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.
**Preface**

Indian River State College offers a 165 clock-hour Phlebotomy Education program designed to provide students with the basic knowledge and principles of all entry-level procedures related to the profession of Phlebotomy.

Indian River State College awards a certificate of completion in Phlebotomy to each student who satisfactorily completes the required course of study. Upon completion, students are eligible to sit for the American Society of Clinical Pathologist Phlebotomy Technician examination, the American Association of Bioanalysts Phlebotomy Technician examination. Florida licensure for Phlebotomy is not required.

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of Phlebotomy. They are not considered employees of the program’s designated clinical education affiliates. This handbook has been prepared to inform the student of the regulations and requirements of this educational endeavor. However, the regulations and requirements contained herein, are subject to revision at any time and may be modified at the discretion of the Phlebotomy program officials and / or Indian River State College administration deem necessary.

**Indian River State College Faculty**

Michael Vogt M.Ed. MT(ASCP), Program Director
772-462-7536 e-mail address: mvogt@irsc.edu
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Program Philosophy and Goals

The increased application in use of clinical laboratory procedures for diagnosis, combined with the advanced technology of the medical laboratory technology equipment, has prompted the use of specialized personnel to insure the production of quality laboratory procedures. Thus, the role of the phlebotomy technician as an important member of the medical team has also been enhanced.

Goals and Objectives

The IRSC Phlebotomy program seeks to provide education in phlebotomy that meets, but is not limited to the following standards:

♦ Critical thinking ability sufficient to organize responsibilities and make decisions
♦ Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds
♦ Communication abilities sufficient for interaction with others in verbal and written form
♦ Communicate with others in verbal and written form
♦ Physical abilities to move about freely and maneuver in small spaces
♦ Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens
♦ Visual ability sufficient to discern colors and perform phlebotomy procedures

Non-Academic Requirements

The following requirements include capabilities that phlebotomy students must possess so that they will be capable of achieving the objectives of the program and so they will not be endangered, nor will they endanger others in the course of their regular work.

Students entering the Phlebotomy program must complete the College entrance requirement of a physical examination demonstrating satisfactory physical and emotional health, as well as the necessary proof of immunization against measles, mumps and rubella.

1. The student must have sight, hearing and speech within normal limits.
2. The student must have manual dexterity of both upper limbs.
3. Motor skills must be within normal limits.
4. The student must be able to participate in all clinical lab areas without limitation.
5. Students with convulsive disorders must present medical certification of:
   A. Being seizure-free for one year prior to admission to a clinical course.
   B. The ability to participate in the clinical lab areas without limitations.
6. Students who have been hospitalized for a psychiatric disorder must present medical certification of:
   A. Continued evidence of good emotional health.
   B. The ability to participate appropriately in the clinical lab areas.

Essential Functions

♦ Critical thinking ability sufficient to organize responsibilities and make decisions

♦ Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds

♦ Communication abilities sufficient for interaction with others in verbal and written form

♦ Communicate with others in verbal and written form

♦ Physical abilities to move about freely and maneuver in small spaces

♦ Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens

♦ Visual ability sufficient to discern colors and perform phlebotomy procedures

Academic Requirements

Program Grading
The Phlebotomy program is a part-time program. Classes and clinical hours are scheduled between the hours of 4:00 a.m. – 9:00 p.m..

1. The student must complete all classwork before taking the Clinical Practicum course.

2. This is a competency based program. At the beginning of each course, the student will be given a list of behavioral objectives by the instructor. Each objective must be based on the degree of achievement and minimum competency achieved.

3. All numerical grades at the end of the course will be transposed to a letter grade using the following scale:
   A = 93 - 100  4 quality pts./semester hour
   B = 85 - 92  3 quality pts./semester hour
   C = 76 - 84  2 quality pts./semester hour
   D = 70 - 75  1 quality pts./semester hour
   F = 69 and below 0 quality pts./semester hour

4. Successfully meet TABE requirements if deemed necessary. TABE scores are waived for students with an A.A., A.S. or higher degree. Minimum TABE scores are 11.0 in math, reading, and English.
This 165 clock-hour program teaches phlebotomy in a clinical setting. It includes classroom and patient care experiences in laboratory and healthcare facilities.

HCP V750C  Basic Concepts of Phlebotomy ............................................................... 75 hours
HCP V940  Phlebotomy Practicum............................................................................. 90 hours

Program Expenses

Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Sciences/How to Apply. Choose Phlebotomy. In the Start Here box, select Expenses.

Note: Students should bring the textbook to each class. Students need to keep (not sell) their textbooks after the course, since the same book will be used in clinical practicum and will provide a current reference for certification examinations and subsequent employment.

College Activities

Many College activities are scheduled on campus. The Phlebotomy program student will be active in the Medical Laboratory Technology Club. The club was designed for educational activities targeted to the phlebotomy and medical laboratory student. Visit the IRSC website at www.irsc.edu for schedule of college activities.

Student Employment and Work Regulation

If at all possible, the student should not have an off-campus job that may interfere with his performance in the program. It is assumed that the student’s first responsibility while in the program is his education, not his job. Conduct after hours reflect on the College, hospital and the profession.

Students are not permitted to take the place of staff at clinical sites. Each affiliation agreement addresses this point. Hours spent at the clinical sites are scheduled during weekday hours only. Voluntary, unpaid phlebotomy is not permitted at the clinical sites unless scheduled by the clinical educator. Employment should, in no way interfere with the student’s academic or clinical responsibilities.
Rules for Clinical Education and Phlebotomy Classroom

General

1. Safety glasses must be worn in the laboratory at all times.

2. Contact lenses should not be worn.

3. Eating, drinking and smoking are not permitted in any laboratory.

4. Appropriate clothing must be worn in the lab. Scrub top, pants and clean sneakers and name tag.

5. No chemicals or equipment may be removed from the lab without specific permission.

6. Wash your hands often during the lab, and wash them thoroughly upon leaving the lab.

7. In the case of an injury: Notify your instructor immediately. All injuries, no matter how small, must be reported.

8. The clinical instructor, chief technologist, pathologist or their representatives will supervise clinical experience.

9. Questions or problems incurred in the lab should be taken to the appropriate individual in charge if it concerns rules or regulations. Questions concerning procedures, techniques and testing theory may be directed to the technologist in the department.

10. Students must observe hospital and lab regulations for routing work and written communications.

11. No student may request access to information ordinarily found in the lab.

12. Students must not discuss lab results with any staff member outside of the lab, with family members, friends or patients.

13. Questions concerning the diagnosis of disease states or evaluation of therapy should be directed to the pathologist.

14. Physicians and other medical professionals should be addressed by their title.
**Attendance**

1. Class attendance for each course is mandatory.

2. The instructor in advance of the particular class must grant excused absences if at all possible. It is the student’s responsibility to notify the instructor if he/she is going to be absent. Excused absences will be at the discretion of the instructor and include the following:
   
a. Death or severe illness in the family.

b. Illness of the students.

c. Supervised extracurricular trips (with written instructions from the IRSC Sponsor).

3. All absences must be documented by completing the appropriate absence form which is placed in the student’s folder.

4. All work missed because of absences must be made up and it is the student’s responsibility to make arrangements with the instructor. Tests, quizzes or laboratory practicals missed because of an unexcused absence cannot be made up and the student will receive a “0” for that grade.

5. If the student has excessive excused absences because of health reasons, he/she may be required by the faculty to withdraw from the Phlebotomy program until they are able to attend on a regular basis.

6. Students will attend the clinical lab for a total of 85 hours.

7. Student’s time in the clinical lab will be kept by use of time cards. Time must be verified by the clinical instructor’s signature.

8. Students unable to attend the class at the hospital must notify the lab as far in advance as possible. The instructor must also be notified. The instructor **will not** call the hospital for the student. The student may leave a message on the answering machine.

9. It will be the responsibility of the student to make up all clinical labs when he/she is absent. This is to be arranged with the clinical instructor. Students should not ask the hospital to make special arrangements for the make up class. If the total required clinical time is not put in by the end of the semester, the student will be given an Incomplete (I) grade for the course.
Conduct and Attire

1. Any student caught in the act of cheating on an exam, quiz or lab report will receive a “0” for that grade. Two such incidences will constitute dismissal from the program.

2. Any student willfully creating a hazardous situation for himself and/or others in the laboratory will be dismissed from the class with an unexcused absence. Continual practice of this nature will result in dismissal from the program.

3. The student must exhibit courtesy and respect for the instructors and fellow students while in class or the clinical facility.

4. For purposes of safety, open-toed shoes or sandals are not permitted to be worn during a laboratory period.

To avoid introducing potentially harmful microorganisms into the environment or otherwise injuring the patient or self, the phlebotomy student always:

5. Exhibits a clean body and hair (head and facial).

6. Wears clean clothes.

7. Styles hair in well-controlled manner, e.g. off-the-collar and not falling long or loose about the face or shoulder.

8. Keeps mustache/beard (if permitted) short and neatly trimmed.

9. Keeps nails clean and well manicured e.g. short to moderate in length and smoothly filed.

10. Wears minimal and modest ornamentation/jewelry. No dangling neck chains or long earrings. No body jewelry.

11. Uses perfume or cologne (light fragrances) only very sparingly.

To promote the professional image of phlebotomy, the student always:

12. Wears well-fitting clothes, neither too tight nor too baggy, wears appropriate undergarments and wrinkle-free clothing.

13. Keeps shoes in good condition, e.g., clean and well polished.

14. Wears makeup that is appropriate for the workplace, e.g., minimal in application and modest in effect.

15. Wears only intact, clear/pale nail polish (if appropriate or permitted)
Verbal Communication

To promote positive, comfortable interactions the phlebotomy student will:

1. Speak with an appropriate tone and volume of voice, e.g., not curt, rude or abrupt.
2. Use inoffensive language that is neither slang nor profane.
3. Use choice of words and content of speech appropriate for the emotional climate of the moment, e.g., supportive, empathetic, joyful.
4. Make appropriate overtures to engage in conversation / communication with others.
5. Maintain the content and flow of conversation / communication, e.g., displays social and therapeutic finesse.
6. Bring conversation/communication to closure politely and hospitable.
7. Exhibit courteous telephone manners, e.g., greetings, identification, handling inquiries, taking messages, transferring and placing calls, providing closure.
8. Refrain from discussing personal issues and concerns with clients, family and others in the workplace.
9. Discuss client and work-related issues and concerns only with appropriate individuals and in private locations.
10. Exhibit discretion and restraint in displays of humor.

Non-Verbal Communication

To promote positive, comfortable, interactions, the phlebotomy student always:

1. Exhibits facial expressions that are respectful and appropriate, expected and comfortable for others.
2. Uses eye contact that is appropriate, expected and comfortable for others.
3. Uses body and head movements that support comfortable communications with others.
4. Respects others’ personal space regarding position of self during interactions.
5. Places self in a non-confrontational position in relation to others during interactions.
Professional Values

To demonstrate behavior consistent with the value of NON-MALFEASANCE (TO DO NO HARM), the phlebotomy student always:

1. Recognizes limits of own competence by seeking assistance as necessary.
2. Reports own errors and omissions to appropriate persons.
3. Delegates assignments consistent with caregiver capabilities.

To demonstrate behavior consistent with the value of BENEFICENCE (TO DO GOOD), the phlebotomy student always:

1. Accepts constructive feedback as a means for improving personal growth.
2. Supports peers and other personnel.
3. Willingly accepts assignments.
4. Exhibits adaptability and flexibility.
5. Handles stressful situations calmly, constructively and tactfully.
6. Delegates difficult assignments fairly.

To demonstrate consistent with the value of FIDELITY (FAITHFULNESS TO AGREEMENTS AND RESPONSIBILITY), the phlebotomy student always:

1. Exhibits accountability, i.e., is directly, clearly and willingly answerable for own actions.
2. Serves as a role model for others in the human, social manner in which service is delivered.
3. Keeps commitments made to clients, colleagues and employers.

To demonstrate behavior consistent with the value of VERACITY (TELLING THE TRUTH), the phlebotomy student always:

1. Exhibits honesty in all areas of responsibility.
2. Reports others who knowingly and willingly mislead, falsify or otherwise display dishonesty.

To demonstrate behavior consistent with the value of ALTRUISM (CONCERN FOR THE WELFARE OF OTHERS), the phlebotomy student always:

1. Exhibits the “therapeutic use of self” in rendering care, i.e., uses self and personal abilities and qualities to achieve positive goals for others.
2. Promotes others’ personal growth.
Professional Work Ethic

To demonstrate behavior expected of PROFESSIONAL EMPLOYEES, the phlebotomy student always:

1. Promotes an environment that fosters team efforts and relationships.

2. Follows institutional/agency personnel policies, e.g., regarding absences, tardiness, scheduling.

3. Exhibits initiative.

4. Avoids personal calls except in the case of an emergency and sets cellular phone on silent or vibrate when in class and clinicals.

5. Exhibits timeliness and consideration in scheduling and taking breaks and mealtimes.

6. Reports to appropriate personnel when leaving the lab or assignment for any reason.

7. Willingly complies with employee requests and directions, as appropriate.

8. Assists in providing safety and security by wearing the required OSHA personal protection equipment and identification badge at all times.

Student Health

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate RESERVES THE RIGHT TO BILL THE STUDENT for such emergency treatment. The student is LIABLE for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Accident insurance is not a substitute for health insurance and does not cover illness or disease. Should a student be involved in an accident or injury to self or to a patient, a college accident report must be completed and signed by the student immediately along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, the Health and Wellness Center must also be notified immediately.

1. Life Threatening

☐ Upon observation of a life threatening medical emergency - ACTION:
  o Call or have someone call 911 and then Campus Security, Campus Provost and Health & Wellness Center or Student Affairs Office.
  o State the nature or type of emergency.
  o Give the location of building, floor and room.

☐ Identify the person and any other pertinent information which will help prepare responders.
  o Age
  o Gender
  o Symptoms victim is exhibiting
o Pre-existing health condition (if known)
o Medication the victim may be taking (if known)
o Stay with the victim until emergency personnel arrive

☐ Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.
☐ Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be provided to the Vice President of Student Affairs, Campus Provost, appropriate administrators and Campus Security.

2. Not Life Threatening
☐ Injuries which are not life threatening, but which have occurred on College property.
   o Contact Health & Wellness Center, Campus Provost or Campus Security.
   o First Aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
☐ College personnel will not, as College representatives, provide personal transportation for injured or ill persons.
☐ IRSC Campus Security will make a written report for any injury that occurs on College property.
   o Instructors will submit a report to their Department Chair concerning the circumstances of student injuries occurring in their class activities.
   o Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
   o Supervisors are responsible for reporting injuries and sickness of employees in compliance with IRSC Workers’ Compensation policies.

Clinical Education Assignments

During enrollment in the Phlebotomy program the student will be assigned to a clinical education site. This assignment is made by the Director of Clinical Education.

Efforts will be made to assign the student to the clinical education center closest to their place of residence; however, this cannot be guaranteed. Appointments to a clinical education site will not be changed without the agreement of all parties involved, (the Program Director, Director of Clinical Education, the representatives of both clinical education centers and the student).

A student cannot exceed, (without instructor’s approval), during any semester, the total number of clinical education hours required for that particular semester. Overtime will not be considered nor can it be accrued or banked, then later accepted for time off, make-up days, personal leave, illness, early completion of the program etc.
Patient’s Rights

1. Students must be aware of cultural, ethnic and religious differences in people.

2. If a patient asks for assistance, cheerfully ask for a nurse or an aide when you leave the room. The student’s duty is to obtain a specimen quickly, painlessly, and then return to the lab.

3. If a patient asks what tests were ordered, explain that only the physician can give that information and that students or lab employees are not allowed. Some patients become unduly upset when they have such information.

4. Students must remember at all times that the information in the lab is confidential. This means that all lab results are to be directed ONLY to physicians and nurses for diagnosis and treatment.

5. Students will not tell patients, friends or non-lab hospital employees the results of tests or the nature of any illnesses. That information is imparted by the attending physician to the patient only.

6. Failure to comply with any of the above may cause for immediate dismissal from the program.

Patient Confidentiality

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to the Lead Clinical Instructor. Students are expected to maintain the confidentiality in a professional manner. You will be asked to sign a confidentiality statement upon admittance to the program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA, HERPA 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.
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Appendix A

Forms
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Indian River State College  
PHLEBOTOMY PROGRAM  
Statements of Understanding

- I have received a copy of the Phlebotomy program current Student Handbook and the IRSC Student Planner.
- Any questions I asked regarding the contents of the Student Guide were answered to my satisfaction.
- I have read the description of the work in this career field and understand the essential functions.
- I have read the physical and the mental requirements of this field and believe I can meet them.
- I have read and understand the goals and objectives of the Phlebotomy program.
- I understand the academic requirements for progression in the Phlebotomy program.
- I understand the procedure used for assigning clinical practicum rotations, including alternate status.
- I understand that there are academic requirements, health tests, medical insurance and immunization requirements for entry to clinical practicum.
- Any questions I asked regarding the contents of the student handbook were answered to my satisfaction.

Printed name ____________________________________________

Date ____________________________________________________

Signature ________________________________________________

Program Director __________________________________________

Date ____________________________________________________

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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 Health Science Program Chair 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 give the Health Science Program Director or Indian River State College Designee permission to give my Student Identification Number and other personal information to the Indian River State College clinical affiliations and licensure/registration authorities for appropriate reasons.

• I willingly consent to give the Health Science Division permission to release drug testing results, or Criminal Offender Record Information (CORI) to clinic sites that may require such information as terms of their contract with Indian River State College for clinical affiliations.

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

• 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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Indian River State College
Phlebotomy Program

Change in Health Status

Student’s Name ___________________________ Student ID ________________

This above-mentioned student is presently enrolled in the Phlebotomy Program at
Indian River State College. The role of the Phlebotomist 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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Appendix B

Health Science Division
Student Handbook
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INDIAN RIVER STATE COLLEGE

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

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

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

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

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

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

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

__________________________________________
SIGNATURE

__________________________________________
PRINT NAME

__________________________________________
DATE
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

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

**Student Records Department**

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

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

**Financial Aid Department**

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

**Outreach Programs**

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

**Workforce Programs**

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

**Continuing Education, Corporate & Community Training Institute (CCTI)**

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

**State and Federal Reporting**

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

**Testing**

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

**Miscellaneous**

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

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

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

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

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

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

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

EA/EO

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

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7156
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Part I – Statement of Purpose

Section 1.01 Health Science Division Purpose Statement

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

Part II – Regulations & Procedures for Health Science Division

All IRSC Health Science Students are expected to read and be familiar with the IRSC Student Handbook/Planner.

Section 2.01 Health Science Statement of Ethics

A code of ethics indicates a profession’s acceptance of the responsibility and trust with which it has been vested by society. Upon entering a health care profession, each health care professional inherits a measure of both the responsibility and the trust that have accrued to health care over the years, as well as the corresponding obligation to adhere to the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College Health Science program, each student inherently agrees to accept the responsibility and trust granted to the health care profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Section 2.02 Health Science Plagiarism Regulation

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-7.24 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Health Science Students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Section 2.03 Email/Contact Information

All students are required to activate and maintain an IRSC RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a signature. The student is required to notify the Program Director and the College of any change in contact information. Students must check their IRSC RiverMail regularly. The College uses RiverMail for all official communication.
Section 2.04     Health Science Regulation for Use of Electronics

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs or clinical unit. Students using cell phones for personal calls of any type or for taking pictures in the classroom, health care laboratory or the clinical unit (unless sanctioned by the Program Director) will face disciplinary action which may include permanent dismissal. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor (if applicable). Students may be asked to turn off any electronic device or may be prohibited from using an electronic device at the discretion of the facility personnel or clinical instructor while in the clinical setting. Under no circumstances are audio/visual recording devices or cameras to be used in the health care setting.

All cell phones, PDAs and any other technical equipment, except for laptop computers, are to be silenced or turned off and kept in a purse or bag under the student’s desk. Audio recording devices may be used in the classrooms only with the instructor’s permission.

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:

- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

Section 2.05     Health Science Confidentiality Statement

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium – whether spoken, written or electronically stored – including videos, photographs and x-rays. Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with intent for personal gain, the penalty can be as high as a $250,000 fine and 10-year imprisonment.
Students will not under any circumstances discuss any client, hospital or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other IRSC faculty or department supervisor. It is illegal for students to photocopy, Photographs, videotape, print or electronically transmit any part of the client’s chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the health care setting, the student is to discuss the concerns with the IRSC faculty. Health care agencies may require students to sign an agency confidentiality agreement prior to any experience in that facility.

Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the Health Science program and possible legal proceedings.

Section 2.06 Health Science Grading

Academic standards are those measures by which the faculty of the program determines a student’s quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, probation/requested withdrawal and dismissal. The course grading scale is found on the course syllabus.

Grading Regulation

1. Students must achieve a minimum of "C" for the final grade in all Health Science major courses that are required for completion of the program.

2. A student must complete minimal performance standards in laboratory prior to progressing to the next level of academia or performing those skills in a clinical setting.

Section 2.07 Health Science Retention Regulation

Retention of students is a high priority for IRSC, and the College commits significant resources towards these efforts. The faculty believe that education is a growth process, which places responsibility for learning on the individual.

To best prepare for success in a Health Science program, students should utilize all available resources including recommended texts and reference materials, computerized resources, open lab, faculty office hours, the Academic Support Center and other services outlined on the IRSC website under Student (Student Success).

In an effort to assure student success, faculty will discuss remediation with students when it is deemed necessary. Whenever a student experiences academic difficulty, a student conference form is initiated and recommended actions are shared with the student. Students are required to maintain a “C” or better in all Health Science courses and a minimum GPA of 2.0.

Should the student fail the course and wish to apply for reentry, the above considerations will be required, if not already completed. If completed, the student will need to submit a plan to increase his/her chance of success in future courses. The documentation of completion of any recommended remediation and the student’s plan for success should be submitted to the Program Director at the same time as the application for readmission. These will be considered when evaluating the student for reentry into the program.
Section 2.08 Health Science Probation Regulation

The Health Science faculty will counsel and place a student on Health Science probation for any of the following reasons including, but not limited to:
1. Failure to follow College, Division and/or Health Science program regulations
2. Unprofessional conduct in classroom and/or health care agency
3. Incivility to faculty, peers and/or others
4. Unsatisfactory or marginal performance
5. Inability to function adequately with members of a health care team

The student cannot register for practicum/externship/capstone if they are currently on probation unless approved by the Program Director. Repeat episodes and/or frequent infractions of any or all of the examples will result in dismissal from the program.

Section 2.09 Health Science Readmission and Dismissal Regulation

Written request to be readmitted/transferred into the Health Science programs should be addressed to the Program Director. Transfer students will also need to provide a letter from the Director at their current program indicating they are in good standing and are eligible to continue at the current school. The Health Science Program Director, based on the following, will make a decision of a readmission/transfer request:

1. Students who have failed (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transferred into a Health Science program.

2. Students requesting to transfer into a program, students who withdraw for personal/health reasons, students who withdraw with an average grade below a “C” or students who have failed or received a “D” in Health Science, general education and/or science related courses will be readmitted/transferred subject to the following:
   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

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

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

Section 2.10 Health Science Complaint Guidelines

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

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

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

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

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

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

Health Insurance

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

Section 2.12 Health Requirements

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

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

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

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

i. annual flu immunization

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

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

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

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

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

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

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

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

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

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

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

Section 2.14  Health Science Background Check Regulation

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

Section 2.15  Health Science Substance Abuse Regulation

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

Section 2.16  Health Science Dress Code/Professional Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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