

SF: SANTA FE COLLEGE

ALLIED HEALTH PROGRAMS
STUDENT HANDBOOK
2023-2024

Contents

Foreword.....	3
ACADEMIC ACHIEVEMENT STANDARDS	4
ACCIDENTS / INCIDENTS	4
ADVANCED PLACEMENT POLICY	5
AMERICANS WITH DISABILITIES ACT (ADA)	5
ATTENDANCE POLICY	5
BACKGROUND CHECKS, NATIONAL AND STATE	6
CHILDREN ON CAMPUS.....	6
CLINICAL ASSIGNMENTS	6
CODE OF CONDUCT.....	7
COMMUNICABLE DISEASES	7
COMMUNITY SERVICE.....	7
DISCRIMINATION / HARASSMENT POLICY	7
DISHONESTY, ACADEMIC	8
DISMISSAL FROM PROGRAM	8
DRESS CODE	8
ELECTRONIC DEVICES	9
EMPLOYMENT POLICY.....	9
FOOD IN LABS.....	9
GRADING SCALE	9
GRIEVANCE /COMPLAINTS / APPEALS PROCESS.....	10
HIPAA/CONFIDENTIALITY.....	10
HEALTH.....	10
MEDICAL MARIJUANA.....	11
ORAL COMPETENCY	11
PREGNANCY	11
RADIATION SAFETY / DOSIMETRY.....	12
RESOURCES	12
STUDENT COUNSELING AND DUE PROCESS	12
STUDENT RIGHTS AND RESPONSIBILITIES.....	13
SUBSTANCE ABUSE	13
TECHNICAL STANDARDS.....	13
VACCINATIONS.....	14

WITHDRAWING FROM PROGRAM	15
Program Accreditation	15
Handbook Agreement.....	17
Pregnancy Policy Form*	19
PROGRAM ADMINISTRATION	20

Foreword

The admission of a student into the health field is in many ways the entrance into a world with practices and rules differing in many respects from those to which one is accustomed. The following overview of program requirements, ethical standards, and regulations was formulated as a guide for the student. It is the student's responsibility to carefully study this handbook to learn what is expected of them and what can be expected from the Program faculty.

It is the responsibility of the college to provide instruction and to counsel students on program requirements, graduation, and eligibility requirements to sit for the national certification examination. It is the student's responsibility to see that these requirements are met. Failure to meet these requirements may result in termination of a student from the program or delay of graduation and eligibility to take the credentialing examination.

Program policies must meet the requirements for accreditation at the professional, state, and institutional levels, and the rights of students and faculty, individually and collectively, must be respected.

Policies in the handbook are subject to change. Should there be a change in policy, students will be provided written notification and a signed acknowledgment from all students will be collected.

ACADEMIC ACHIEVEMENT STANDARDS

Students must successfully complete all program courses to remain in the program. Clinical and professional grades lower than a “C” are unacceptable and deemed an unsuccessful attempt. Successful completion of a course is determined by a final grade of C or better. In the event a student does not successfully complete a course, the student may repeat the course the next time it is offered, pending space available. A withdrawal is deemed a failed attempt. Students must follow the Program course sequence and may not advance unless all courses within the term are successfully completed.

A student has two course and/or program attempts. If a student fails any two professional program courses, or fails one course twice times, the student will not be readmitted to the Program. A student may be readmitted to the Program as a returning student only once. Readmission is based on space available and is not guaranteed.

After a period of two years, a student who has failed two program attempts (described above) may reapply to the same program. If the student is selected as a program candidate, a re-admission committee will review the student's application and determine whether or not they can be re-admitted as a new student into the same program.

If the student is re-admitted as a new student into the same program, and experiences two program or course failures and exited from the program, they will not be allowed to apply to the same program after any period of time.

ACCIDENTS / INCIDENTS

HBV-HCV-HIV Exposure:

PEPline (the National Clinicians' Post Exposure Prophylaxis Hotline) is a 24 hour, 7 day a week consultation service for clinicians managing occupational exposures. This service is supported by the Health Resources and Services Administration Ryan White CARE Act and the AIDS Education and Training Centers and CDC. PEPline can be contacted by phone at (888)448-4911. Recommendation for occupational exposure to HIV includes post-exposure prophylaxis and should be initiated as soon as possible. If there is an associated cost for this treatment, it is the student's responsibility.

Health and Accident Insurance:

All students are strongly encouraged to carry some form of personal health and accident insurance for the duration of their enrollment. Workplace Liability Insurance is contracted by the College with Hartford Life and Accident Insurance Company. Please refer to the Department Chair for specific questions.

Incidents / Injuries:

If a student incurs or is involved in an activity resulting in an injury or potential injury, including but not limited to needle sticks, the student is responsible for notifying their instructor and the clinical coordinator whether in the classroom, lab or clinical affiliate in order to follow appropriate procedures and to complete appropriate paperwork and SF incident report. In addition, if the incident/injury occurs in the clinical area, students must notify the lead technologist/ therapist of the department and procedures/paperwork for that clinical agency must be completed. The SF incident report (found in the SF clinical Canvas course) must be submitted to the administrative offices in W 201 by the following school day following the incident/injury. Students should carry insurance cards with them at all times while in the clinical setting. All accidents /incidents, regardless how minor they may seem, must be reported to the lead technologist and appropriate forms completed.

ADVANCED PLACEMENT POLICY

Applicants to the Allied Health Programs at Santa Fe College should be aware that all courses within the professional didactic and clinical curriculum are required. The Allied Health Programs do not recognize advanced placement, credit for experiential learning, international medical experience, or transfer credits from another program.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, a counselor is available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. Students must be registered with the Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see: <https://www.sfcollge.edu/drc/index>

ATTENDANCE POLICY

Coursework

Should it become necessary to miss a class, the student must notify the appropriate instructor prior to the start of the class. To receive credit for your courses, you must attend class, lab and clinical assignments. Because the exchange of ideas between students and instructors is crucial to the course learning outcomes, students will fail to meet minimal course requirements if they do not attend regularly. With that in mind, the Allied Health Programs require that students attend at least 85% of the classroom and on campus lab meetings for the scheduled course. If a student misses more than 15% of scheduled didactic or lab meetings, the student will receive a failing grade. Any exceptions to this policy will be determined by the Chair of the Allied Health Programs.

Arriving late to class is disruptive. Three incidents of tardiness will be counted as a class absence. Leaving early from class without receiving permission from the instructor will be counted as a tardy.

Clinical rotations

Students must attend 94% of scheduled clinical hours. If a student misses more than 6% of scheduled lab or clinical meetings, the student will fail the course. For example, when students are assigned to clinic 3 days a week in a 16 week term, 45 days of clinical attendance is scheduled. Should a student miss more than 3 days of clinic, the student would receive a failing grade and may repeat the course the next time it is offered, pending space available.

Time away from clinic may only be taken in a minimum of 4 or 8 hour blocks.

Late arrival to clinic up to 30 minutes = 4 hour time deduction

Late arrival to clinical > 30 minutes = 8 hour time deduction

Leaving clinic early up to 4 hours = 4 hour time deduction

Leaving clinic early > 4 hours = 8 hour time deduction

1. The student will be notified if they have reached their established limit for absences, and that additional absences will jeopardize the successful completion of the course. If a student is going to be absent from a clinical assignment, he/she must do both of the following:
 - a. Call or text the Clinical Coordinator 10 minutes prior to the start of his/her clinical assignment.
 - b. Call the assigned clinical instructor at the site at least 10 minutes prior to the start of his/her clinical assignment. The student is to speak directly to a clinical instructor or supervising technologist or

must obtain the name of the person taking the message. It is the responsibility of the student to make these calls – not parents, friends, or relatives.

2. When missing any portion of a clinical assignment, students must call the clinical site supervisor, Clinical Coordinator and/or assigned clinical instructor before the beginning time of the clinical assignment. These calls must be made for each day missed. Students not adhering to this policy will be put on probation for the remainder of the program and will receive written warning of the violation. Two incidents of “no show, no call” will result in failure of the clinical course.
3. Students who leave the clinical site early without prior approval by the Clinical Coordinator will be considered absent for the entire day.
4. Up to 2 excused absences per semester may be made up, given this is acceptable to the clinical affiliates. In instances when more than 2 make up days are required, delay in graduation from the Program may result.
An excused absence is granted by the Program Director or Department Chair. An excused absence is defined as an absence that is unexpected and outside of the student’s control. Students must provide documentation within 48 hours of absence that indicates the absence was unexpected and out of the control of the student.
5. Exceeding the allowed absences will be grounds for failure of the clinical course, which may also result in dismissal from the Program.

BACKGROUND CHECKS, NATIONAL AND STATE

A federal and state criminal Level 2 and expanded background check was used as a tool to determine eligibility to enter and remain in SF Allied Health program. Further and/or additional clinical screenings may be required and completed by clinical agencies. Dismissal from the program may result from additional screening results.

Acceptance into an Allied Health program requires students to remain free of disqualifying charges or face dismissal from the program. Students are obligated to notify the Department Chair of Allied Health Programs of any arrests, incidents and/or charges regardless of adjudication that occurs after acceptance and during enrollment in an Allied Health program. Failure to promptly notify shall be grounds for immediate dismissal from the program.

Students that are charged and/or arrested will be required to suspend all clinical education in the program until the charges are completely resolved. This may result in a student being required to drop and given a chance to begin with a new cohort class the following year. Students may be subjected to additional background checks by various clinical agencies and must meet that agency’s requirements for clinical attendance.

CHILDREN ON CAMPUS

Minor children are not permitted in classrooms, labs or clinical sites.

CLINICAL ASSIGNMENTS

Students will be supervised, instructed and assessed in the clinical affiliates by the clinical instructors/preceptors, staff technologists and SF faculty. Attendance at the clinical affiliate facilities is a privilege as opposed to a right of the college or students to use the facilities. Students are expected to seek out opportunities to participate in procedures. Students are assigned to the program’s clinical affiliates by faculty in an effort to provide a balanced and varied clinical experience. Students must be prepared to attend any and all clinical sites, including those outside of Gainesville.

Students are not allowed to leave their designated clinical site during the assigned workday to drive to another clinical affiliate.

CODE OF CONDUCT

Each student is expected to conform to professional standards of conduct that foster an environment of honesty, trust and respect in the classroom, lab and in the clinical area. Students are responsible for knowing and abiding by the SF College Student Conduct Code, Rule 7.23 http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf

If a student is involved in a review by the Conduct board, the student may not be allowed to attend program classes, labs or clinical assignments.

COMMUNICABLE DISEASES

Decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. Communicable, or infectious diseases, are caused by microorganisms such as bacteria, viruses, parasites and fungi that can be spread, directly or indirectly, from one person to another. The diseases can be spread through contact with contaminated surfaces, bodily fluids, blood products, insect bites or through the air.

Students should always exercise appropriate hygienic habits, especially, hand washing and covering the nose and mouth when coughing or sneezing. Students should practice Universal Precautions when handling potentially infectious materials.

Should a student be barred from attending classes, labs or clinical assignments due to having a communicable disease, faculty will attempt to schedule make up hours. However, this may not be possible as missed time must be made up in the same semester. Extensive absences could lead to failure of courses (refer to attendance policy).

COMMUNITY SERVICE

Students enrolled in Allied Health Programs are encouraged to take part in activities that are of benefit to the community at large. Students are expected to donate 10 hours of service to the College or the Program prior to graduating.

DISCRIMINATION / HARASSMENT POLICY

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

For further information refer to College Rule 2.8 at http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to Lara Zwilling, Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollege.edu.

DISHONESTY, ACADEMIC

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Students are encouraged to discuss issues related to academic integrity with their instructors. Appropriate action will be taken for any student suspected of cheating in any program course requirement and will follow the guidelines as found in the [SF Student Conduct Code](#): Rule 7.23.

DISMISSAL FROM PROGRAM

Students are expected to exhibit professional behavior while in program. Demonstration of unprofessional behavior is unacceptable and may result in a failing grade or dismissal from the Program. The following list describes some, but not all reasons for earning a failing grade or immediate dismissal from programs in the Allied Health Programs department.

1. Violation of the Santa Fe College Student Conduct Code.
2. Violations of rules and regulations of the Program or the student's assigned clinical education site.
3. Receiving a grade lower than a "C" in a professional didactic or clinical course.
4. Violation of the attendance policy.
5. Unprofessional or unethical conduct in the clinical setting, such as sleeping on a scheduled clinical education assignment, exhibiting disrespectful behavior to patients or hospital staff.
6. Behavior that compromises patient safety.
7. Dismissal from a clinical assignment by a preceptor or hospital employee for violations of hospital or departmental regulations or procedures, student actions are affecting workflow in the department or aberrant behavior that is offensive to department personnel.
8. Two incidents of "no show, no call" to a clinical assignment will result in dismissal from the program.
9. Repeated incidents of unacceptable or uncorrected behavior and/or evidence of insufficient critical thinking for clinical competence or clinical judgment.
10. Falsifying time records of clinical attendance and/or clinical case logs.
11. Violation of HIPAA regarding patient privileged information.
12. Copying or manipulating assessment material in any way at any time.

DRESS CODE

A professional appearance is mandatory at all times. Patients and healthcare workers view students as members of a professional team; therefore students are expected to present themselves in a professional manner. All students are expected to conform to the program's standards of dress and grooming.

1. A specific uniform color has been established for each program. The uniforms are supplied and laundered by the students.
2. Uniforms should fit comfortably, allowing full range of mobility without being overly tight, overly loose or revealing. Undergarments should not be exposed or visible through clothing. Clothing must be the appropriate size and pants must fit correctly at the waist.
3. The uniform is to be free of ornamentation.
4. Cloth shoes and leather soled shoes are not acceptable. Athletic shoes are strongly recommended. All shoes must have an enclosed heel and toe.
5. Solid color Croc-style shoes are acceptable, but holes or vents are not allowed. Straps must be worn on heels appropriately.
6. Grooming:
 - a. Hair must be clean and long hair must be pulled back from the face for the full clinic day.

- b. Fingernails must be clean, reasonably short, and shaped.
- c. Artificial nails are not allowed while students are assigned to clinical affiliate facilities.
- d. No heavy make-up, perfume or cologne is allowed.
- e. No chewing gum while assigned to clinical facilities.
- f. Ear lobe gauges must not be visible.
- g. Beards and mustaches must be neat, clean, and trimmed short.
- h. Clinical affiliates require that tattoos that display nudity, profanity and gestures must be covered.
- i. Students who smoke cigarettes must take measures to avoid the smell of smoke on their clothes, breath and body, or they will be sent home to change clothes. Personal leave time will be applied for their absence until they return. Most of our clinical sites are smoke free campuses.
- j. NAME TAGS MUST BE VISIBLE AT ALL TIMES WHEN IN CLINICAL FACILITIES.

Students may be asked to leave their clinical assignment for a violation of the dress code. Upon the first occurrence of such an event, leave time will be deducted from the student's balance and the student will be placed on probation. A second violation of the dress code will lead to a failing grade assigned to the clinical course. If students are violating the Program dress code when on campus, they will be counted absent.

ELECTRONIC DEVICES

A student shall not make a recording in class unless the recording is limited to the Class Lecture, and the recording is made for the student's personal educational use, in connection with a complaint to the College, or as evidence in or in preparation for a criminal or civil proceeding. Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a Class Lecture. A recording of any meeting or conversation between students or between students and faculty is strictly prohibited unless all parties have consented to such recording. Exceptions may be permitted as an accommodation under the Americans with Disabilities Act (ADA), as amended, but only as authorized through the College's Disabilities Resource Center. A recording of a Class Lecture may not be Published without the prior express written consent of the recorded faculty member.

EMPLOYMENT POLICY

Students in an Allied Health program are enrolled in a course load that is deemed full time. It is highly recommended that students abstain from working full time during their tenure in the program. Students are expected to spend ample time outside of the prescribed class schedule researching, reading and studying course materials. Students may not assume the responsibility or take the place of qualified staff. Class credit cannot be awarded for clinical hours in which the student is working as an employee of the facility.

FOOD IN LABS

Food is never allowed in labs.

GRADING SCALE

All program courses use the grading scale below. Clinical and professional grades lower than a "C" are unacceptable and deemed an unsuccessful attempt.

A	92-100
B+	88-91
B	83-87
C+	80-82
C	75-79
D	70-74
F	0-69

Rev. 03/10/2023

GRIEVANCE /COMPLAINTS / APPEALS PROCESS

For student complaints not related to discrimination, college grading system, student conduct code, or petitions, refer to the College Rules Manual, Rule 7.36 and 7.36P, Student Complaints

http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_36.pdf

Students are expected to follow the chain of command within the complaint process.

HIPAA/CONFIDENTIALITY

Federal Law, 45 CFR Parts 160-164 requires specialized training regarding client privacy and security. All healthcare providers must complete HIPAA privacy training. The student healthcare provider in SF Allied Health Programs will complete HIPAA training prior to initial clinical rotations and will continue to receive education related to HIPAA integrated in the Program's curricula. Specific clinical affiliates may also require additional HIPAA training.

No patient data may be photocopied.

HIPAA violations – Professional standards and norms for all health care providers include areas of: professional behavior, confidentiality, patient's rights, informed consent, privileged communication and health care settings standards and norms. Additionally, federal laws (including HIPAA and FERPA), state regulations, licensure requirements and practice acts detail use of specific information related to health care settings and professional behavior. As a student in the SF Allied Health Programs, it is the student's responsibility to adhere to any and all of these standards and regulations. The relaying, discussion, transferring or use of any privileged information or knowledge of events, or actions, via any verbal, written, electronic, computer and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), SF College faculty and staff, fellow SF College students or any other like information is strictly prohibited.

Failure to comply with this directive in any way will result in disciplinary action and can include dismissal from the Program.

HEALTH

CPR: A current CPR certification card with expiration date stated is required prior to orientation for all Allied Health Programs. Students must keep their CPR certification active until graduating from the Program.

Health and Accident Insurance: All students are required to carry some form of personal health and accident insurance for the duration of their enrollment in their program. Any medical accidents that occur in class, lab or assigned clinical work must be reported to the program clinical coordinator or the Department Chair of Allied Health Programs within 24 hours. The SF incident report must be submitted to the Program Director the following school day following the incident/injury.

Physical Examination: The completed physical examination form is due on the date given in orientation. This includes required immunizations.

Health Status Change (including pregnancy):

It is the student's responsibility to contact the Program Director if their health status changes during the Program. A release statement will be required from the health care provider delivering care for the health condition which states the student may "return to, or attend school without restrictions in clinical settings". The student must notify the Department Chair if accommodations are requested for the classroom or labs. The Department Chair will provide the Health Status Change Form for the student to take to the health care provider to sign.

MEDICAL MARIJUANA

Most clinical affiliates of SF Health Science Programs have a zero-tolerance policy for marijuana, including medical marijuana. Additionally, medical marijuana remains illegal on a federal level. It is for these reasons SF Health Science Programs do not permit the use of medical marijuana for students in program.

ORAL COMPETENCY

The Florida Department of Education dictates that students meet an oral competency standard. Students must demonstrate the ability to effectively convey material in an organized manner, use understandable language and respond to questions in an appropriate dialogue. Students will be evaluated on delivery, content and presentation of material, the use of verbal and non-verbal communication, effective listening and responding to the audience. Students must demonstrate minimum competency to enter the clinical setting and ultimately graduate from the Program.

PREGNANCY

Pregnancy Policy:

Students should be aware that the Nuclear Regulatory Commission (NRC) and the State of Florida requires instruction of occupational workers in the hazards associated with radioactive material and radiation, and in the precautions and safety measures to be followed to minimize radiation exposure according to ALARA (as low as reasonable achievable). ALARA I and II levels document states "Florida law states that a female radiation worker may voluntarily inform her employer in writing of her pregnancy," **therefore your declaration of pregnancy is entirely VOLUNTARY.**

Pregnant students have 3 options:

1. Make a written voluntary declaration of your pregnancy and continue in the Program without modification of clinic or classroom scheduling.
2. Decide not to declare your pregnancy.
3. Withdraw your written voluntary pregnancy declaration at any time.

If you choose to declare your pregnancy, you must do so in writing. The declaration may be performed at any time during the pregnancy. If the student decides to declare her pregnancy then she is required to meet with the Radiation Safety Officer (RSO) and complete the Voluntary Declaration Form and receive counseling concerning radiation exposure to the fetus. The Voluntary Declaration Form must be completed, signed and returned to the RSO and Program Director. By signing this form you state that you have been advised of the potential health risks to the embryo/fetus associated with radiation exposure and have been advised of the requirements to limit the dose to the embryo/fetus. Before signing and returning the form, you should have any questions concerning this information answered to your satisfaction.

The Nuclear Regulatory Commission (NRC) and the State of Florida Department of Health (DOH) advise that such counseling include special instructions to females of childbearing potential, regarding the risks to the unborn fetus associated with prenatal radiation exposure. In addition to the instruction requirement, the NRC Regulatory Guide 8.13 – Instructions Concerning Prenatal Radiation Exposure

(<http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf>) and State of Florida regulations, section 64E-5.311, FL Administrative Code ("Dose to an Embryo or Fetus") require that special efforts be made to limit any radiation exposure to the developing fetus.

Voluntarily declaring your pregnancy is the most prudent course of action. It provides maximum protection for the developing embryo/fetus.

All female students are required to complete/sign a form stating that they have read and understand the Pregnancy Policy.

Forms available from the RSO include:

1. Instructions for Declared Pregnant Women
2. Declaration of Pregnancy

3. Declaration of Pregnancy Withdrawal

Most information provided to Program and / or the RSO regarding your pregnancy will be kept confidential however, at times, RSO's from our clinical sites require us to send them your fetal dosimeter reports. Consideration must be given to the student's welfare during pregnancy as well as the policies of the clinical sites to which she is assigned.

Pregnancy is considered a health status change. Pregnancy may affect immunizations and/or other program requirements. Individuals who are pregnant should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field.

It is the student's responsibility to contact the Program Director if their health status changes during the program. A release statement will be required from the health care provider delivering care for the health condition which states that the student may "cleared to return to, or attend school without restrictions in clinical". The student must notify the Department Chair if accommodations are requested for the classroom, lab, or clinical internship. The Department Chair will provide The Health Status Change Form for the student to take to the health care provider to sign.

RADIATION SAFETY / DOSIMETRY

For programs that require a radiation dosimeter, the SF issued dosimeter must always be worn by the student while in the clinical setting. SF will monitor and archive records of each student's radiation exposure. Students reporting to clinic without their assigned dosimeter must leave immediately until the proper current dosimeter is obtained. Personal leave will be charged for time away from clinic until the student arrives to the clinical site with their assigned dosimeter. Charges incurred for dosimeters and the associated monitoring are included in the students' lab fees.

If a student loses or damages a radiation dosimeter, he/she must complete the radiation dosimeter incident report.

Students are required to review, initial, and date the radiation exposure reports. Questions about the reports should be addressed by the SF Radiation Safety Officer, Liz Padgett (elizabeth.padgett@sfcollge.edu), phone number 352.395.5684.

RESOURCES

The Learning Commons is a resource through which students can schedule tutors when available.

STUDENT COUNSELING AND DUE PROCESS

Student counseling serves to promote, assist, and maintain superior student performance. The main purpose is to provide feedback to the student regarding his/her performance and to specifically identify areas of strength, performance deficiencies, and/or behavior affecting his/her status as an Allied Health program student.

STEPS IN COUNSELING PROCEDURE

- A. Requirements will be made by the faculty to the student regarding deficiencies and non-compliance with the standards outlined in this handbook. These requirements will be documented and signed (by both student and faculty) and placed in the student's file. The student may be required to submit an action plan.
- B. If the student does not conform to the informal suggestions made in step A above, a meeting will be held with the student and one or more faculty members. At this meeting, the following matters must be addressed:

1. Steps to identify deficiency and correct it.
2. Deadlines or time limits on all steps.
3. Consequences of not meeting the steps or deadlines.
4. The student may be placed on probation for failure to comply with program policy, and/or he or she may be required to submit another action plan detailing his/her plan for improvement.

The content of the meeting will be documented and signed by all involved parties. The student will receive a copy of all documents presented at the meeting. If the student is placed on probation, the appropriate probation form must be completed, a copy provided to the student, and a copy placed in his/her file.

- C. At the completion of the deadlines, one of the following two (2) things will happen:
1. If all conditions are met, the student will be allowed to continue in the Program.
 2. If the student does not meet performance standards, a failing grade will be given.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are posted at this [site](#). The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community.

SUBSTANCE ABUSE

Alcoholic beverages, illegal or controlled substances or drug paraphernalia are not permitted in the classroom, laboratories or clinical settings.

Students enrolled in Allied Health Programs are prohibited from attending class, lab or clinical assignments under the influence of alcohol or drugs. Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion and/or bizarre and unusual behavior. It is the faculty's responsibility to identify students who display physical and/or emotional conditions which may impede clinical judgement and/or practice in class, lab or clinical setting. Upon identification, the student will be excused from class, lab or clinical assignment and will be required to submit to a blood and/or urinalysis test at the student's expense.

The student must notify faculty if he/she is required to take medically prescribed drugs which could impair his/her ability to function safely in the clinical setting or lab. Documentation of the student's ability to function safely in the capacity as a health care provider may be required of any student for whom medication has been prescribed.

Clinical evidence of the use of illegal substances or alcohol in the clinical setting will lead to dismissal from the program.

TECHNICAL STANDARDS

The student must possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety, and the utilization of equipment. Performance standards for Allied Health Programs are outlined below.

SKILL	STANDARD	EXAMPLE of necessary activities (not all-inclusive)
Critical Thinking	Critical thinking sufficient for clinical judgment.	Handle multiple priorities in stressful situations. Make accurate independent decisions. Concentrate and focus attention for prolonged periods of time to attain precise testing results. Ability to work alone as well as a member of a team. Apply reasoning and evaluation skills necessary in the safe technical performance of imaging procedures.

Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Display compassion, empathy and concern for others. Effectively deal with anger/fear/hostility of others in a calm manner. Demonstrate a high degree of patience. Work with other health care providers in stressful situations, such as life and death situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Communicate needs in a prompt, clear and concise manner. Accurately record/document pertinent information. Follow verbal and/or written instructions. Interact with patients and other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Respond promptly to the patient's needs, manipulate equipment, lift a minimum of 30 pounds, exert a sustained force of 20 pounds, push/pull mobile equipment weighing up to 300 pounds, stand for prolonged periods, walk an equivalent of 5 miles per day, ability to sit for periods of 1 hour at a time, participate as a team member of four to move a 150 pound incapacitated person, and provide for patient safety at all times.
Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform Program appropriate skills.	Ability to seize, grasp, grip, hold, turn or otherwise work with hands. Work with fingers to manipulate switches, dials and other equipment controls. Input data into computer.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation and assessment necessary in cardiovascular technology.	Observe and monitor patients in full and dimmed light. Visual near acuity of 20 inches or less with clarity. Distinguish depth, color and spatial attributes of images.
Tactile	Tactile ability sufficient for physical assessment.	Perceive attributes of an object via touch. Palpate.

While enrolled in an Allied Health Program, students must notify the Program Director if they encounter a change in the status of their health. Failing to notify the Program Director may result in dismissal from the Program.

VACCINATIONS

All clinical affiliates require immunizations, so all students must be immunized to participate in clinical education. Prior to the first scheduled day of clinical education in the affiliates, students MUST show proof of:

1. Two (2) immunizations for MMR.
2. Negative Tuberculin skin test and physical examination. Students must provide proof of a second negative tuberculin skin test approximately one year after the date of the original test that was provided to the Program.
3. Proof of an annual Flu Vaccination is required by clinical sites.
4. The first and second of the three Heptivac (Hepatitis-B series) immunizations must be obtained and documented prior to entering the clinical setting.

Immunizations are available at the Alachua County Health Department. Students who have questions regarding cost or hours of operation may call the ACHD at (352) 334-7900.

Santa Fe College students are eligible to receive certain immunizations and other healthcare assistance from the college's Student Health Care Center located in S-120, for a nominal fee. Students should communicate directly with the Student Health Care Center regarding the costs and availability of immunizations and other services. The phone number is 381-3777.

WITHDRAWING FROM PROGRAM

Students considering withdrawing from the Program are advised to discuss their situation with the Program Director as well as with the Department Chair of Allied Health Programs before terminating their clinical or classroom attendance. Students who decide to withdraw from the Program must complete an exit form to remain in good standings within the Health Sciences Department of the College. Students can then withdraw from classes through their eSantaFe account.

Program Accreditation

The program curriculum is designed to meet the criteria of the various program accreditation committees, the Southern Association of Colleges and Schools (SACS), and the Florida State Department of Education. The curriculum and program policies also follow the guidelines stated in the Santa Fe College Student Handbook and the Santa Fe College Rules Manual.

A student, graduate, faculty, or any other individual who believes that the Program is not in compliance with any or all accreditation standards may submit his or her complaint regarding allegations of non-compliance to the Associate Vice President of Health Sciences, who will assist the individual(s) with timely and appropriate resolution of the complaint.

Cardiovascular Technology Program

The CVT Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) and adheres to the standards of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

CAAHEP

9355 113th St. N, #7709

Seminole, Florida 33775

Phone: (727) 210-2350

www.caahep.org

Diagnostic Medical Sonography Program

The Diagnostic Medical Sonography Program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and adheres to the standards of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP

9355 113th St. N, #7709

Seminole, Florida 33775,

Phone: (727) 210-2350

www.caahep.org

Nuclear Medicine Technology Program

The program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology and is in compliance with the curriculum frameworks as administered by the Florida Department of Education.

JRCNMT

820 W. Danforth Rd, #B1

Edmond, OK 73003

Phone: (405) 285-0546

Fax: (405) 285-0579

Email: mail@jrcnmt.org

Physical Therapist Assistant Program

The Physical Therapist Assistant Program at Santa Fe College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

CAPTE

3030 Potomac Ave, Suite 100

Alexandria, Virginia 22305

Phone: (800)999-2782

Email: accreditation@apta.org

www.capteonline.org.

Polysomnography Program

The Polysomnography Program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and adheres to the standards of the Committee on Accreditation for Polysomnography Technologists Education (CoAPSG).

CAAHEP

9355 113th St. N, #7709

Seminole, Florida 33775

Phone: (727) 210-2350

www.caahep.org

Radiography Program

The Radiography Program at Santa Fe College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606

Phone (312) 704-5300

Email: mail@jrcert.org

Respiratory Care Program

The Respiratory Care Program at Santa Fe College (#200215) is accredited by the Commission on Accreditation for Respiratory Care.

COARC

264 Precision Blvd

Telford, TN 37690

Phone: (817)283-2835

www.coarc.com

Surgical Technology Program

The Surgical Technology Program at Santa Fe College is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is the umbrella organization for the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

CAAHEP

9355 113th St. N, #7709

Seminole, Florida 33775

Phone: (727) 210-2350

www.caahep.org

Handbook Agreement

I certify that I have received a copy of the Santa Fe College Allied Health Program Student Handbook. I further certify that I have read and agree to follow the standards outlined in the Handbook and realize that any deviation from these standards will be cause for counseling procedures to be implemented. I understand that these standards apply to every course within the Program. I understand that I am responsible for providing my own medical insurance if I desire coverage, maintaining a current CPR certification, proof of a second negative tuberculin skin test (PPD), proof of annual Flu vaccine (required by clinical sites), and acquiring the series of Hepatitis B, Varicella, and MMR vaccinations.

Printed Name

Student's Signature

Date

PERFORMANCE STANDARDS ALLIED HEALTH PROGRAMS

Health Sciences program applicants must: Possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety, and the utilization of equipment. Performance standards for Allied Health Programs are outlined below.

In the event, a student is unable to fulfill these technical standards, with or without “reasonable accommodation” (according to the Americans with Disabilities Act), the student will not be admitted into the program or be permitted to continue in the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for selection in the Program.

SKILL	STANDARD	EXAMPLE of necessary activities (not all-inclusive)
Critical Thinking	Critical thinking sufficient for clinical judgment.	Handle multiple priorities in stressful situations. Make accurate independent decisions. Concentrate and focus attention for prolonged periods of time to attain precise results. Ability to work alone as well as a member of a team. Apply reasoning and evaluation skills necessary in the safe technical performance of medical procedures.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Display compassion, empathy and concern for others. Effectively deal with anger/fear/hostility of others in a calm manner. Demonstrate a high degree of patience. Work with other health care providers in stressful situations, such as life and death situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Communicate needs in a prompt, clear and concise manner. Accurately record/document pertinent information. Follow verbal and/or written instructions. Interact with patients and other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Respond promptly to the patient's needs, manipulate equipment, lift a minimum of 30 pounds, exert a sustained force of 20 pound, push/pull mobile equipment weighing up to 300 pounds, stand for prolonged periods, walk an equivalent of 5 miles per day, ability to sit for periods of 3 hours at a time, participate as a team member of four to move a 150 pound incapacitated person, and provide for patient safety at all times.
Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform Program appropriate skills.	Ability to seize, grasp, grip, hold, turn or otherwise work with hands. Work with fingers to manipulate switches, dials and other equipment controls. Input data into computer.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation at a distance and close. Ability to discern shades of gray and various color combinations.	Observe and monitor patients in full and dimmed light. Visual near acuity of 20 inches or less with clarity. Distinguish depth, color and spatial attributes of images.
Tactile	Tactile ability sufficient for physical assessment.	Perceive attributes of an object via touch. Palpate.

(Student signature)

(Date)

(Printed Name)

(SF ID #)

Pregnancy Policy Form*

To be completed by all female students

I, _____ have read and understand the Allied Health Program Pregnancy Policy. I am aware that disclosure of pregnancy is totally voluntary on my part. I also understand that I can meet with the RSO to express any radiation protection concerns and have my questions answered fully, completely, and confidentially.

Student signature

Date

PROGRAM ADMINISTRATION

Sharon Whitcraft, MEd RVS RVT RCS
Department Chair, Allied Health Programs

Office W-201E 395-5702

Jodi Long, Ph.D.
Associate Vice President of Health Sciences

Office W-201 395-5680

Lisa Armour, Ph.D.
Provost and Vice President for Academic Affairs

Office F-250