



PERRY CENTER FOR EMERGING  
TECHNOLOGIES

STUDENT HANDBOOK

2022-2023

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## FOREWORD

The admission of a student into any of the Emerging Technology programs (Clinical Laboratory Science, Phlebotomy, Biotechnology Laboratory Technology or Biomedical Equipment Technician) 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 any national certification examination if required depending on program of study. 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 if applicable

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 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 .

## 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 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/ trainer 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 at Perry Center by the following school day following the incident/injury. Students should always carry insurance cards with them 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 Santa Fe College Perry Center for Emerging Technologies should be aware that all courses within the professional didactic and/or clinical curriculum are required. In some cases, prior coursework may be counted towards program classes and/or internship. Approval from the academic advisor, Sari Sanborn, and Academic Chair, Mary El-Semarani is required.

## 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. **It is the student's responsibility to notify the professor of the accommodation.** 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.sfcollege.edu/drc/>

## 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, Emerging Technologies programs require that students attend at least 85% of the classroom and on campus lab meetings for the scheduled course. If a student is absent more than 15% of scheduled lab or clinical meetings, the student will receive a failing grade. Any exceptions to this policy will be determined by the Chair of Emerging Technologies program, Mary El-Semarani.

### Clinical rotations (if applicable)

Students are expected to attend clinical rotations consistently. Refer to your specific program for guidelines involving absences for more details. In general, all program students must notify both the internship site and internship coordinator when an absence occurs. Failure to do so may result in a percentage deduction for the overall grade. All internships require an attendance log, which must be signed by the site trainer. 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.

Students should follow the outlined procedure below:

1. 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 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. 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 the clinical rotations for the Emerging Technologies 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. Students are obligated to notify the Department Chair of Emerging Technologies' programs of any arrests, incidents and/or charges regardless of adjudication that occurs after acceptance and during enrollment in an Emerging Technologies 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, biotech, phlebotomy, or biomed affiliate by the instructors/preceptors, staff technologists and SF faculty. Attendance at the clinical biotech or biomed affiliate facility is a privilege as opposed to a right of the college or students to use the facilities. Students are assigned to the program's affiliates by faculty to provide a balanced and varied experience. **The preference of students' clinical sites is taken into consideration but is not guaranteed.**

## 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 internship. 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](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 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 everyone 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).

## COVID POLICY

Students, if you suspect you have COVID-19, or have been exposed to someone who has COVID-19, please this form [https://cm.maxient.com/reportingform.php?SantaFeCollege&layout\\_id=40](https://cm.maxient.com/reportingform.php?SantaFeCollege&layout_id=40) and notify your instructor in CANVAS that your exposure may affect you and your classwork. SF faculty and staff who have been told that a student has been exposed to COVID-19 should **report it immediately to Student Affairs**

All students, faculty and staff are requested to perform a **daily self-assessment** before coming to any SF property and throughout the day to monitor for symptoms.

Effective May 21, 2021, the college suspended mask requirements outdoors. With the start of Summer B on Monday, June 28, indoor masks became optional. Beginning this fall semester, physical distancing requirements will be relaxed, and full-scale operations and instruction will resume. Individuals not fully vaccinated for COVID-19 are recommended to continue wearing masks according to CDC guidance. For the most complete and up-to-date information, follow all CDC recommendations <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

## DISCRIMINATION / HARASSMENT POLICY

Santa Fe College 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 public.

For further information refer to College Rule 2.8 at [http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_2/2\\_8.pdf](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](mailto: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 Emerging Technologies 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 always mandatory. 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 clinical site's standards.

Unless otherwise directed, students should dress professionally in attire appropriate to the assigned duties. If in doubt, ask the affiliate supervisor.

### Recommendations/requirements

1. It is the student's responsibility to check with the clinical site for the dress code requirement.
2. Closed toed/heeled shoes are required.
3. When required by the affiliate, SF ID should be worn around neck in an SF badge lanyard.

### Appearance

1. Students should always strive to represent their college and program: hair neat, clean, and pulled back
2. Beards and mustaches must be neat, clean, and trimmed short
3. Clean, short, and shaped fingernails; no artificial nails allowed; clear nail polish is acceptable, if not chipped.  
CDC Guidelines: Health care personnel should avoid wearing artificial nails and keep natural nails less than one quarter of an inch long if they care for patients at high risk of acquiring infections (e.g., patients in intensive care units or in transplant units). No heavy make-up, perfume, or colognes
4. No eating, drinking, or chewing gum while on duty
5. Minimal jewelry

## ELECTRONIC DEVICES

### Cell Phones

Cell phone usage is not permitted in the classroom unless clearly stated by the instructor. Students will be dismissed from the classroom or lab and counted as absent if caught using their cellphone without permission.

### Social Media Guidelines

Santa Fe College acknowledges that social media is an important method of communication. This policy has been set up to help guide the use of social media sites by program students.

Students must be aware that posting certain information is illegal. Sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Violations of these regulations could lead to criminal and civil liability. In addition, the student could receive academic action ranging from written reprimand to dismissal from the program.

To maintain positive interactions and to uphold ethical standards, the following guidelines should be complied with while using Social Media websites:

1. Be clean. No swearing, pornography, or lewd speech.
2. Be nice. No threats, bullying, or abuse. Santa Fe College does not tolerate online harassment. If you feel that you are the subject of online harassment or threatening behavior, please contact the administrators or other individuals named in the applicable college policy.
3. Be respectful. No hate speech, slander, or personal attacks. Any pictures of yourself or fellow students in SF program attire needs to be respectful and professional.
4. Be legal. Do not post written statements or pictures showcasing underage drinking and/or illegal drug use.
5. Be truthful. Do not pretend to be somebody else.
6. Be protective. Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary information about the college, staff, other students, affiliates, patients, or others you may come into contact within the role as a SF College student. Do not use school marks or logos on social media sites.
7. Be smart. HIPAA and FERPA guidelines must always be followed . Identifiable information regarding patients and clinical information MAY NOT be posted on social media websites.
8. Be forward-thinking: what you post online could exist forever. Future employers may conduct web searches to further evaluate their employees. What you post on a social media site could impede your career goals.

## EMPLOYMENT POLICY

The Emerging Technologies Department does not prohibit students employed while in the programs. However, students should consider that most clinical internships are full time commitments. The Department does not guarantee clinical rotations be scheduled around employment of the students.

## FOOD IN LABS

Food and drink are 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. Refer to each Emerging Technology program’s internship grading scale for specific details.

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D	60-69
F	0-59

## 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](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 students involved with direct patient contact must complete HIPAA privacy training. Emerging Technologies require students to 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 Emerging Technologies programs, it is the student’s responsibility to adhere to all 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

### Student Accident and Workplace Liability Insurance

Specific and complete details with associated literature are available for review by students and affiliate HR departments. Please refer to literature and/or program coordinator for questions.

### Health Status Change

It is the student’s responsibility to contact the program coordinator if their health status changes during the program, which may require a release statement from the physician stating, "without restrictions."

## Incidents/Injuries

If a student incurs or is involved in an activity resulting in an injury or potential injury, including needle sticks, the student is responsible for notifying their program coordinator whether in the classroom, lab or clinical to follow appropriate procedures and to complete appropriate paperwork and a SF incident report. In addition, if the incident/injury occurs in the clinical area, procedures/paperwork for that clinical agency must also be completed. **The SF incident report must be turned into the program coordinator the following school day following the incident/injury.**

## Pregnancy

Pregnancy may affect immunizations and/or other program requirements. Individuals that 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 and carcinogens/mutagens in the healthcare/biotech field. A statement from the student's healthcare provider, noting that the student may proceed through the program with "no limitations", will be required of all pregnant students. A student that is pregnant may remain in the program with physician's permission through delivery. The student may return to the program following delivery with written permission from physician. Physician's permission (in both instances) must address ability to complete lab and clinical assignments without restrictions.

## Medical Emergency

FIRST, call (9)-911 and make sure you tell them your location because their caller ID may not indicate the accurate campus location of the call. SECONDLY, have another person call ext. 5555, and our police department will send one officer to assist you and a second officer to assist the arriving ambulance.

Latex Advisory: The use of latex/latex-based products may exist in health care universal precautions and in environments such as, but not limited to, Emerging Technologies' classrooms, training labs, industry laboratories, and other clinical settings. Individuals with latex allergies should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to latex in the healthcare field.

## 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.

## 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 Emerging Technologies 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
- C. 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.
- D. 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.
- E. 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 the following site:

<https://catalog.sfcollege.edu/content.php?catoid=16&navoid=379>

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 Emerging Technologies programs are prohibited from attending class, lab, clinical, biotech or biomed 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 and PERFORMANCE 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 the Emerging Technologies 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 always provide for patient safety.
Motor Skills	Gross and fine motor abilities sufficient to perform program appropriate skills safely and effectively.	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 needs.	Auditory ability sufficient to monitor and assess needs.
Visual	Visual ability sufficient for observation and assessment necessary in during any clinical, biotech or biomed program rotation.	Observe and monitor 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 Emerging Technologies 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.**

## WITHDRAWING FROM PROGRAM

Students considering withdrawing from any Emerging Technologies program are advised to discuss their situation with the department chair of Emerging Technologies programs, Mary El-Semarani, before terminating their clinical, biotech, phlebotomy, or biomed status. Students who decide to withdraw from a program must complete an exit form to remain in good standings within Emerging Technologies. Students can then withdraw from classes through their eSantaFe account.

## 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 perform program appropriate skills safely and effectively.	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.

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(Student signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(SF ID #)

## HANDBOOK AGREEMENT

I certify that I have received a copy of the Santa Fe College Emerging Technologies 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 (if program requires), proof of a second negative tuberculin skin test (PPD), proof of annual Flu vaccine (required by clinical, biotech or biomed sites), and acquiring the series of Hepatitis B, Varicella, and MMR vaccinations.

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Printed Name

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Student's Signature

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Date



