Dental Laboratory Technology & Management Program

Student Handbook

IRSC is an EA/EO educational institution.
TO STUDENTS

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

The National Commission on Excellence in Education
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Health Science Division Student Handbook .................................................................. 27
The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 5/5/14.)

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


PREFACE

All students **must** read this student handbook and abide by the rules and regulations.

Students must also comply with the rules and regulations of Indian River State College as stated in the current IRSC Student Handbook/Planner and the Health Science Division Student Handbook.

DISCLAIMER

The Division of Health Sciences reserves the right to make any changes in this booklet.

EQUITY STATEMENT

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

Adriene B. Jefferson  
Dean of Minority Affairs/Equity Officer/Title IX Coordinator  
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981  
(772) 462-7606
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IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college serving Florida’s Research Coast with campuses in Fort Pierce, Okeechobee, Port St. Lucie, Stuart and Vero Beach. IRSC has earned a statewide and national reputation for quality, innovation and responsiveness to community needs, inspiring over 30,000 people to enroll in courses each year. Every aspect of IRSC is focused on enhancing student success with small classes, one-stop student services, convenient campuses and online courses, resulting in the College’s ranking as the 12th top public regional college in the South by U.S. News & World Report. Tuition is affordable, and IRSC students benefit from many opportunities for scholarships and financial aid. IRSC was designated as the “4th Most Affordable College” in the country by the U.S. Department of Education and has been selected as an Achieving the Dream™ college based on the College’s strong commitment to student success.

IRSC offers Bachelor’s degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees, Associate in Applied Science degrees and short-term certificate programs to prepare students for careers in science, technology, health care, business, industry, education, public safety and other fields. Many students also take advantage of the College’s growing Virtual Campus with online degrees, courses and student services.

ACCREDITATION

The programs in dental assisting, dental hygiene and dental laboratory technology are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at the address below:

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

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

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

www.irsc.edu
www.ada.org
www.adex.org
www.adha.org
www.danb.org
www.nadl.org

PURPOSE STATEMENT

The Purpose of Indian River State College’s Dental Laboratory Technology and Management program is to provide students with the basic knowledge and skills to become competent dental laboratory technicians through quality technical training and occupational instruction for a diversified population.

PROGRAM FACULTY

Department Chair / Program Director

Cheryl Odle, M.S., CDT, M.S. of Ed.

• Master of Science Degree: Southern Illinois University
• Bachelor of Science Degree: Southern Illinois University
• Associate in Applied Science Degree: Southern Illinois University

PROGRAM GOALS

The fulfillment of the program’s purpose is assessed by the degree to which the program achieves the following goals:

1. Provide students with the knowledge and skills to be employed as dental technicians, employed in a related field, or to continue their education.
2. Provide clinical casework which promotes student understanding of employment expectations and responsibility to the dental patient.
3. Prepare graduates to successfully complete the National Board for Certification Recognized Graduate Examination equaling or exceeding the national standards.
4. Maintain state-of-the-art equipment and laboratory facilities.
5. Exemplify and demonstrate the importance of professional memberships and assume responsibility for continued professional growth and life-long learning.
PROGRAM GRADING

The Dental Laboratory Technology and Management program is a full-time program. Students are in class a minimum of two days per week and are expected to spend additional time with online class work. Generally, classes are scheduled between the hours of 8:00 a.m. - 5:00 p.m. (days).

Students are required to successfully pass all dental curriculum (DTE prefix) courses with an average grade of “C” or higher. If a student’s grade averages are lower than a “C” in DTE courses, the student may be placed on probationary status or dismissed from the program.

If a student demonstrates a consistent lack of performance and is performing below average (grade “C”), the student may be placed on probation for one semester. A student may also be placed on probation for a severe infraction of program regulation (refer to specific course syllabi for more information). If a student is placed on probation, the student will have a time frame designated for them to demonstrate that their weaknesses have improved. At the time of assigning the probationary status, the student will be advised of the problem and offered criteria for improvement. If the student does not show improvement within the given time frame, the student may be dismissed from the program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>B</td>
<td>85-92</td>
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<tr>
<td>C</td>
<td>76-84</td>
</tr>
<tr>
<td>F</td>
<td>75 and below</td>
</tr>
</tbody>
</table>

RE-ADMISSION TO THE PROGRAM

The Dental Laboratory Technology and Management core classes must be taken in sequence as listed in the *IRSC College Catalog* and Dental Laboratory Application Handbook. Should a student not complete classes in any given semester or choose to leave the program for any reason, the student will have to re-apply to the program and begin the sequence of classes the following year if there is an empty seat available at that time.
CODA GRIEVANCE 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 ADA 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 60611-2678, or by calling 1-800-621-8099 extension 4653.

NATIONAL CERTIFICATION AND THE RG/CDT EXAMINATION

Graduates for this program are eligible to sit for the Recognized Graduate/Certified Dental Technician examination upon program completion and subsequent graduation. This exam is offered twice a year at Indian River State College in April and October. Test administration sites are located throughout Florida and the United States. For more information, visit the National Board for Certification website: http://www.nbccert.org
TRANSPORTATION

Students are responsible for providing their own transportation to and from IRSC. No transportation will be provided by the College or college faculty.

TEXTBOOKS

A list of textbooks for the program may be found in Appendix A. Faculty are aware of the increasing cost of textbooks and take great care in their selection. Students will notice that textbooks are used for multiple courses. Students are provided a copy of the Air Force manual and are given additional reference materials. The Florida legislature passed a bill in 2009 which addressed the concerns of textbook cost and the dental laboratory faculty uses that legislation as a guide when selecting textbooks.

CLASSROOM AND LABORATORY DEMEANOR

Students interrupting the learning environment by behaving in an unprofessional manner during lecture or laboratory sessions will be asked to leave for the remainder of the session. Re-admittance will be allowed only upon permission of the instructor.

RULES FOR LABORATORY AREAS (IRSC Health Science Bldg.)

1. Students must be under the supervision of an IRSC Dental Science faculty member.

2. Uniform and identification badges are to be worn at all times.

3. Students must handle equipment with care and according to safety practices at all times.

4. The lab is to be left in a neat and orderly fashion at all times.

5. NO smoking, eating or drinking in the laboratory.

6. Students must cooperate in keeping the building/restrooms, etc clean. Our Custodial staff is excellent and appreciates your consideration.
WORKPLACE HAZARDS

Indian River State College is committed to providing a safe environment for its employees and students. A copy of the Emergency Procedure Quick Reference Guide is available online at www.irsc.edu. First aid kits are located in the Dental Laboratory Department shipping and receiving rooms H-254A and H-255A.

Hazardous materials used in the dental laboratory must be handled and stored in a safe manner according to OSHA specifications.

In the event that a student notices any 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 or 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 any fire, the student should activate/pull the nearest emergency alarm located at the closest classroom or building exit. All students should leave the area immediately. Students are prohibited from working with any classroom or lab equipment until they are given an “all clear.” If any injury occurs while the student is present in the dental technology/classroom area, the student should contact a faculty member.

EMERGENCY PROCEDURE


STUDENT EMPLOYMENT

Many students choose to be employed while enrolled in the program. It is expected that the student’s dental technology education is his/her first priority. Employment should in no way interfere with the student’s academic or laboratory responsibilities.

COMPUTER LABS

Access to or using Indian River State College computer equipment to acquire materials of a sexual or ethnically derogatory nature is in violation of the College regulation on harassment, which assures a positive learning environment. Violation may result in disciplinary action.
ABSENCES

ATTENDANCE IS MANDATORY

A. The following is defined as an EXCUSED ABSENCE:
   1. "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement, or valid medical reason. A physician’s note verifying illness shall be presented by the student should the faculty member request it.
   2. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.
   3. "Statutory governmental responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.
   4. If the student expects to be absent from a given class, the student must contact the instructor directly or by leaving a message for the instructor at their extension, within an appropriate time prior to the scheduled class time. Failure to do so may result in dismissal from the Program.

B. Unexcused Absence:
   1. Any absence that is not excused as outlined above will result in a 3% (three percent) drop per day from the student’s final grade.
   2. Unexcused absences on days when tests are given will result in a "0" for that test.

C. Tardies:
   1. The student should be seated and ready to begin class at the designated class time. To minimize disruptions to others, students must be on time and plan to stay until class is dismissed. If an early departure is necessary, inform the instructor before class. Students will not be permitted to enter the class after it begins—admission will be permitted at the first break.
   2. Tardiness is considered unprofessional conduct. A student will be allowed three tardies, subsequently three tardies constitute one unexcused absence. Three percent (3%) of the student’s final grade will be dropped per three tardies. If a student is late to class, the student should inform the instructor at the end of the class period indicating a reason for the tardiness.
   3. It is the responsibility of the student to be certain that all information, assignments, etc., be obtained.

D. Make-up Assignments and Tests:
   1. It is the student's responsibility to contact the instructor for assignments, handouts, and makeup tests missed during an absence.
   2. Tests must be made up within one week of the student’s return from an excused absence. Failure to do so within one week will result in a "0" for that test.

CLASSROOM AND LABORATORY DRESS CODE

Students are expected to present a professional appearance at all times while participating in the classroom and laboratory aspects of their education. It is therefore required that each student adheres to the following criteria.

   1. Students are required to wear appropriate clothing with a designated IRSC Student I.D. name badge during all classroom and laboratory sessions.
2. Classroom and laboratory attire:
   a. Shoes are to be worn. No flip-flops, high heels, open-toed shoes or sandals may be worn. Tennis shoes may be worn if they are kept clean.
   b. Absolutely NO short shorts, short skirts, sagging or baggy shorts/pants, tank tops, sleeveless tops, cleavage or boxers showing.
   c. Uniforms are to be worn at all times in the laboratory.
   d. Identification badges are to be worn at all times.
   e. Safety glasses are required during various laboratory procedures.

3. Jewelry (in the laboratory): Excessive jewelry is not permitted as it may get caught in the various rotary machines in the lab. Wedding bands and watches are acceptable.

4. Hats and all head coverings unless of a cultural or religious nature are to be removed in the classroom.

5. Students are required to practice good personal hygiene. Hair should be kept clean and neat. Long hair must be worn up or tied back off of the face in a manner not to be a nuisance or interfere rotary laboratory equipment. If worn, facial hair must be kept neatly trimmed and clean.

6. At all times (classroom and lab) clothing must cover all sexually explicit, obscene or racially/ethnically questionable body art and/or tattoos.

7. **Students reporting to classroom and/or laboratory courses who are not appropriately attired will be dismissed and charged with an absence.**

**CONFIDENTIALITY OF RECORDS**

The confidentiality of a student’s record is protected by the Dental Laboratory Technology and Management program. Information will be released only to authorized members of the College community. A student may authorize the Program Director to release information regarding their academic record to outside sources upon specific written consent. See form in Appendix B.
ADVISEMENT SERVICES

The faculty of the Dental Laboratory Technology and Management program provides 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. Advisement in this capacity serves to assist students in identifying areas of strengths and weaknesses and 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 located in the W building.

PROFESSIONAL SOCIETY

Students are welcome and encouraged to join the Florida Dental Laboratory Association and National Association of Dental Laboratories at an affiliate/student membership rate.

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; however, the Health Occupations Students of America (HOSA) is recommended for health science students. Contact the Student Activities office located in the Koblegard Student Union for additional information.

STUDENT DISABILITY SERVICES

Indian River State College strives to provide all possible forms of assistance to students with disabilities. Self-identified students with documented disabilities may wish to visit the Student Disability Services office located in Crews Hall (W-143) on the Main Campus. A counselor or advisor will determine the type and level of accommodations the student may require for academic success. Services, auxiliary aids and academic accommodations include note takers, readers, scribes, sign language interpreters, testing accommodations, textbooks on CD and assistive technology. Students may contact either Rhoda Brant (462-7782/rbrant@irsc.edu) or Terry Valencia (462-7808/tvalenci@irsc.edu) for further information.
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Dental Laboratory Technology Textbooks

First Year Fall Semester:


All Courses:  Department of the Air Force/Dental Technology Manual document/Provided at no charge

First Year Spring Semester:

DTE 2107/L  Removable Partial Dentures - Same book as for Complete Dentures

DTE 1020/L  Tooth Physiology and Anatomy - Same as for Oral Anatomy

First Year Summer I:


DTE 1132/L  Orthodontics and Pedodontics - Information/Provided by Instructor

Second Year Fall Semester:

DTE 1150/L  Crown & Bridge - Air Force Manual/Provided by Instructor Government Document


Second Year Spring Semester:

DTE 2151/L  Advanced Prosthodontics - All texts and reference materials from previous semesters

DTE 2180   Dental Laboratory Operations - Reference materials provided by instructor

DTE 2200   Ethics & Jurisprudence - Reference materials provided by instructor

DTE 2190   Assimilation of Dental Technology - All texts and reference materials from previous semesters

The Dental Laboratory faculty meets on an annual basis to determine which textbooks will be selected for use in the various courses. Consideration is taken for appropriate information, maximum use, cost, and ability to use the texts for more than one course. Faculty provides reference materials when appropriate as well as accessing the learning resources center and internet.
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<tr>
<th>ITEM</th>
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<td>2 DENTSPLY TRUESONE</td>
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<tr>
<td>3 EE#8 ARTICULATOR, DENTURE CHROME</td>
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</tr>
<tr>
<td>4 TAKANISHI OPAQUE BRUSH</td>
<td>1 BRUSH</td>
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<td>5 TAKANISHI CERAMIC BRUSH #6</td>
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<td>6 TAKANISHI CERAMIC BRUSH #8</td>
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<td>7 PATTERN PAINTER LARGE</td>
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<tr>
<td>12 DEDECO LAB CARBIDE BUR #63-B - HP</td>
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<td>13 SHOFU CARBIDE HP CUTTER 77E-023</td>
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<tr>
<td>14 CARBIDE BUR HP 6, package of 5</td>
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<tr>
<td>15 CARBIDE BUR HP 1171, package of 5</td>
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<tr>
<td>16 SMALL BUR BLOCK WITH LID</td>
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<tr>
<td>17 HS DIE SPACER</td>
<td>1</td>
</tr>
<tr>
<td>18 TRUE RELEASE DIE LUBE</td>
<td>1</td>
</tr>
<tr>
<td>19 DIE SAW FRAME W/10 BLADES</td>
<td>1</td>
</tr>
<tr>
<td>20 HS IWANSON GAUGE METAL</td>
<td>1</td>
</tr>
<tr>
<td>21 HS BOLEY GAUGE</td>
<td>1</td>
</tr>
<tr>
<td>22 SPATULA #3R 3 3/4 BLADE STIFF</td>
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</tr>
<tr>
<td>23 HS HOLLENBACK CARVER #3</td>
<td>1</td>
</tr>
<tr>
<td>24 HS CLEOID-DISCOID 1/2</td>
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</tr>
<tr>
<td>25 HS AKER’C CARVER COMPLETE</td>
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</tr>
<tr>
<td>26 HU-FRIEDY HOLLENBACK CARVER 1/2</td>
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</tr>
<tr>
<td>27 HS P.K.THOMAS WAX INSTRUMENT #1</td>
<td>1</td>
</tr>
<tr>
<td>28 HS WAX SPATULA #7A</td>
<td>1</td>
</tr>
<tr>
<td>29 HS SPATULA WAX #31</td>
<td>1</td>
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<tr>
<td>30 HS CEMENT SPATULA #22 RIGID SE</td>
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</tr>
<tr>
<td>31 HS SCALPEL HANDLE – BARD PARKER #3</td>
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</tr>
<tr>
<td>32 HS SURGICAL BLADES-CARBON STEEL #11</td>
<td>1 PKG 10</td>
</tr>
<tr>
<td>33 BUFFALO PLASTER KNIFE #7R 1 1/2 BLADE</td>
<td>1</td>
</tr>
<tr>
<td>34 HS KELLY HEMOSTAT CURVED 5 1/2&quot;</td>
<td>1</td>
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<tr>
<td>35 DENTURE TEETH UPPER A24 Classic Anterior Shade 62</td>
<td>1 card</td>
</tr>
<tr>
<td>36 DENTURE TEETH LOWER A24 Classic Anterior Shade 62</td>
<td>1 card</td>
</tr>
<tr>
<td>37 DENTURE TEETH UPPER 30M Classic Posterior 33 degree Shade 62</td>
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<tr>
<td>38 DENTURE TEETH LOWER 30M Classic Posterior 33 degree Shade 62</td>
<td>1 card</td>
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<td>Description</td>
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<td>39</td>
<td>DENTURE TEETH UPPER 3M Z-Dent Anterior Shade 66</td>
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<td>40</td>
<td>DENTURE TEETH LOWER 3M Z-Dent Anterior Shade 66</td>
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<tr>
<td>41</td>
<td>DENTURE TEETH UPPER 31Z Z-Dent Posterior 0 degree Shade 66</td>
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<tr>
<td>42</td>
<td>DENTURE TEETH LOWER 31Z Z-Dent Posterior 0 degree Shade 66</td>
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<tr>
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<td>DENTURE TEETH UPPER 2P Z-Dent Anterior Shade 69</td>
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<td>44</td>
<td>DENTURE TEETH UPPER 29M Z-Dent Posterior 20 degree Shade 69</td>
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<tr>
<td>45</td>
<td>DENTURE TEETH UPPER 31S Z-Dent Posterior 20 degree Shade 65</td>
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<tr>
<td>46</td>
<td>DENTURE TEETH LOWER 31S Z-Dent Posterior 20 degree Shade 65</td>
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<tr>
<td>47</td>
<td>RAM MICROLAB HANDPIECE SYSTEM 35000RPM or other electric handpiece system</td>
</tr>
<tr>
<td>48</td>
<td>BK-MEDENT UNI WAXER (vacalon product)</td>
</tr>
<tr>
<td>49</td>
<td>BK-MEDENT REPLACEMENT TIP #2 (vacalon product)</td>
</tr>
<tr>
<td>50</td>
<td>BK-MEDENT REPLACEMENT TIP #6 (vacalon product)</td>
</tr>
<tr>
<td>51</td>
<td>CASTING RING 1¼ x 1¾” SS</td>
</tr>
<tr>
<td>52</td>
<td>CASTING RING FORMER 1¼” DIAMETER</td>
</tr>
<tr>
<td>53</td>
<td>RINGLESS RINGSET 1½ “ DIAMETER</td>
</tr>
<tr>
<td>54</td>
<td>GEO INLAY WAX 75 GM</td>
</tr>
</tbody>
</table>

Kit items subject to change at the faculty’s discretion.
Additional items to purchase:

Electric Hand piece – See number 47 on student kit list

3 in one waxing instrument – See numbers 48-50 on student kit list

Safety Glasses can be purchased in the bookstore or Home Depot. Get the kind that will cover the sides of your eyes as well as the front.

Matches, prefer stick form
OR
Lighter, long handled candle lighter.  NO regular cigarette lighters.

Placemat or solid shelf lining plastic

Super glue®, liquid form, NOT gel.

**Black** permanent marker, sharpie type, medium tip.

Denatured alcohol, found in the paint department of Wal-Mart or Home Depot: small can

Small jar of Petroleum Jelly

Optional: 1 or 1 ½ inch three ring binders for printed materials

Optional: Plastic paper sleeves for procedure sheets, to protect them in the laboratory from water

Optional: Flash drive for class materials if unable to download from Blackboard (32 or 64 GB)

Optional: Toolbox for transporting instruments and work home and back to the lab
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Indian River State College
Dental Laboratory Technology
And Management Program

Appendix B: Forms
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INDIAN RIVER STATE COLLEGE

Student Authorization for Release of Educational Records

I, _________________________________________, Student ID ________________________
(Name of Student)

hereby authorize Indian River State College to release to ___________________________,
who is my ______________________________________, the following educational record(s):
(specify relationship to student)

Check one of the following:

____ This is a one-time authorization for release of the specific record(s) noted above.

____ I authorize the release of the specified record(s) to the individual named above at any
time he/she makes request while I am enrolled in Indian River State College, unless I
rescind this consent order in writing.

In order to obtain educational records, Photo ID is required.

_____________________________  _______________
Student’s Signature               Date

For Office Use Only

________________________________________________________________________
Admissions Specialist               Date Received
INFORMED CONSENT

Name ________________________________  Member of Class of ______

• 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 give the Dental Laboratory Technology Program Director and/or Indian River State College Designee permission to give my personal/reference information to prospective employers and licensure/registration authorities for appropriate reasons.

• I willingly consent to give the College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

Signed ______________________________

Date _______________________________
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ACKNOWLEDGEMENT AND AGREEMENT

By my signature below, I acknowledge that I have received and read the IRSC Dental Technology and Management Student Handbook. I am aware of the handbook’s content and have an understanding of all that is required of me, and I agree to abide by all of the rules, regulations and procedures of the program.

I am also aware that in order to continue in the Dental Technology and Management program, I must maintain satisfactory progress (as outlined in the Program Grading) and maintain a “C” average or higher the Dental Technology (DTE) courses. I also understand that if I fail any dental technology (DTE) course, I may be dismissed from the program.

I am also aware that the Dental Technology and Management program reserves the right to make any revisions, deletions or additions to the regulations or procedures which, in the opinion of the faculty and/or Indian River State College, serve in the best interest of the program and its students.

____________________________  ______________________________
Printed Name of Student       Date

____________________________
Signature of Student
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Health Science Division
Student Handbook

IRSC is an EA/O educational institution.
INIAN RIVER STATE COLLEGE

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

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

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

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

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

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

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

________________________________________
SIGNATURE

________________________________________
PRINT NAME

________________________________________
DATE
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

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

Admissions Department

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

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

Financial Aid Department

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

Outreach Programs

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

Workforce Programs

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

Continuing Education, Corporate & Community Training Institute (CCTI)

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

State and Federal Reporting

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

Testing

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

Miscellaneous

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

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

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

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

Adriene B. Jefferson, Dean of Minority Affairs/Equity Officer/Title IX Coordinator
Indian River State College Main Campus • 3209 Virginia Avenue • Fort Pierce, FL 34981 • (772) 462-7606

Revised 5/2014

15-7936 (Rev. 5/15)
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.

EE/EO

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

Adriene B. Jefferson
Dean of Minority Affairs/Equity Officer/Title IX Coordinator
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7606
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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](http://www.irsc.edu). Click on Programs & Careers and then Health Science Programs. In the Resources box, select Liability/Accident Insurance Coverage.

**Health Insurance**

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

**Section 2.12 Health Requirements**

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

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

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

4. Upon entrance to a Health Science program, the student’s health record must verify:
   a. evidence of a negative tuberculin screen (result valid for one year)
   b. documentation of two MMR immunizations or a positive rubella titer, rubeola titer and mumps titer
c. documentation of all three immunizations and positive titer or signed declination for Hepatitis B vaccine

d. documentation of varicella status

e. prescription for medications/drugs taken/dosage/route

f. recommendations for any restriction/limitation of physical activity

g. evidence of negative drug screen

h. documentation of tetanus immunization within the past ten years

i. annual flu immunization

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

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

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

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

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

d. In cases where absences caused by a change in health status interfere with a student’s progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record. (See Readmission Regulation Section 2.09).
7. Health Science students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for healthcare workers than the general public. Instruction on universal precautions for the control of infectious diseases is included in the curriculum of the clinical programs.

Students who have changes in their health status, who are pregnant, and/or students who are immunocompromised must work closely with their personal physician to assess the risk of participating in patient care/clinical experiences.

Section 2.13 Indian River State College Post-Exposure Protocol

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

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

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Science Programs. In the Resources box, select Post-Exposure Protocol instructions.

Section 2.14 Health Science Background Check Regulation

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

Section 2.15 Health Science Substance Abuse Regulation

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