STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

Health Professions Division Student Handbook

2025-2027

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INTRODUCTION

Welcome to the Health Professions Programs at State College of Florida (SCF) Manatee-Sarasota. We are extremely proud of the Health Professions Programs and pleased that you have chosen to pursue your education here. The health profession programs have been designed to prepare high-quality, competent practitioners to meet the community's healthcare system needs. We hope you enjoy your experience and find the learning opportunities challenging and dynamic. Healthcare careers provide a wide range of opportunities for the practitioner upon graduation. The division administration, faculty, and staff are committed to the success of every student who enters one of the Health Professions Programs.

CHANNELS OF COMMUNICATIONS

Students enrolled in the Health Professions Programs are expected to use the appropriate channels of communication for issues that may arise while enrolled in the program. For correct communication pathways, see the program faculty and administration listings in your specific program handbook and/or course syllabi. Contact the department secretary for a full copy of the college organizational chart.

Each student is responsible for adhering to the policies and procedures of the SCF Health Professions Programs and those specific to each program, as noted in the HPP and Program (specific) Handbooks. The Health Professions Programs reserve the right to change these policies as needed. When changes are made, the students will be notified in writing and asked to sign an acknowledgment form.

PREREQUISITE & GENERAL EDUCATION REQUIREMENTS

Students are advised that many courses in their specific program require *prerequisite* courses. ***Students must follow the curriculum that is in place when they begin or re-enter the professional component of the program, including the general education courses that are taken in conjunction with technical/professional coursework. Those general education courses taken in conjunction with technical/professional coursework must be successfully completed before the completion of the program.*** It is the student's responsibility to consult the current catalog to determine which courses have prerequisite requirements. All required general education and professional-level courses must be successfully completed according to specific program requirements to be eligible for graduation.

WITHDRAWAL POLICY

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's transcript as a "W" and are classified as attempts. No refunds are permitted for withdrawn courses.
https://www.scf.edu/Withdrawal from a Course or Complete Withdrawal from the College (no refund) - State College of Florida, Manatee-Sarasota (scf.edu)

Withdrawal policies for courses that are part of the Health Professions Programs are governed by the individual programs. Please refer to specific program policies in the student handbook regarding withdrawal, dismissal, and readmission for Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, and Radiography.

COLLEGE AND CAREER SUCCESS

Academic Advisement at the State College of Florida assists future and current students in achieving their academic and personal goals by developing individualized educational plans that guide students toward future success. Success coaches are available to students on a walk-in basis or by appointment.

OFFICE OF THE REGISTRAR

The Office of the Registrar provides services, including transcripts, transfer credit evaluations, graduation applications, residency, enrollment verifications, and PIN reset.

Access the Office of the Registrar: https://www.scf.edu/admissions/registrar/?

Email: Registrar@SCF.edu

FINANCIAL AID

Financial Aid is available to students who have demonstrated financial need and/or students who have shown academic or special talent. Financial assistance is available through scholarships, grants, loans, or part-time employment. Students are encouraged to seek out financial aid resources to facilitate their education. The College Financial Aid Office handles all financial aid and eligibility requirements. *"Coursework compliance affects how financial aid is awarded. Financial Aid will **only** pay for classes **required** for your major degree"*. If you have any questions or concerns, contact 941-752-5037 or via email at askfinaid@scf.edu.
Access Financial Aid: https://www.scf.edu/paying-for-college/financial-aid/?

ON-CAMPUS EMPLOYMENT FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a federally funded program that enables students to work on campus. FWS students must have completed the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by the student's demonstrated financial need as determined by the FAFSA.

COUNSELING SERVICES

Counseling services help students meet life/work challenges and achieve a positive academic experience. Students may self-refer or may be referred by faculty/staff to use the confidential resource.

- SCF Counseling & Support Line – (24-hour access) at 941.752.5107.
- Confidential Counseling – Contact Campus Ministry at:
  - 941.752.5607 (Bradenton & LWR) or
  - 941.408.1523 (Venice).
- SCF On-Campus Counseling – Please contact Susanne Walters for a referral at walters@scf.edu or 941.752.5603.

RECOMMENDED WORK POLICY

Research has shown that the number of hours spent in employment can adversely affect grades, clinical performance, and even successful completion of the program for students. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, family relationships, ability to succeed in the program, and the opportunity to become involved in health professions and college activities. For additional advisement, contact the program director.

AVAILABLE LEARNING RESOURCES

Tutoring and Academic Success Center:

The Tutoring and Academic Success Center (TASC) empowers all State College of Florida, Manatee-Sarasota students to achieve their personal potential for learning and academic success. The core mission of TASC is to help students become independent and active learners and, through this, to achieve academic improvement consistent with their values, interests, and abilities. The TASC serves as a means to help under-prepared students to prepare, prepared students to advance, and advanced students to excel.

The TASC does this by providing high-quality instructional support that is appropriate to an academically diverse population. This includes One-on-One Tutoring for Math and Science, Writing Conferences, Developmental Skill Labs for Mathematics, and Content-specific Workshops and Test Reviews. The Tutoring and Academic Success Center also offers a comfortable study atmosphere where students can work on their own, meet with their classmates or professors, and utilize the lab computers, study rooms and other resources – all with the support of the on-demand tutoring.

All A.S. degree-seeking students are encouraged to utilize the unique services offered. In addition to helping in mathematics, reading, language, and spelling, specific assistance is available in study skills, time management,

reading technical books, note-taking, and using reference materials. Selected materials related to Health Professions are available.

Online Tutoring and Study Skill Support:
A collection of websites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is placed on mathematics, language, and reading improvement. Support for many other subjects is also available. To access resources, go to: https://www.scf.edu/explore/student-services/tutoring-and-academic-success-center/?

Tutoring Resources

- Math Resources
- Science Resources
  - Inclusive of Anatomy and Physiology
- Writing Resources
- Business Resources
- Study Support

Library:
The College Library is available to enhance learning. The library includes both on-campus and electronic resources, including all current medical resource databases, which can be accessed from any off-campus location. The schedule for the library is available at https://libguides.scf.edu/Libraryhoursandlocations

Program Library (Lib) Guides:
Program-specific library guides are available to students in the health profession. Lib Guides can be accessed at: https://libguides.scf.edu

Disability Resource Center:
www.scf.edu/drc

- DRC Bradenton Office: 941-752-5295 or drc@scf.edu
- Patricia Lakey, Coordinator - lakeyp@scf.edu

Locations:

Bradenton Campus
5840 26th St. W, Bradenton, 34207
Building 1, Room 219
941-752-5295

Venice Campus
8000 S. Tamiami Trail, Venice, 34293
Building 100, Room 162
941-408-1448

The Disability Resource Center (DRC) is committed to ensuring equal access to college programs, services, and activities for qualified students with disabilities. The DRC assists students with disabilities by providing reasonable accommodations, information, resources, services, and skill development. The DRC promotes student self-advocacy through collaboration with faculty, staff, and SCF campus resources.

SCF is committed to the spirit and the letter of the Americans with Disabilities Act (ADA), the ADA Amendment Act (ADAAA), and the Rehabilitation Act of 1973. SCF has instituted various administrative policies, procedures, and practices to provide meaningful access for individuals with disabilities.

The student is responsible for initiating requests for services with the DRC before any accommodation can be made in the program. Once accommodations have been approved, the student must follow program-specific procedures to receive the accommodation.

FINANCIAL REMUNERATION FOR CLINICAL HOURS
Under no circumstances will students be paid for their services while enrolled in clinical/fieldwork courses. If students choose to work outside their clinical hours, work hours must be kept separate.

HOLIDAYS, VACATIONS, AND COLLEGE CLOSINGS
The Health Professions Programs observe all holidays, vacations observed by SCF, and college closings. Therefore, students need not report to class or clinical on college holidays or vacations unless the Program Faculty has made previous arrangements.

In the event of a sudden school closing (i.e., inclement weather), the SCF emergency mass notification system will send messages to students, faculty, and staff via voice, text, and e-mail from SCF safety officials. To ensure you receive these messages, please keep your contact information current in *MySCF*. If the college is closed, clinical experiences are canceled for the day(s) unless otherwise notified by the Program Faculty.

Whenever the College is open, clinical experiences will be held as scheduled despite inclement weather. Students are to use their best judgment in deciding whether they must take an absence for the day and contact the appropriate program faculty.

If a return to campus is not possible, course delivery may change to an online format.

INFORMED CONSENT
Students enrolled in a Health Professions Program should understand that the required clinical experiences in various healthcare facilities may expose them to environmental hazards, infectious diseases, and blood-borne pathogens. Neither State College of Florida nor any of the healthcare facilities used for clinical experience assume liability if a student is injured or exposed to infectious disease in the facility during assigned clinical experiences unless the injury/exposure is a direct result of negligence by the college or the clinical facility.

HEALTH INSURANCE POLICIES
Students are responsible for the cost of health care for any personal injury or illness. SCF strongly recommends that students purchase health insurance while enrolled in the program.

PROGRAM REQUIREMENTS
Upon acceptance, the following may be required: Background checks, Fingerprinting, CPR certification, Health and Drug screenings, and Vaccinations to meet local healthcare agency regulations. Students may become ineligible for program admission based on the results of these checks and screenings and/or failure to complete and correctly submit program requirements. Continuation in the program is based on acceptable results from random/ongoing screening and background checks. Ongoing screenings may occur as frequently as each clinical assignment, based on the policies of the program's clinical affiliates. Clinical facilities and/or the designated Health Professions Program may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible for program admission, continuation in the program, or obtaining professional licensure.

Failure to complete program requirements in specified time frames may result in ineligibility or dismissal from the program. Students are responsible for all fees incurred with these checks and screenings. Clinical facilities may prohibit students from participating in clinical experiences if the facility-required immunizations are not completed.

BACKGROUND CHECKS

Disclaimer:

All SCF Health Profession Programs require a criminal background check as part of the admissions process. Clinical facilities utilized during the educational curriculum may limit or prohibit students with criminal

histories from participating in clinical experiences at their facilities. Other options may not exist for the student to complete the required clinical hours in each specific clinical specialty of the curriculum, and therefore, the student would not be able to complete the program requirements and graduate.

A student accepted into the program with a criminal history may be unable to participate in clinical experiences. This may result in the student being unable to progress in the program or complete the requirements for graduation.

Licensing boards periodically change the rules regarding individuals with criminal histories, which may prohibit state licensure. While applicants with criminal histories/backgrounds may be accepted into a health professions program and graduate, these changes could impact licensure eligibility. Refer to the state licensing board guidelines for more information.

If accepted into a health professions program, it is the prospective student's decision to enter the program based upon the knowledge and understanding that they may not be granted the right to be licensed.

Current and prospective students for certain programs at the State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill educational requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' specific professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Purpose:
Clinical agencies require students to be fingerprinted, background checked and clear the Office of the Inspector General (OIG) list of excluded individuals, the GSA list of parties excluded from federal programs, and the Nationwide Sex Offenders Data Base. Compliance with these requirements and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes, Title XXI, Chapter 435.04 Level 2 Screening Standards will be unable to remain in the Health Professions Programs.

Florida law restricts access to children, elderly, and disabled patients by persons convicted of specific misdemeanors and felonies (Chapter 435 Florida Statute). This law restricts all healthcare facilities, requiring students to comply with the same restrictions as their employees and volunteers. Additional rules pertaining to school-based settings may prohibit students with a criminal background from participating in this setting.

The program will review all background checks. Applications that indicate a history that might prevent full participation in the program will be reviewed, considering the individual situation and a decision will be made about admission into the program. If an unacceptable background screening results in a student being denied access to a clinical agency and/or access to patients in the agency, the student may become unable to meet course objectives and/or academic requirements of the program. If the program cannot obtain a comparable clinical assignment, the student will be unable to progress in the course, resulting in withdrawal and/or dismissal from the program.

Below is a list of offenses, including but not limited to those that may impact the student's ability to be accepted into the program, complete the program's clinical requirements, and be licensed in the State of Florida.

(a) Section 415.111 relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
(b) Section 782.04 relating to murder.
(c) Section 782.07 relating to manslaughter.

(d) Section 782.071 relating to vehicular homicide.
(e) Section 782.09 relating to killing an unborn child by injury to the mother.
(f) Section 784.011 relating to assault, it the victim of the offense was minor.
(g) Section 784.021 relating to aggravated assault.
(h) Section 784.03 relating to battery, if the victim of the offense was minor.
(i) Section 784.045 relating to aggravated battery.
(j) Section 787.01 relating to kidnapping.
(k) Section 787.02 relating to false imprisonment.
(l) Section 794.011 relating to sexual battery.
(m) Chapter 796 relating to prostitution.
(n) Section 798.02 relating to lewd and lascivious behavior.
(o) Chapter 800 relating to lewdness and indecent exposure.
(p) Section 806.01 relating to arson.
(q) Chapter 812 relating to theft, robbery, and related crimes, if the offense is a felony. (See 812.014, 812.016, 812.019, 812.081, 812.133, 812.135, 812.14, 812.16).
(r) Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
(s) Section 826.04 relating to incest.
(t) Section 827.03 relating to aggravated child abuse.
(u) Section 827.04 relating to child abuse.
(v) Section 827.05 relating to negligent treatment of children.
(w) Section 827.071 relating to sexual performance by a child.
(x) Section 847 relating to obscene literature.
(y) Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense, was a minor.

All records must be maintained in the program's designated secure online screening system. Some clinical facilities require a copy of background checks of students in their facilities. All applicants also are required to disclose prior arrests on the program application. Failure to disclose information or falsify the application will result in denial of enrollment or dismissal from the specific program.

Background checks must be completely redone if the student is out of a health professions program for two semesters or more. The student is responsible for all expenses associated with the background check process.

Arrest While Enrolled in The Program:
Any Health Professions student arrested during the program must report it to their Program Director within three (3) working days, regardless of the disposition of the charges. The student may need to submit additional background checks at the student's cost. **Failure to notify the Program Director may be grounds for dismissal.** After admission to the program, the student must remain free of the charges listed in the above state statutes. Failure to do so will result in dismissal from the program. Students are also advised to contact their profession's licensure organization to determine eligibility for licensure following the arrest.

DRUG SCREENING
Purpose:
The State College of Florida Health Professions Programs faculty are responsible for ensuring that all students in the Health Professions Programs can function safely and effectively while enrolled in the program. Students are not allowed in the classroom, laboratory, or clinical areas under the influence of or are suspected of being under any chemical substance that may alter thinking or functioning. To promote and maintain this level of safe practice, all students accepted into a Health Professions Program will submit to drug screening as a condition for remaining in the program.

The College complies with all drug testing policies and clinical agency procedures used for student clinical experiences. The Health Professions Programs have established specific procedures to assist students who have chemical impairments or addictions through referral to community resources.

General Drug Screening Standards:
Testing may be done for any the following reasons:

1. Before clinical experience in the program.
2. Randomly throughout the program.
3. Reasonable cause
4. Post-incident/accident.

The following substances will be tested for:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine
5. Methadone
6. Opiates
7. Phencyclidine
8. Glucose
9. Marijuana Metabolite*
10. Methaqualone
11. Propoxyphene

Testing for other substances, such as alcohol, may be required for reasonable cause.
Specific clinical facilities may require Blood Alcohol testing.

***Marijuana Metabolite is part of the required drug screen before admittance into any Health Professions Program at SCF. The passage of Florida Amendment 2 does not overrule Federal Law, which states that this is still an illegal substance. Students testing positive will not be allowed entrance into the program or may be dismissed if tested positive while enrolled.**

Procedures:
All drug tests are done according to the specific guidelines of the National Institute on Drug Abuse and are subject to mandatory confirmation of any preliminary positive results.

Preclinical Screening:

1. The drug screen will be ordered through *CastleBranch* when instructed to do so by the program. The student will be issued a specific collection facility (LabCorp) and date for completion of the test. It is up to the student to select a site location and date within 2 days (48 hours) of ordering. Failure to report to the collection site in the time allotted by the HP Program, after ordering through CastleBranch, will constitute a failed test.
2. The student must bring photo identification to the collection site for each drug screening.
3. The collection of the drug test specimens will be completed per the collection site protocol.
4. All drug testing results are submitted directly to CastleBranch and accessed confidentially by the Program Director.

Reasonable Cause Screening:
If at any time during a student's enrollment in a Health Professions Program, the student's behavior leads to suspicion that the student may be chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student to complete a reasonable cause drug screen.

Suspicious behavior may include but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on the breath, altered thinking, inability to understand or follow

through with instructions, and/or inappropriate behavior. The testing procedures will be the same as for preclinical screening.

If at any time reports of suspicious behavior by a currently enrolled health professions student provide reasonable suspicion that a student may be chemically impaired, classroom/laboratory/clinical participation will be suspended. The Program Director may authorize that the reported student be sent for a reasonable cause drug screen. **As with preclinical testing, reasonable cause screening requires the student to bring a picture ID to the collection site.**

Procedure for Reasonable Cause Drug Screening:

A. When a student is suspected of being chemically impaired, the faculty member/adjunct faculty/clinical instructor/fieldwork educator will report the observed behavior to the Program Director and remove the student from all classroom, lab, and clinical activities.

B. The Program Director or designee will send the student for a Reasonable Cause Drug Screening
    1. The Program Director or designee will contact and inform the student of the suspected impairment.
    2. The Program Director or designee may submit the drug screen order via CastleBranch on the student's behalf or may instruct the student to log into CastleBranch and order the Random Drug Screen.
    3. The Program Director or designee will contact the student's emergency contact on file with the program.
    4. The emergency contact will be instructed to pick the student up at the college/clinical site and escort them to the drug testing facility identified via the CastleBranch order process.
    5. The student will have no more than 24 hours to complete the drug test from initial contact by the Program Director.

C. Students with a positive drug screen will be dismissed from the program immediately. Each of the following will constitute a positive screen:
    1. A confirmed positive screen to which the student cannot provide a reasonable explanation or satisfactory documentation from the student's physician.
    2. Failure to order the Reasonable Cause Drug Screen on CastleBranch.
    3. Failure to show/complete the screening at the collection site.
    4. Failure to complete the drug screen within 24 hours of initial contact by the Program Director or Designee.
    5. Refusal to submit to testing as listed in the Health Professions Programs Student Handbook.

D. The Program will pay for the cost of the Reasonable Cause Drug Screen.

Refusal to Submit to Testing:

Refusal to submit to testing is a violation of the Division's Drug Screening policy and will result in immediate dismissal from the program. The following behaviors constitute a refusal:

Refusal to submit is exemplified by but not limited to:

a. refusal to appear for testing
b. failure to remain at the testing site until the testing process is complete
c. failure to provide an appropriate drug screening specimen
d. instances of observed or monitored collection failure to allow observation or monitoring
e. refusal to sign the testing form
f. failure to take a second test as directed
g. failure to cooperate in the testing process
h. performing any actions that prevent the completion of the test

i. inability to provide sufficient quantities of urine to be tested without a valid medical explanation
j. failure to undergo a medical examination or evaluation when directed
k. tampering with, attempting to adulterate, substituting the specimen, or interfering with the collection procedure
l. failure to report to the collection site in the time allotted, after ordering through CastleBranch
m. failure to order drug test via CastleBranch

Positive Results:
Students will be given a reasonable opportunity to explain a confirmed positive test result to the medical resource officer of CastleBranch. If the explanation is unacceptable and/or cannot be satisfactorily documented by the student's physician, the student will be dismissed from the program and referred to a treatment resource.

Appeal Process:
Students wishing to address any concerns about the College's drug screening policies or procedures may follow the Student Conflict Resolution procedures as outlined in the SCF Student Handbook.

Post-Treatment Readmission Policy:
Students who have successfully completed a treatment program may petition the Program Director of the specific program for consideration for readmission to the program. Readmission will be on a space-available basis in the next admission cycle. All petitions will be considered individually, and random screening may be required throughout the program if the student is readmitted. In any case, the general readmission policies of the College and the individual Health Professions program must be followed.

Safety Sensitive Precaution:
This policy aims to establish procedures to ensure the safety of those in the care of students taking prescription medications, who are enrolled in professional courses in the Health Professions Programs at the State College of Florida.

When a medical professional prescribes drugs, the student shall inquire of the prescribing professional whether the drug prescribed has any side effects that may impair the student's ability to participate safely in the responsibilities expected of them as a Health Professions student entrusted with the care of clients. If the answer from the medical professional is "yes," the student shall obtain a statement from the medical professional indicating any work restrictions and duration and provide this to the Program Director along with a completed copy of the Safety Sensitive Precaution Form before going on duty.

If, at any time, an instructor believes that a student is impaired in any way from prescription or nonprescription drugs that may jeopardize the safety of clients, classroom/laboratory/clinical participation will be suspended from the program until a satisfactory medical release is received.

ALCOHOL AND OTHER DRUG ABUSE PREVENTION ASSISTANCE AT SCF
SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

- Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.
- Educate students regarding signs and symptoms of addiction.
- Motivate students to seek intervention from the most qualified resources available on campus and in the community.
- Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services, and records handling as those who experience other medical concerns or conditions that may impair work performance.

Students who self-identify problems with alcohol and other drug misuse/abuse are encouraged to contact the office of the Dean of Students. A trained professional will assist in assessing the problem and provide information regarding appropriate services available on campus and/or within the community. All information will be held in the strictest confidence and will not be revealed to anyone except by the individual's written consent in accordance with federal confidentiality guidelines. This service is voluntary, free, and confidential.

CASTLE BRANCH (BACKGROUND CHECK, RECORD MANAGEMENT, AND DRUG SCREENING)
For Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, & Radiography Programs

To improve the efficiency and time constraints of the background check and drug testing process, the SCF Health Professions Programs have contracted with CastleBranch. CastleBranch coordinates **ALL** aspects of background check items utilizing Live-Scan fingerprinting and collaborating with companies that assist with the forms/paperwork needed for clinical/practicum courses that are a part of all curriculums.

Information on the initial background checks and related items will be disseminated during Program Admission/Orientation. Information pertaining to subsequent background checks while enrolled in the program will be disseminated by specific programs as required to maintain program compliance.

Process:
The student will be provided with instructions with a specific program package identified. The student will proceed to https://discover.castlebranch.com/ and follow the directions, entering the program code.

The student will proceed through the registration process, reading all the links and references to proceed to further sections until it says you are complete.

For help, contact CastleBranch at 888-723-4263 or https://discover.castlebranch.com/.

Complete all items by the established deadlines communicated to you by the program and the stated timeframes in the Health Portals. **Failure to complete requirements within the required timelines may result in dismissal from the program.** The Program Directors or designee will review background checks. **It is the student's responsibility to double-check that all requirements have been completed by the assigned deadlines. Students are responsible for the cost incurred from all background checks and screenings.**

BASIC LIFE SUPPORT CERTIFICATION (CPR)
Students enrolled in the Health Professions Programs must be certified by the American Heart Association in Basic Life Support for the Health Care Provider, including AED. Certification must be valid while enrolled in the program through graduation. The student will submit the documentation to Castlebranch.

PUBLIC SAFETY

Campus Health, Wellness and First Aid:
The State College of Florida is concerned about the safety and well-being of our students, faculty, staff, and visitors who participate in the many activities SCF sponsors. A college campus is a great place to learn and grow, but a college campus, like any other community, has its share of crimes and injuries. Although the College does not experience many criminal acts, we encourage everyone to be aware of potential problems and ask that you join the effort to make SCF a safe and secure environment for everyone.
As required by the 1990 Jeanne Clery Campus Security and Awareness Act, campus crime statistics are available to anyone, upon request, through the Department of Public Safety/Security Services or via a link on the SCF website. State College of Florida, Manatee-Sarasota, continues a tradition of providing a safe and secure educational environment. The College maintains Public Safety Services 24 hours a day and can respond to any security-related request or emergency. College Security provides many other services to our students, staff, and visiting community.

Additional information regarding campus safety can be found in the SCF Student Handbook and Planner or the *Public Safety* page on the college's website:
www.scf.edu/Administration/PublicSafety/default.asp

Additionally, the college utilizes a mass notification system that sends time-sensitive messages via phone, email, and text to students, faculty, and staff. More information regarding the mass notification system and guides to various emergencies can be found on the *Emergency/Safety Procedures & Notification Systems* page on the college's website: http://www.scf.edu/Administration/PublicSafety/emergency.asp

SCF Bradenton: 941 752 5550 or x 65550
SCF Venice: 941 408 1550 or x 61550
SCF Lakewood Ranch: 941 363 7155 or x 67155

Bradenton Campus

STATE COLLEGE OF FLORIDA

Location: 5840 26th St. W., Bradenton

Bldg. # _ Room _

Emergency Response Guide

EMERGENCY PHONE & GENERAL PRINCIPLES

SCF Public Safety & Security 941-752-5550 or ext. 65550

PROTECT YOURSELF

WHEN CALLING:

- Tell dispatcher your location - Building _ Room Number
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.

CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-752-5550 or ext. 65550

ACTIVE SHOOTER 911

RUN → **CALL 911,** then SCF Public Safety & Security → **HIDE** → **FIGHT**

MEDICAL EMERGENCY 911

CALL 911 → **If trained, begin First Aid** → Call SCF Public Safety & Security 941-752-5550 or ext. 65550

FIRE ALARM OR ACTUAL FIRE 911

Fire in Building → **Evacuate Area & Pull Fire Alarm** → **Use Nearest Exit or Alternate Safe Route** → **CALL 911** Call from assembly point or neighboring building.*

Fire Alarm Strobes → **Evacuate Area** → **Use Nearest Exit or Alternate Safe Route** → **CALL 911** Call from assembly point or neighboring building.*

Do NOT use elevators

* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.

NATURAL DISASTER/SEVERE WEATHER

Natural Disaster or Severe Weather *e.g., tornado*

WARNING Severe weather has been sighted

WATCH Conditions favor severe weather development

Seek Appropriate Shelter

Monitor Weather Broadcasts

AVOID

- Windows
- Large rooms
- Elevators

Lakewood Ranch Campus

STATE COLLEGE OF FLORIDA

Location: 7131 Professional Pkwy. E., Sarasota
Bldg. # _____ Room _____

Emergency Response Guide

EMERGENCY PHONE & GENERAL PRINCIPLES

SCF Public Safety & Security 941-363-7155 or ext. 67155

PROTECT YOURSELF → **WHEN CALLING:**
- Tell dispatcher your location - Building _____ Room Number _____.
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.

CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-363-7155 or ext. 67155

ACTIVE SHOOTER 911

RUN → **CALL 911,** then SCF Public Safety & Security → **HIDE** → **FIGHT**

MEDICAL EMERGENCY 911

CALL 911 → **If trained, begin First Aid** → **Call SCF Public Safety & Security 941-363-7155 or ext. 67155**

FIRE ALARM OR ACTUAL FIRE 911

Fire in Building → **Evacuate Area & Pull Fire Alarm**

Fire Alarm Strobes → **Evacuate Area**

→ **Use Nearest Exit or Alternate Safe Route** Do NOT use elevators → **CALL 911** Call from assembly point or neighboring building.*

* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.

NATURAL DISASTER/SEVERE WEATHER

Natural Disaster or Severe Weather *e.g., tornado* → **WARNING** Severe weather has been sighted **WATCH** Conditions favor severe weather development → **Seek Appropriate Shelter** Monitor Weather Broadcasts → **AVOID** - Windows - Large rooms - Elevators

6/16

Venice Campus

STATE COLLEGE OF FLORIDA

Location: 8000 S. Tamiami Tr., Venice
Bldg. # _____ Room _____

Emergency Response Guide

EMERGENCY PHONE & GENERAL PRINCIPLES

SCF Public Safety & Security 941-408-1550 or ext. 61550

PROTECT YOURSELF → **WHEN CALLING:**
- Tell dispatcher your location - Building _____ Room Number_____
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.

CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-408-1550 or ext. 61550

ACTIVE SHOOTER 911

RUN → **CALL 911,** then SCF Public Safety & Security → **HIDE** → **FIGHT**

MEDICAL EMERGENCY 911

CALL 911 → **If trained, begin First Aid** → **Call SCF Public Safety & Security 941-408-1550 or ext. 61550**

FIRE ALARM OR ACTUAL FIRE 911

Fire in Building → **Evacuate Area & Pull Fire Alarm**

Fire Alarm Strobes → **Evacuate Area**

→ **Use Nearest Exit or Alternate Safe Route** Do NOT use elevators → **CALL 911** Call from assembly point or neighboring building.*

* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.

NATURAL DISASTER/SEVERE WEATHER

Natural Disaster or Severe Weather *e.g., tornado* → **WARNING** Severe weather has been sighted **WATCH** Conditions favor severe weather development → **Seek Appropriate Shelter** Monitor Weather Broadcasts → **AVOID** - Windows - Large rooms - Elevators

6/16

INJURY/ACCIDENT PROCEDURE

Any student who sustains an injury or who is involved in an accident or unusual incident during a scheduled classroom, laboratory, or clinical assignment **MUST** adhere to the following procedure:

1. Immediately notify the program faculty and/or designated personnel of the clinical facility when an injury/unusual incident has occurred.

2. Contact SCF Public Safety regardless of where the incident occurred. Public Safety will complete the SCF incident report. If the incident occurs in a clinical setting, submit a copy of the facility's incident report to Public Safety or contact Public Safety with incident details when the report is unavailable.

3. Seek medical treatment, if required or recommended

4. The student may be required to obtain a physician's release if the injury/accident could interfere with classroom, laboratory, and clinical activities.

5. Students will submit all medical documentation and proof of payment to the Director of Business Services.

Health Professions students are reminded that payment for emergency or medical treatment is the student's responsibility. Paperwork must be completed to determine eligibility for accident insurance reimbursement.

Please note that the accident insurance provided by the college is excess coverage over any other collectible insurance.

LIABILITY INSURANCE

SCF provides a group professional liability policy for all Health Professions students and a separate limited accidental health policy for all Health Professions students paid for by student fees. This policy is only effective for incidents that occur in classrooms, laboratories, and clinical sites.

PREGNANCY

For the safety and welfare of the unborn child and mother, the determination of the appropriateness of the student continuing in the program will be based on recommendations from the student's physician and program faculty. After learning that the student is pregnant and, if the student elects to notify the appropriate Program Director, the student will be asked to obtain a medical release from the student's physician which includes any precautions. A medical release must also be provided for the student to return to the program following delivery. Forms can be obtained from the Program Director.

When a student notifies the program of a current pregnancy, program faculty may review course objectives and the student's ability to progress in the program based on the student's level and the remaining program objectives and demands. Students are advised that pregnancy may interfere with required attendance and/or the ability of the student to meet the required program objectives, which may delay the completion of the program.

In Health Professions Programs where students may be exposed to radiation, students must adhere to additional requirements as outlined in the program policies.

COMMUNICABLE DISEASE POLICY

Purpose: This policy has been adopted to protect the rights of and to ensure the safety of the infected individual and all those with whom the student interacts.

Definitions: An *infected* individual, as defined in this policy, means an individual who is diagnosed as having a communicable disease.

"All those with whom the student interacts" means all interactions between the infected individual and other persons in the following areas: classrooms, laboratories, clinical areas, and office suites.

Procedure:

1. Infected individuals who determine that their medical condition may pose a risk to patients or others and/or who are unsure of their ability to perform essential functions as students **SHALL IMMEDIATELY NOTIFY** the Program Director of the specific health professions program.

2. After conferring with the Program Director, the student may be requested to obtain a letter from the student's physician stating precautions that must be taken to prevent risk to others. The student may be re-admitted to the clinical assignment or classroom based on the physician's written recommendation.

3. Each person's situation will be considered individually, and decisions will be "based on reasonable medical judgments given the state of medical knowledge" about the nature of the risk, the length of time a carrier has been infectious, the potential harm to others, and the probability of the disease's transmission. This decision shall be made by the infected individual, the student's physician, the specific Program Director, the Assistant Dean of Health Professions, and any other persons deemed appropriate.

4. The Health Professions Program faculty will make reasonable efforts to accommodate infected individuals with the understanding that regulations set forth by the clinical affiliates must be considered.

5. The infected individual is assured of confidentiality in accordance with state and federal requirements.

6. The Program Director reserves the right to initiate contact with an individual who exhibits behavior that may pose an imminent risk to others or who may be unable to perform as a student.

EXPOSURE CONTROL PLAN FOR STUDENTS

This plan is intended to apply to all Health Professions students. It follows the current Department of Labor Occupational Safety and Health Administration (OSHA) Occupational Exposure to Bloodborne Pathogens Final Standard.

Students Subject to Occupational Exposure:

This includes students who are reasonably anticipated to have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials as a result of the performance of the individual's duties. Other potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid which is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human (living or dead); HIV-containing cell or tissue cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Classifications in Which Students May be Exposed:

1. Direct patient care in clinical facilities or the clinical and laboratory Health Professions courses.

2. Accidental needle sticks involving demonstrations and student practice in SCF Health Professions Laboratories.

3. Direct patient care in the SCF Dental Hygiene Clinic.

Procedures for Handling Incidents/Methods of Compliance:

1. *Exposure at a clinical setting:* Health Professions students shall follow the exposure plan prescribed by the health care facility **and** the SCF Health Professions Program Injury/Accident Procedure.

2. *Exposure in Health Professions Laboratories and on SCF campuses:* Health Professions students will follow the SCF Health Professions Programs Injury/Accident Procedure.

3. *Exposure in the SCF Dental Hygiene Clinic:* Dental hygiene students will follow the *specific procedures outlined in the program handbook* for follow-up with the patient involved in the exposure.

Methods of Compliance:

1. Standard and Transmission-Based Precautions shall be followed to prevent contact with blood or other potentially infectious materials. The student is expected to use, as needed, appropriate personal protective equipment (PPE), such as, but not limited to, gowns, patient treatment gloves, utility gloves, face shields or masks and eye protection, or various patient ventilation devices for occupational exposure on the SCF campuses. The clinical agencies shall provide personal protective equipment for occupational exposure in the clinical areas.

2. Personal protective equipment should be disposed of appropriately according to clinic policies.

3. Following contact with blood or other potentially infectious materials, the student shall wash hands and any other exposed skin with soap and water, or flush mucous membranes with water immediately after exposure.

4. If the incident involved contaminated needles or other sharps, dispose of the contaminated item as soon as possible in an appropriately labeled, puncture-resistant, leakproof container

5. Eating, drinking, smoking or vaping, applying cosmetics or lip balm, and handling contact lenses are prohibited in clinical and other areas where there is the possibility of occupational exposure.

Training Requirements:

All Health Professions students shall participate in an infection control and communicable disease training program included in program course work:

1. Prior to the time of initial assignment to tasks where occupational exposure may take place.

2. At least annually thereafter.

3. Whenever modification of tasks or procedures or institution of new tasks and procedures affect the student's occupational exposure. The additional training may be limited to addressing the new exposure created.

The training program shall include, but not be limited to:

1. Reviewing the OSHA regulations regarding occupational exposure to bloodborne pathogens for which this Plan has been written.

2. A general explanation of the epidemiology and symptoms of bloodborne diseases.

3. An explanation of the modes of transmission of bloodborne pathogens.

4. A copy and an explanation of the SCF's Exposure Control Plan for Students.

5. An explanation of the appropriate methods for recognizing tasks and other activities involving exposure to blood and other potentially infectious materials.

6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and the use of personal protective equipment.

7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

8. An explanation of the basis for the selection of personal protective equipment.

9. Information on the hepatitis B vaccine, including its efficacy, safety, method of administration, and the benefits of vaccination.

10. Information on the post-exposure evaluation and follow-up the student should do after an exposure incident.

11. An opportunity for interactive questions and answers.

Record Keeping:
Training records for all students shall be kept on file in the specific Program Files. These records shall include the:

1. Dates of the training sessions
2. Summary content of the training sessions
3. Names and qualifications of the people conducting the sessions
4. Names of the students attending the sessions

Training records shall be maintained for 3 years from the date on which the training occurred. SCF shall make these training records available upon request for examination and copying to students, representatives of clinical agencies, the Program Director, the Program Secretary, and Program Accreditors in accordance with 29 CFR 1910.20.

Post-Exposure Evaluation and Follow-up:
Following a report of an exposure incident, the student should pursue a confidential medical evaluation and follow-up, including, but not limited to:

1. Documentation of the route(s) of exposure and the circumstances under which the incident occurred.

2. Identification and documentation of the source individual unless it is infeasible or prohibited by law.

3. Testing of the source individual's blood as soon as feasible after consent is obtained to determine HBV or HIV infectivity unless the infectivity of the source person is known or if testing is prohibited by law.

4. Results of the source individual's testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Medical Records:
SCF shall establish and maintain an accurate record for each student with occupational exposure. This record shall include:

1. A copy of the student's vaccination status, including the dates of all vaccinations and any medical records relative to the student's ability to receive vaccination.

SCF shall maintain complete confidentiality of the student's medical records and will not disclose or report information contained in them without the student's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 (E) (iv), or as may be required by law.

Revision of Plan:
The Exposure plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised student positions with occupational exposure.

Reviewed:	1993-1999, 2001, 2007, 2008, 2009, 2012, 2013, 2014, 2016, 2017,2018, 2019, 2020, 2021, 2022, 2023
Revised	June 2000, June 2002, May 2003, April 2004, June 2006, March 2024, March 2025

PROBATION POLICY

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress or demonstrated unsafe patient care in a particular health profession course will be given an opportunity to correct deficiencies and demonstrate satisfactory performance.

Purpose: The purpose of probation is to formally recognize that a student is not making satisfactory progress. A student will be placed on probation **ONLY** if there is adequate time for the student to remediate and demonstrate consistent satisfactory performance during that semester.

Conditions: The conditions of probation are intended to:

1. Recognize unsatisfactory performance at the earliest date.
2. Provide guidance and counseling.
3. Give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance.
4. Protect patients from unsafe practices.

Reasons: The reasons for probation will be given to the student in writing along with the requirements for removing this designation. In certain circumstances, the designation may remain in effect for the remainder of the program. Reasons for probation may include, but are not limited to:

1. Failure to make satisfactory progress in meeting course requirements for the classroom, laboratory, or clinical courses.
2. Unsatisfactory student behavior and/or performance.
3. Failure to follow program policies and procedures.
4. Failure to demonstrate acceptable professional behaviors.
5. Behaviors and/or actions in the clinical setting that put patients at risk.

Procedure: Faculty will complete a *Notification of Probation* form identifying:

1. Reasons for probation.
2. Requirements for removal of probation if applicable.
3. Expected behaviors, skills, actions, etc. to be observed while on probationary status.
4. Learning resources and assistance available.
5. Date by which requirements for removal of probation must be met if applicable.

The faculty will meet with the student to confirm the student's understanding of the situation. Student progress will be monitored by faculty, including appropriate documentation. Upon completion of the requirements for removal of probation, the probationary status will be re-evaluated. Failure to meet the requirements for removal of probation may result in failure of the course and/or dismissal from the program.

PROFESSIONAL BEHAVIOR EXPECTATIONS

Program Expectations:
Health Professions Programs prepare the individual student to enter a specific healthcare profession. As a health profession student, standards of behavior and conduct will be expected of the student in the classroom, laboratory, and clinical areas. Students will be expected to keep commitments, be punctual and prepared for all learning experiences, and actively participate in the learning process. Appropriate professional behavior is a requirement for successful completion of these programs. Students must abide by the Student Code of Conduct as stated on: https://www.scf.edu/about/scf-policies/student-code-of-conduct/?

Social Media:
Students using social media related to any activities associated with a program must do so responsibly. The student should be aware there is no way to erase digital content, and that inappropriate use of social media can impact your personal and professional reputation as well as the reputation of the college and program.

Posting of information relative to confidential patient/client information, patients/clients and their families, clinical sites and activities, technologies, faculty, classmates, and didactic course content is considered an ethical breach of confidentiality and is in direct violation of FERPA and/or HIPAA. Expectations of social media use include the posting of written materials, photographs/videos, and any patient medical records. Students must use discretion to avoid FERPA and/or HIPAA violations. Inappropriate use of social media may result in dismissal from the program. Expectations include but are not limited to the following: Respecting the privacy of all members of the class, respecting the diversity and opinions of all instructors and all members of the class, no use of threatening, harassing, sexually explicit language or discriminatory language or conduct that violate state or federal law or SCF policies. Students are advised to use professional language in all communications.

Classroom, Laboratory and Clinical Experiences:
Each classroom, laboratory, and clinical experience provides a valuable learning opportunity. A patient's/client's health and well-being are dependent on the implementation of knowledge acquired in the learning process. Attendance is expected for all scheduled classroom, laboratory, and clinical experiences. Should an absence be unavoidable, it is the student's responsibility to contact the course faculty. Students are responsible for all content covered during periods of absence.

Students are strongly encouraged to refer to their program handbook section for specific program requirements.

CONFIDENTIALITY
Students shall strictly maintain the confidentiality of all patient/client information, whether personal or medical, and keep confidential any information related to the clinical facility. Health professions students must clearly understand and fully agree, **under the penalty of HIPAA law**, that they will never inappropriately access, disclose or reveal in any way, either directly or indirectly, **any** information from a patient's/client's record or related to the care and treatment of any patient/client, except as needed, to authorized clinical staff. The student further agrees not to reveal confidential information about the clinical facility to any third person. Case studies used in class must be free of any patient/client identification, including protected health information, photography, and video. Violations of confidentiality may result in dismissal from the program and criminal charges.

ELECTRONIC DEVICE ETIQUETTE
The course instructor determines the use of electronic devices (cell phones, tablets, smartwatches, laptops, wearable smart technology, and other mobile devices) in the classroom.

Students must refrain from using electronic devices in the clinical settings for personal use regardless of what other staff/employees are observed doing. Devices may be used for patient/client care and education or as

required to meet clinical expectations as per facility policies. Failure to follow the electronic device policy may result in dismissal from the program.

UNIFORM DRESS CODE

The personal appearance and demeanor of the health professions students at SCF are reflective of the college and program standards and are indicative of the student's interest and pride in the profession. Students are expected to maintain a proper appearance in the clinical environment as designated by the health professions program. **Failure to follow the uniform guidelines may result in the student being sent home and a clinical absence recorded.** Continued violation of the dress code policy may result in probation or dismissal from the program. The following apply to all health professions students:

1. The designated name tag must be worn.
2. Hair must be clean, neat, and controlled conservatively to maintain asepsis. Unobtrusive and conservative hair ornaments may be worn as needed. Hair color must be within a natural range of color.
3. Nails are approximately fingertip length and clean. **Artificial nails and nail polish are not allowed in the clinical setting to prevent bacteria growth and maintain infection control – see specific program handbook as some programs may have a different policy.**
4. Beards and mustaches must be neatly trimmed.
5. Makeup may be worn conservatively.
6. A functioning watch capable of measuring seconds must be worn.
7. Jewelry may be worn but must be unobtrusive and conservative. Note that bracelets, necklaces, looped or dangling earrings may be a hazard to the student during patient/client care and may be prohibited in the clinical setting.
8. Other body piercings/jewelry may need removal based on facility or program policy.
9. Visible tattoos may require covering while in uniform based on the policy of the clinical facility or, if considered potentially offensive to patients, at the discretion of the program faculty.
10. Perfume/Aftershave/Essential oils/Scented lotions should be used in moderation. There may be no other distinct odor to the student.
11. Personal hygiene must be maintained at all times.
12. Uniforms and apparel worn to the clinical facilities must be cleaned and pressed.
13. Undergarments must be worn and not be visible.
14. Gum chewing in a clinical setting is not permitted.
15. Socks and professional shoes are required. Solid-color athletic shoes **with minimal logos or insignias** may be worn. Clog-type shoes with open backs of any kind are not permitted. Heels and toes must be enclosed. All shoes and laces are to be neat, clean, and tied - see specific program handbook.
16. Yoga pants, leggings, gym, and workout attire are inappropriate for the clinical setting – see specific program handbook.
17. Smoking or vaping is not permitted in uniform. In addition, a student with an odor of smoke that may be offensive to patients, as determined by the Clinical Instructor, can be sent home and an absence recorded.

SPECIFIC PROGRAM UNIFORM REQUIREMENTS:

Dental Hygiene

Scrub tops and pants in a program-designated color with appropriate SCF embroidery - see the Dental Hygiene Program Handbook for more detailed information about uniform requirements.

Occupational Therapy Assistant

See Occupational Therapy Assistant Program Handbook for detailed information.

Physical Therapist Assistant

See Physical Therapist Assistant Program Handbook for detailed information.

Radiography

Scrub tops and pants (color announced yearly) with appropriate SCF embroidery
Socks
Dosimeter and initialed lead markers
White cardigan sweater may be worn if clean and in good condition
Scrub jackets may be worn if color-coordinated with scrubs
Black or white solid-color shoes or sneakers
An optional white or black solid-color long-sleeve shirt under the uniform is acceptable
Clinical log book

Because of the proximity during procedures between the patient and the student radiographer, dangling jewelry shall not be worn.

PROFESSIONAL ORGANIZATIONS
Students are encouraged to join their respective professional societies or associations. Membership has benefits such as regularly published journals and annual meetings where healthcare professionals gather to share new and valuable information. Contact your program's faculty for more information about national, state, and local societies and associations.

STUDENT CLUBS – FUNDRAISING ACTIVITIES
Student clubs that wish to hold fund-raising activities to support professional activities and/or travel to state or national meetings must follow college policies for fundraising, including getting permission for the activity through the Office of Student Life. All funds raised must be immediately deposited into the designated program student club account through the College Business Office. Approval to withdraw and use the funds must be obtained from the Faculty Club Advisor. Health professions program clubs are limited to students currently enrolled in the programs. Club information can be found on the SCF Student Life webpage at https://www.scf.edu/explore/student-life/.

CODES OF ETHICS
All health practitioners function under legal and ethical guidelines designated by their specific health profession. Practicing outside the legal and ethical guidelines may be grounds for dismissal from the program.

DISCRIMINATION
State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207.

SAFE HARBOR AT SCF-TITLE IX RESOURCES
State College of Florida, Manatee-Sarasota (SCF) strives to provide a community where safety, equality, respect and healthy relationships are valued. SCF fosters a campus environment that is free from intimidation, and one in which students may be educated to their fullest potential. SCF will not tolerate sexual assault, dating violence, domestic violence, stalking, and any form of sexual harassment from students, faculty, staff, volunteers, visitors, or any persons whether online, or at any College campus, or sponsored event. SCF also encourages the college community to report incidences that relate to these offenses.

If you need emergency assistance, please contact 911, non-emergency please contact the SCF Public Safety Department at (941) 752-5550, Bradenton Campus. (941) 408-1550, Venice Campus. (941) 363-7155, Lakewood Ranch Campus (7am-10pm, Mon-Fri).

Title IX Coordinator: Jaquelyn McNeil, Dean of Students. 941-752-5267 Bradenton Campus Building 1, Room 127

Title IX Deputy Coordinators:
- STAFF AND FACULTY CONTACT: (941) 752-5506

Title IX Coordinator: The Education Amendments of 1972, which prohibits discrimination on the basis of gender under any athletic, education program, services and activities. Contact the Title IX Coordinator/Deputy Title IX Coordinators to discuss your complaint/grievances pertaining to gender.

CONFLICT RESOLUTION POLICY

Student Request for Conflict Resolution

Student Request for Conflict Resolution as Related to Academic Matter: (Rule 6HX14-4.14 / Procedure 4.14.01)

Students who feel they have been penalized erroneously for an academic, ethics, or patient safety infraction or think that the sanction imposed is inappropriate may, within 10 working days of notification of academic sanction, appeal the matter through Procedure 14.4.10: Student Request for Conflict Resolution as Related to Academic Matters.

A. Definition:
For purposes of this procedure a "conflict" or "complaint" is defined as the allegation by an State College of Florida, Manatee-Sarasota student in such instances where the student finds it necessary to secure a resolution to an academic concern including, but not limited to, a perceived inequity concerning his or her academic standing, or where the academic requirements of the course, program, or College are perceived by the student to have been inappropriately interpreted and/or applied to him or her.

B. Purpose and Conditions for a Conflict Resolution Procedure
State College of Florida (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty, and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Student Request for Conflict Resolution Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint under the procedure.
3. Provide student with:
    a. Assurance that policies are applied consistently and equitably.
    b. An effective method to present concerns to faculty and administration for resolution internally.
    c. A process that provides a prompt, thorough and impartial investigation.
    d. The potential for resolution at the lowest level possible.
    e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an academic complaint shall rest with the student. Therefore, the student must demonstrate:

a. The presence of a wrong or loss.
b. That specific alleged incident caused damage.
c. That there is a remedy available to right the wrong.

Examples of the above may include, but are not necessarily limited to, situations where students feel that they received an inappropriate grade in a particular course or academic policy was misapplied. They do not include questions concerning admission to a program or a specific course selection.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

C. Conflict Resolution policy

General Guidelines

1. Students are encouraged to direct their concerns to the faculty member with whom their complaint exists. However, if these efforts fail, the *Conflict Resolution Procedure* provides guidelines and procedures for resolving the conflict.

2. This Procedure is not to be used for complaints of admission. These concerns are to be directed to the College Registrar, and subsequently to the College Admissions Committee.

3. This Procedure is not to be used for complaints of *alleged discrimination or sexual harassment.* These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.

4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.

5. Students, faculty, and supervisors are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College counselor acting in the capacity of *student advocate* may serve as an additional resource for the student during the resolution process.

6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees, or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.

7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.

8. In each of the procedure steps, working days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays, Sundays, and any holiday the College has published as “College Closed,” and in emergency closings.

D. Conflict Resolution Procedure

It is the College's intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.

Step One – Informal Procedure

a. The student and faculty member(s) will meet within ten (10) working days from when the conflict/complaint or sanction imposed occurred, unless the situation warrants immediate attention.
b. The faculty member will take a positive approach, explain the reasons for any action, grade, or policy which may have contributed to the conflict/complaint, and find a mutually agreeable solution.
c. In the case of a final grade, the request for a conference must be made in writing by the student within ten (10) working days from the first day of class of the following semester (Fall, Spring, Summer). Within ten (10) working days of receipt of the student's request, the faculty member, or if unavailable, the faculty member's Department Chair, must hold the conference with the student.
d. The goal of both parties should be to resolve the issue at this level.

Step Two – Informal Procedure

a. If within ten (10) working days from the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and faculty member; or the conflict/complaint involves perceived unfair treatment by the faculty member, the student may request a meeting with the faculty member's immediate supervisor – the Department Chair (or another Academic Affairs administrator designated by the Vice President, Academic Affairs, if the conflict/complaint is with the Department Chair).
b. The student and the Department Chair or designated administrator shall meet within ten (10) working days from the date when the student and faculty member determine that the conflict/complaint has not been resolved as provided in STEP TWO, Part a.
c. The Department Chair or designated administrator will then meet with the faculty member no later than five (5) working days from the date he/she met with the student, unless the situation warrants immediate attention.

Note: As part of the Procedure, the Department Chair or designated administrator may also consult with his/her supervisor, the Vice President, Academic Affairs, the College Director of Human Resources and/or the College Equity Officer to assure equitable treatment and adherence to College Policies and state and federal laws as related to the conflict/complaint in question.

d. Within five (5) working days after the meeting with the faculty member, the Department Chair will issue a verbal decision to the student.
e. The goal of the three parties should be to resolve the issues at this level.

Step Three – Informal Procedure

a. If the resolution of the Program Director does not resolve the conflict/complaint to the satisfaction of the student, the student may request in writing to proceed to Step Three and shall submit the written complaint to the next higher level of supervision, with a copy to the Vice President, Academic Affairs. The submission of the written conflict/complaint at this Step Three is due within five (5) working days of the student and faculty member's receipt of the findings of the Department Chair or designated administrator in Step Three, including documentation of the dates when the student initially met with the faculty

member, and the subsequent meeting with the Department Chair or designated administrator.

b. Upon receipt of the formal written conflict/complaint, the supervisor of the Department Chair must schedule a meeting with the student within five (5) working days to discuss the conflict/complaint. As part of the Procedure, the supervisor will consult with the faculty member, Department Chair, or designated administrator, to assure equitable treatment and adherence to college policies and state and federal laws as related to academic due process. Within 10 (10) working days after the meeting with the student, the supervisor will issue a decision in writing to student, the faculty member, and the Department Chair or designated administrator, with a copy to the Vice President Academic Affairs.

Step Four – Formal Procedure

a. The student may within five (5) working days of receipt of the disposition of Step Three request in writing to proceed to Step Four in which the Vice President Academic Affairs shall investigate the conflict/complaint. The student shall submit such a written request with a summary of findings at Step Two and Three.
b. The Vice President will meet with the parties directly involved to facilitate a resolution or gather further information from the parties and other resources as needed. The Vice President's investigation shall be conducted confidentially, and any individuals interviewed in the course of the investigation shall be advised to maintain such confidentiality.
c. A written finding will be given within ten (10) days of completion of the investigation by the Vice President, Academic Affairs. A copy of the findings will be provided to all parties and the Vice President of Student Development and Enrollment Services.
d. The decision of the Vice President, Academic Affairs shall be the final settlement of the conflict/complaint.

Student Request for Conflict Resolution as related to *Administrative Policies and Procedures*: (Rule 6HX14-4.14.02 / Procedure 4.14.02)

A. Definition

For the purposes of this Procedure a "conflict" or "complaint" is defined as the allegation by a State College of Florida, Manatee - Sarasota student in such instances where the student finds it necessary to secure a resolution to an administrative, non-academic concern including, but not limited to, incorrect assessment of fees, registration or records errors, or advisement issues.

B. Purpose & Conditions for a Conflict Resolution Procedure

State College of Florida, Manatee - Sarasota (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty, and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint.
3. Provide students with:
    a. Assurance that policies are applied consistently and equitably.
    b. An effective method to present concerns to faculty and administration for resolution internally.
    c. A process that provides a prompt, thorough and impartial investigation.
    d. The potential for resolution at the lowest level possible.
    e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an administrative, non-academic complaint shall rest with the student. Therefore, the student must demonstrate:

a. The presence of a wrong or loss.
b. That specific alleged incident caused damage.
c. That there is remedy available to right the wrong.

Examples of the above may include, but are not, necessarily limited to, situations or actions where students feel that they were inappropriately assessed a fee, their transcript does not reflect all appropriate documentation, or their "residency" classification is incorrect.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve conflicts and complaints. It is incumbent upon all administrative staff, faculty, and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

C. Conflict Resolution Policy

General Guidelines:

1. Students are encouraged to direct their concerns to the college employee with whom their conflict/complaint exists informally. However, if these efforts fail, the *Conflict Resolution Procedure* provides the guidelines and procedures for resolving the conflict.
2. This Procedure is not to be used for complaints of admission to an academic program. These concerns are to be directed to the AVP, Enrollment Services, and subsequently to the College Admissions Committee.
3. This Procedure is not to be used for complaints of alleged *harassment or discrimination*. These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.
4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.
5. Students and college employees are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College _advisor from Student Services may serve as an alternate contact to the College employee if the college employee is not available, and/or a situation warrants immediate attention.
6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees, or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.
7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the administrative non- academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.
8. In each of the Procedure steps, working days shall be defined as any day the College is open for

business and shall EXCLUDE Saturday, Sundays, any holiday the College has published as "College Closed," and emergency closings.

D. Conflict Resolution Procedure

It is the College's intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.

Step One – Informal Procedure

a. The student and college employee will meet within ten (10) working days from when the conflict/complaint occurred unless the situation warrants immediate attention.
b. The college employee will take a positive approach, explain the reasons for any action, documentation, or policy which may have contributed to the complaint, and seek a mutually agreeable solution.
c. The goal of both parties should be to resolve the issues at this level.

Step Two – Informal Procedure

a. If within ten (10) working days of the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and college employee, or the conflict/complaint involves treatment by the college employee that is perceived by the student as unfair; the student may request a meeting with the employee's department supervisor (coordinator, director of department).
b. The student and the department supervisor must meet within ten (10) working days from the date the student and the college employee determine that the conflict/complaint has not been resolved as provided in STEP TWO, part a.
c. The department supervisor will then meet with the college employee no later than five (5) working days from the date he/she met with the student unless the situation warrants immediate attention.
d. Within five (5) working days after the meeting with the college employee, the department supervisor will issue a verbal decision to the student.
e. The goal of the three parties should be to resolve the issues at this level.

Step Three – Formal Procedure

To pursue Step Three, if the matter is not resolved at Step Two, the option below must be followed.

a. If the resolution of the department supervisor does not resolve the conflict/complaint to the satisfaction of the student, the student may within five (5) working days of receipt of the disposition at Step Two, request in writing to proceed to Step Three in which the Vice President, Student Affairs shall investigate the conflict/complaint. The student shall submit such written request to Step Three of the procedure with a summary of the oral findings at Steps One and Two.
b. The Vice President, Student Affairs will meet with the parties directly involved to facilitate a resolution or gather further information from the other sources as needed. The Vice President's investigation shall be conducted confidentially, and any individuals interviewed during the investigation shall be advised to maintain such confidentiality.
c. A written finding will be given within ten (10) working days of completion of the investigation by the Vice President, Student Affairs. A copy of the findings will be provided to all parties, the President of the College and/or members of the President's Executive Council as appropriate.

Step Four – Formal Procedure (Conflict Resolution Committee)

a. The student may, within five (5) working days of receipt of the written disposition of STEP THREE, request in writing to proceed to Step Four in which the College Administrative Conflict Resolution Committee shall investigate and adjudicate the request.
b. Within ten (10) working days of receipt of the student's request, the Vice President, Student Affairs will convene the College Administrative Conflict Resolution Committee and provide the Committee with the original conflict/complaint allegations and written responses. The Committee will have fifteen (15) working days to conduct the investigation and a Hearing.
c. The College Administrative Conflict Resolution Committee shall render its decision after completion of the Hearing. The Committee may accept or reject, in whole or part, or may modify the findings and conclusions. Within ten (10) working days of the Hearing the Committee shall make a written report of its decision to the student, college employee, department supervisor, President of the College and/or members of the President's Executive Council as appropriate.
d. The decision of the College Administrative Conflict Resolution Committee shall be the final settlement of the conflict/complaint.

E. College Administrative Conflict Resolution Committee

1. Composition

Membership of the College Administrative Conflict Resolution Committee shall consist of two full-time faculty members; one career member; and one administrative/professional staff member, all of whom will be selected by the College President from the College's Conflict Resolution Pool; plus, one student selected by the respective campus Student Government Association; the Vice President, Student Affairs who will be a non-voting member. The Executive Director, Human Resources will be the non-voting chairperson of the Committee. Student members shall serve for no more than one calendar year.

2. Training Program

The College will provide a training program for those persons who agree to serve on the Administrative Conflict Resolution Committee to familiarize them with the College Regulations, procedural and substantive due process, and the role of the Committee.

3. Prior Knowledge or Bias

Any Committee member having personal knowledge of the matter to be heard, or a bias or conflict with respect thereto, may disqualify himself/herself, or may be disqualified by a vote of three members of the committee. Alternates may be appointed by the College President as required.

4. Hearing Guidelines

   a. The Executive Director, Human Resources will convene the Committee, and the Vice President, Student Affairs will provide information related to the case. Five members of the Committee will constitute a quorum. One member of the quorum must be a student.
   b. The College Administrative Conflict Resolution Committee shall not be bound by the technical rules of evidence but may hear and receive any testimony of evidence which it deems is relevant and material to the conflict/complaint.
   c. Only the primary parties in interest (and their advisors, if any) and members of the Administrative Conflict Resolution Committee will be permitted to be present throughout the Hearing.
   d. A College advisor from Student Services acting in the capacity of *student* advocate will be available as a resource for the student during the entire Hearing process. The student also has the right to a non-SCF employee advisor of his or her choice, to act in an advisory capacity only. Advisors may not speak for or take the place of the student. Committee members may address questions to all witnesses of those parties involved. Witnesses will be called individually during a Hearing, and once they have completed their testimony, they will be required to leave the room. All parties shall have the right to offer and examine evidence and to offer and cross-examine witnesses.
   e. The College will transcribe the proceedings at the Hearing at their own cost. All parties shall have reasonable access to such records at the requestor's expense.
   f. When the chairperson determines that all evidence, statements, and relevant presentations have been received and reviewed, the primary parties in interest will be entitled to make closing statements.
   g. The Administrative Conflict Resolution Committee will convene in closed session to determine a resolution to the conflict/complaint.
   h. The decision of the Administrative Conflict Resolution Committee shall be the final settlement of the adjudication process, and as such, the final step in the resolution of the conflict/complaint.

HEALTH PROFESSIONS FORMS

You will be required to sign copies of the forms in this section to enroll in any of the Health Professions Programs

Your Signature acknowledges adherence to the policies and procedures of the health program in which you are enrolled.

State College of Florida, Manatee-Sarasota
Health Professions Programs

Laboratory Experiences Informed Consent

During the laboratory sessions of any of the Health Professions Programs students will participate in various activities and simulations as both the patient/client and the practitioner. Each type of participation provides valuable learning for students.

As a student enrolled in this program, you will participate in these experiences unless there is a medical/health reason that precludes your participation. It is your individual responsibility to inform the laboratory instructors of any condition which might affect your participation. At that time, a decision will be made relative to your involvement/participation in laboratory activities and/or continuation in the program.

While acting as a patient/client in a laboratory activity, if a student experiences unusual discomfort, it is the student's responsibility to inform instructors immediately.

Physical contact during laboratory activities and simulations will be expected. If physical contact poses a problem, it is the student's responsibility to discuss this with the course instructor to create strategies related to involvement/participation in laboratory activities and/or continuation in the program.

I, _____, understand the above information and recognize that it is my responsibility to inform a laboratory instructor of any known medical/health reason that may preclude my participation in either acting as a patient/client provider or practitioner during activities and simulations during this health science program, including eligibility for continuation in the program.

_____ _____

Signature **Date**

_____

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Programs

Release for Photography/Video/Voice Use

As a student in one of the Health Professions Programs, I understand that there may be occasions where audiovisual images of students participating in the activities of the programs may be taken for use as a part of various college related publications, presentations, etc.

I hereby grant State College of Florida, their legal representatives, and assigns, the right and permission to publish, without charge, and use photographic pictures, broadcast videotaped or filmed footage, including audio of myself (or the minor) taken while I am a student or a participant in one of the college's health science programs.

These pictures/videos/audio may also be used in any medium for purposes of editorial use, advertising, display, reproduction, or publication in any other manner. I hereby warrant that I (or the undersigned parent/guardian) am over 18 years of age and am competent to contract in my own name insofar as the above is concerned.

Name of Person in Image: _____
Please Print

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature _____ Date: _____
Student or Guardian

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Programs

Student Handbook Acknowledgment Form

Students are responsible for adhering to the policies and procedures outlined in the SCF Health Professions Programs Handbook and the SCF Student Handbook.

I, _____, have received, reviewed, and been provided an opportunity to ask questions and understand the content in this Health Profession Programs Student Handbook. I am aware of and accept my responsibilities to both the college and the program regarding rules and regulations. I understand that I am to maintain the professional attitudes and behaviors reflected in the guidelines of this Handbook. Furthermore, I understand that this Handbook is subject to revision. Any revisions will be updated in writing and will become effective upon notification.

_____ _____

Signature **Date**

_____

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida
Health Professions Programs

Student Consent Form

As a student enrolled in an SCF Health Professions Program, I understand that the required clinical experience in various health care facilities may expose me to environmental hazards and infectious diseases.

State College of Florida carries limited accident and liability insurance for all students enrolled in a clinical course. This insurance is automatically included in the fees paid each semester. However, neither the State College of Florida nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences unless the injury/exposure is a direct result of negligence by the college or the clinical facility. As a student, I understand that I am responsible for the cost of health care for any personal injury/illness that occurs during my education. *SCF Strongly recommends that students purchase their own comprehensive health insurance.*

I also understand my responsibility to strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. As a Health Professions student, I clearly understand and fully agree, under penalty of law, that I shall never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client's record or related to the care and treatment of any client, except, as needed, to authorized clinical staff. Photography/video of patients/clients, as well as discussion of any patient/client information via social media, is strictly prohibited and grounds for immediate dismissal. I further agree not to reveal any confidential information about the clinical facility to any third person.

My signature on this form confirms that I understand and assume responsibility for the inherent risks involved in being a student in a Health Professions Program at State College of Florida, and for adhering to the above policies.

_____ **G00#** _____

Print Name

_____ _____

Signature **Date**

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Programs

Graduate Survey Consent

I, _____, hereby grant permission for the program to survey my employer six months and one year after graduation about my job performance as it relates to the specific health profession program outcomes/competencies for which I was prepared in the program. I understand that the information will be confidential and will only be used for program evaluation, improvement, and accreditation.

_____ _____

Signature **Date**

_____

Current email – not SCF email

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Programs

Benefit Waiver

I, _____ as a student enrolled in a program within the
Student Name – Please Print
Health Professions Division, understand that I will be assigned to various clinics/agencies/institutions to complete the program requirements for graduation. I understand and agree that I am not an employee of any assigned facility or State College of Florida for any purpose, and I am not eligible for any employee benefits, including coverage by the Worker's Compensation Act. I also understand and agree that I shall, at all times, be subject to the policies and regulations of the Clinic/Agency/Institution concerning their operating, administrative and procedural functions.

_____ _____
Signature **Date**

_____
Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Programs

FERPA Release for Clinical Affiliation

_____
Name of Student

_____ _____
Date of Birth **G00#**

I, the undersigned, authorize the State College of Florida to release records and information relating to grades, course attendance, criminal background checks, vaccination/immunization records, TB results, drug screening results, course performance, clinical performance, disciplinary proceedings, and schedules to representatives of all assigned clinical facilities for the purpose of verifying clinical affiliation eligibility and monitoring clinical program progress. I understand that 1) I have the right not to consent to the release of my education records and 2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously made by the College prior to the receipt of any such written revocation.

_____ _____
Student Signature **Date**

_____ _____
Signature of Course Coordinator **Date**

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Program
Safety Sensitive Precautions

Date: _____

_____has been placed on Safety Sensitive Precautions as a result of the following prescription medications:

_____

_____

_____

_____

_____

_____

If at any time the instructor believes that _____is impaired in any way from the prescription drug(s) that may jeopardize the safety of the client, the student will be removed from the clinical and/or the program until satisfactory medical release is received.

_____ _____

Signature **Date**

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ _____ OTA _____ PTA _____ Radiography

State College of Florida - Health Professions Programs

Substance Abuse Documentation Form - Observable and Suspicious Behaviors

Student Name: _____ Date: _____

Absenteeism

- □ Frequent Monday or Friday absences: _____
- □ Multiple unauthorized absences from class or clinical: _____
- □ Excessive tardiness: _____
- □ Improbable excuses for absence: _____
- □ Leaving school or the clinical agency early:_____
- □ Prolonged breaks:_____
- □ Illness on the job or in the classroom:_____

Unexpected Events – Especially resulting in injury or damages

- □ Falling asleep in class or clinical: _____
- □ Frequent or unexplained accidents: _____
- □ Any fall, loss of equilibrium, or loss of consciousness, which suggests impairment: _____

Confusion and difficulty concentrating

- □ Difficulty remembering details or directions: _____
- □ Jobs/projects/assignments taking excessive time: _____
- □ Increasing difficulty with complex assignments:_____
- □ General difficulty with recall:_____

Lowered efficiency

- □ Mistakes of judgment: _____
- □ Wasting materials: _____
- □ Blaming or making excuses for poor performance: _____
- □ Deterioration of ability to make sound judgments: _____
- □ Irregular work patterns or academic performance: _____

Poor relationships with peers

- □ Avoidance of others: _____
- □ Hostile/irritable attitude:_____
- □ Reacts rather than responds to others:_____
- □ Overreacts to criticism or correction: _____
- □ Unreasonable resentments: _____
- □ Unpredictable, rapid mood swings:_____

Physical signs

- □ Alcoholic or suspicious breath odors/frequent use of mints/mouthwash: _____
- □ Diaphoresis: _____
- □ Dilated pupils:_____
- □ Abnormal pulse/respirations/BP: _____

Person(s) documenting above behaviors: _____ Date: _____

This list provides examples and is not exhaustive. Please provide additional comments as needed.

State College of Florida, Manatee-Sarasota
Health Professions Programs

Student Policies Acknowledgment Form

Students are responsible for adhering to the policies and procedures outlined in the SCF Health Professions Programs Handbook and the SCF Student Handbook.

- Grounds for possible probation and dismissal have been explained to me. I have been provided with an opportunity to ask questions.
- Readmission policies and procedures have been explained to me, and I have been provided the opportunity to ask questions.
- Conflict resolution policies have been explained to me, and I know where to find the policy in the future if the need should arise.

I, _____, understand the policies and procedures described above and have asked any questions I may have. I also understand if a question should arise in the future, I should contact the Director of my specific program.

_____
Signature Date

Print Name_____

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ OTA _____ PTA _____ Radiography

State College of Florida, Manatee-Sarasota
Health Professions Programs

Classroom Recording Acknowledgement

As part of our commitment to providing a comprehensive and effective learning experience, [allied health program name] practical sessions will be recorded. These recordings will be utilized to assess performance and provide valuable feedback to help improve clinical skills.

Purpose of Recording:

1. **Assessment:** Course instructors will review the recordings to evaluate your practical skills and competencies.
2. **Feedback:** The recordings will be shared with you to highlight areas requiring more attention and improvement.

Retention and Disposal of Recordings:

- The recordings will be maintained for the duration of the student's enrollment in the program.
- The recordings will be properly disposed of upon graduation to ensure student privacy and confidentiality.
- If a student does not continue in the program due to poor performance or academic dishonesty, and such issues are evident in the recordings, the recordings will be retained for two years after the student's dismissal.

Confidentiality:

- All recordings will be stored securely and only accessible to authorized personnel at SCF.
- The recordings will not be shared with any unauthorized third parties.

Consent: By signing below, I _____(student name printed) acknowledge that I have read and understand the purpose, retention, and disposal of the recordings as outlined above. I consent to recording practical sessions for the educational purposes of assessment and feedback.

If you have any questions or concerns regarding this consent form or the recording process, please do not hesitate to contact [Program Coordinator's Name] at [Contact Information].

Student or Parent/Guardian Signature: _____

Student G00 Number: _____ Date: _____

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ OTA _____ PTA _____ Radiography