygienists who seek licensure to practice dental hygiene. The examination assesses the ability to understand important information from basic biomedical, dental and dental hygiene sciences and also the ability to apply such information in a problem-solving context.

Although examinations may be developed at the local level, most licensing boards use the National Board Dental Hygiene Examination as a major portion of their examination requirement. Currently, all 53 U.S. licensing jurisdictions recognize National Board results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States.

The fees for National Boards are due in the fall of the second year of the program. The student must be prepared for this expense (not covered by financial aid).

LICENSING EXAMINATION

The Dental Hygiene Licensing Examination is available in the State of Florida, and serves to evaluate the minimum level of competence of the graduate.

It is mandatory for graduates of the program to become licensed if they wish to practice in the State of Florida. Specific information regarding application will be presented in the second year of study.

The fees for state licensure are due in the spring of the second year of the program. The student must be prepared for this expense (not covered by financial aid).
INDIAN RIVER STATE COLLEGE  
DENTAL SCIENCE DEPARTMENT TELEPHONE LISTINGS

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<tr>
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<td>Zulihana Pascual</td>
<td>462-7530</td>
</tr>
<tr>
<td>Dr. Marta Ferguson</td>
<td>462-7523</td>
</tr>
<tr>
<td>Mary Pelletier</td>
<td>462-7526</td>
</tr>
<tr>
<td>Kay Idlette</td>
<td>462-7529</td>
</tr>
<tr>
<td>Dr. Alexander VanOvost</td>
<td>462-7528</td>
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**IRSC DEPARTMENTS AND OFFICES**

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

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<tr>
<th>Location</th>
<th>Dial</th>
<th>Instructions</th>
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<tr>
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<td>9 first</td>
</tr>
<tr>
<td>Vero</td>
<td>dial</td>
<td>9 first, 1, area code, number</td>
</tr>
<tr>
<td>Stuart</td>
<td>dial</td>
<td>9 first, 1, area code, number</td>
</tr>
<tr>
<td>Okeechobee</td>
<td>dial</td>
<td>9 first, 1, area code, number</td>
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All long distance calls must be placed through Kay Idlette.
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INDIAN RIVER STATE COLLEGE

WAIVER OF LIABILITY AND INFORMED CONSENT

Name _______________________________ Member of Class of _____________

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

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

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

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

Signed ______________________________

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

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

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

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

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

Name ______________________________________________________________

Signed _____________________________________________________________

Date ______________________________________________________________
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APPENDIX

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:

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.

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

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

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

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

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

EA/EO

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

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(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/transfered 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/transfered 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 readmittedtransfered subject to the following:
   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

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

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

Section 2.10 Health Science Complaint Guidelines

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

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

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

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

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

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

Health Insurance

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

Section 2.12 Health Requirements

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

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

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

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

i. annual flu immunization

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

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

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

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

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

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

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

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

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

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

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

Section 2.14 Health Science Background Check Regulation

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

Section 2.15 Health Science Substance Abuse Regulation

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

Section 2.16 Health Science Dress Code/Professional Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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