

PENSACOLA STATE COLLEGE

Allied Health Department

General Policy Manual 2014 - 2015

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Department Head

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List of Department Programs

Dental Hygiene	DH-AS	Linda Lambert	(850) 484-2242
Electrocardiograph Technician	EKG-VC	Wilma Duncans-Burnett	(850) 484-2216
Emergency Medical Technician	EMT-ATD	Steve White	(850) 484-2217
Emergency Medical Services	EMS-AS	Don Lee	(850) 484-2225
Health Information Technology	HIT-AS	Donna Shumway	(850) 484-2213
Health Services Management	HSM-AS	Donna Flynn	(850) 484-2223
Health Unit Coordinator	HUC-VC	Dr. Christa Ruber	(850) 484-2308
Medical Assisting	MEDAS-VC	Marie Hattabaugh	(850) 484-2304
Medical Information Coder/Biller	HIT-CT	Donna Shumway	(850) 484-2213
Medical Records Transcribing	MDTR-ATD	Donna Flynn	(850) 484-2223
Nursing Assistant	NA-VC	Dr. Christa Ruber	(850) 484-2308
Office Administration (Medical Office Administration) Inactivated	MDSC-AS	Donna Flynn	(850) 484-2223
Paramedic	PARAM-CT	Don Lee	(850) 484-2225
Pharmacy Technician	PHRM-ATD	Jennifer Moore	(850) 484-2346
Phlebotomy	PHLEB-VC	Wilma Duncans-Burnett	(850) 484-2216
Physical Therapist Assistant	PTA-AS	Cena Harmon	(850) 484-2303
Psychiatric Technician	PSYT-VC	Dr. Christa Ruber	(850) 484-2308
Public Safety Telecommunicator	DSP-VC	Steve White	(850) 484-2217
Radiography	XRAY-AS	Dr. Marilyn Coseo	(850) 484-2305
Sonography Program	SON-AS	Liesa Bromet	(850) 484-2251
Surgical Technology			SURG-VC

Introduction

The Policy Manual for the Allied Health Programs at Pensacola State College is prepared as a working document for students and faculty who provide health care and emergency services to the community in the college patient care facilities or at any of its affiliate clinical sites. Smooth operation, professional good will, and provision of high quality service is dependent upon strict adherence to the rules and regulations governing clinical practice.

The objectives in the development of this document are to:

1. Establish general and specific classroom and clinical policies and procedures.
2. Standardize criteria of clinical performance for students' self-assessment and performance evaluation by faculty.
3. Enhance calibration of faculty in the evaluation and assessment of student clinical performance.
4. Support the concept of educating health care providers committed to quality service for the community.
5. Provide standardized, easily accessible, policies and procedures for handling emergency situations that might occur in the college facility or an affiliate.

The Policy Manual will assist the student in the didactic, lab, and clinical phases of the programs. It is necessary to read the manual thoroughly and maintain it as a reference during all class/lab or clinical sessions.

- Health programs are subject to state, federal, and accrediting agencies' standards, rules, regulations and laws
- Students are subject to policies held by Pensacola State College and all clinical affiliates
- Written notice of any policy changes will be provided
- Abuse of policies may result in reduction of grade or dismissal from a program

Mission Statement

The Allied Health Department at Pensacola State College is dedicated to the education of professional health care providers who not only attain technical excellence in clinical skill development but who demonstrate a social awareness and sensitivity to patient and community health care and emergency service needs. The focus is on academic scholarship, achievement, leadership, and cooperation as essential qualities of human service professions. The department's educational environment attempts to encourage lifelong learning, self-evaluation, assessment, goal setting, and development of positive interpersonal relationships with peers, educators, patients, and community leaders.

The mission is to provide the environment and educational experiences in which students assume responsibility for their own learning, share in the learning process, and become personally involved in the learning event. The department philosophy is that educators who facilitate this process are actively involved and positive in thought. Department personnel continually involve students in the direction of their educational experiences and treat students as responsible, independent, and mature individuals.

The health care curricula are designed to integrate the dental, biomedical, and health courses with clinical experience. Under the direct supervision of the faculty, the students will attain proficiency in essential clinical competencies for practicing health care through participation in laboratory and clinical sessions followed by experiences in the provision of direct community care on campus and extramural clinical sites.

Each program, within the department, provides an academic foundation for higher education and continuing professional growth and development.

Attendance: College Credit Courses

Regular and punctual attendance is required. The nature of the coursework leads to patient contact/care and requires student participation in order to learn safe, ethical, and professional skills.

Punctuality refers to students:

- In their seats, ready to take notes at appointed time
- In uniform, ready for work in clinical settings at appointed time
- On time returning from breaks/lunch
- Leaving unit/department at appointed times (not leaving early)
- Punctuality infractions count the same as being tardy (three infractions = 1 absence)

Students entering class late interrupt instruction and interfere with the learning of other students. Instructors have the right to refuse admission to class if a student is late.

Tardiness refers to any infraction of punctuality. Three tardy incidents equals one absence (class or clinical) regardless of instructor notification and may result in disciplinary action.

Instructors must be notified when a student must be absent due to illness. Failure to do so may affect the student's grade.

Students are responsible for all classroom assignments and content missed during any absence.

Maximum absences in lecture classes are covered in the general attendance policy in the Pensacola State College Student Handbook. See Program Addendum for additional specifics.

Students who exceed the allowable number of absences are subject to instructor withdrawal (W). Pensacola State College catalog contains the withdrawal policy. Withdrawal from the specific program will NOT affect any noncore courses.

Accrediting agencies of some programs require a specific number of clinical hours. Clinical attendance is imperative and is an important part of health occupation education. Learning opportunities that are missed cannot be reproduced. Term limits and availability of clinical supervision may not allow makeup time for absences. Students are not allowed to alter their clinical schedules without instructor permission and will NOT receive credit for time worked outside the schedule.

Routine medical/dental appointments are not to be made during class or clinical/lab hours.

Attendance: Clock Hour Courses

Regular and punctual attendance is required. The nature of the coursework leads to patient contact/care and requires student participation in order to learn safe, ethical, and professional skills.

Absence Policy

Pensacola State College recognizes the following as excused absences:

- Jury Duty or required court appearance
- Documented illness of self, spouse, minor dependent child, parent, or household member. Any clinical site refusal to allow a student to attend for health reasons is considered an illness of self
- Established, recognized religious holiday
- College sponsored activity such as Skills USA, Health Occupation Student Association (HOSA), or Student Government Association (SGA) event
- Death of an immediate family member or household member

All documentation supporting an excused absence request must be presented to the instructor prior to the absence, except in the case of illness or a death. Documentation of illness, as defined above, must be presented to the instructor immediately upon return to class. Documentation of a required absence for religious reasons must be supported by a signed letter from the student's clergy member or religious leader affirming their association with the organization and the reason for the required absence for religious purposes. The letter must be on official stationary from the organization.

Each program will specify a number of hours that may be excused. While excused absences do not have to be made up for financial aid purposes and will not impact disbursement of financial aid funds, some programs may require the time to be made up for academic purposes including grades or required clinical hours.

In general, no more than 10% of the total number of hours a course meets, may be considered excused and made up, with the approval of the instructor. For example, Basic Healthcare Worker is 90 clock hours. A student may miss up to 9 hours of the course and, if meeting the established academic requirement, successfully complete the course. When an absence is excused, the student's late work will be accepted and counted toward the final grade. When an absence is not excused, late work will not be accepted and the student receives an unsuccessful grade.

Unexcused absences will count against a student's total number of contact hours and may result in withdrawal/dismissal from the course/program.

Minutes, counted to the nearest quarter hour (15 minutes), tardy to class, or leaving class early, will accumulate and be counted against a student's total number of contact hours and may result in withdrawal/dismissal from the course/program.

Severe Weather

Emergency closing of the college for any reason will not count as an absence for the student. In the event of severe weather conditions (hurricane, snow, etc.), it is the student's responsibility to stay tuned to the local media and various social media sites for notification. Local TV and radio networks will make official announcements regarding the closing of Pensacola State College. Students will NOT be excused from classes until official closing of the college by administrators.

Counseling

Instructors will be available for counseling by appointment. (Please be sure to abide by the posted Office Hours the Instructor has listed on his/her door schedule.) Each student must take the responsibility to ask questions regarding grades or general progress. Appointments are made with the individual instructor. Pensacola State College counseling and support services are open to all students regardless of program or campus they are attending see college catalog for specifics.

Academic Standards

Students must maintain a minimum grade point average of 2.0 ("C") in each didactic, lab, and clinical course. (See the Program Addendum for a specific grading scale for your program.) Students earning a "D", "D+", "F", or "W", in any didactic, lab, or clinical course within the program, will be prohibited from continuing in the program.

Failure in a lab course requires the student to repeat the lab course and may require a repeat of the didactic course (co-requisite) as well.

Failure in a didactic course with an accompanying clinical course will require the student to repeat both courses because of the interdependent nature of theory and clinical concepts. Core lab or clinical courses may not be audited; these 'Patient Skill' courses must be taken for grade regardless of previous course participation.

Incomplete grade policies are addressed in the college catalog. An "Incomplete" grade in some programs may prevent the student from progressing to the subsequent term.

The withdrawal process is outlined in the college catalog. After the 70% point of a course, a student will receive an earned grade or request an incomplete, "I".

1. Students, who fail or withdraw from a health program for whatever reason, may re-apply only once. Re-admission is not guaranteed, and only considered on the likelihood of student success and on a space available basis. The student will be required to appear before a re-admittance committee comprised of faculty and the Program Director. Approval and the level of entry back into the program will be determined by the Committee and is based on academic/clinical status, professional/ethical status, and recommendations by the program faculty, admissions committee, Program Director, and space availability. Students may only be allowed re-admittance once. Appendices A, B, and C. If a student withdraws/fails a clinical course, the student will be required to demonstrate competency before beginning clinical patient care.

A contract specifying details of re-entry will be provided in writing. The contract may include courses which are not covered by financial aid. The student's signature implies acceptance of the terms of the contract.

2. Students admitted a second time who have been unsuccessful either medically, academically, professionally, or ethically, are not considered for re-admission.
3. Students who pre-register for the next term and do not successfully complete the current course work will be withdrawn from the class roster.
4. A student may be withdrawn from a course by the instructor for excessive absences.
5. Students may be placed on probationary status, limited to one term, by the program faculty for violation of Program Rules and Regulations. Probationary status does not eliminate a recommendation for dismissal and is not granted automatically, but only by determination of the faculty in conjunction with the Program Director on an individual basis. At the conclusion of the probationary term the student's status will be re-evaluated. Probationary status will not be granted to students for academic reasons.
6. Students on probation, in violation of Department Rules and Regulations, College Code of Conduct or Academic Standards are not eligible for class committees, class officers, honors or awards and are required to decline those responsibilities immediately upon notification of violations.

Makeup Exams

See each specific program and/or course requirements.

Campus/Clinic Etiquette

Attire for class may be casual, but must be neat. Programs may require uniforms for all or part of course participation.

Profanity will not be used in the classroom or at any of the clinical sites.

Instructors' office hours vary from term to term. Hours will be posted on the instructor's office door.

The offices, files, and other property in instructors' offices are private. Students are not to enter without permission.

Appropriate interpersonal skills are required for the health team member. The health field is not for the overly sensitive or overly aggressive person. Relationships with classmates, instructors, other health team members, and patients indicate how well a student functions in a group setting.

Students are expected to maintain a professional attitude toward instructors and other students on campus and in clinical areas. Students are considered program ambassadors and are expected to behave accordingly, on and off campus, while associated with this department.

It is important that students understand that interaction between the College and its representatives and clinical facilities is governed by written contract. Due to the critical nature of clinical experience students must maintain their clinical privileges. If a student's clinical privileges are revoked, by any clinical site, the student is subject to dismissal from the program. If a student is denied privileges at a clinical site, the Program/Clinical Coordinator will attempt to place the student in an alternate site, if appropriate. However, all subsequent clinical sites will be informed of the circumstances surrounding the denied clinical privileges

Students will abide by College and clinical site policies at all times, regardless of the permissiveness of an individual doctor, nurse, preceptor, or facility.

Students are guests in affiliating agencies and should conduct themselves accordingly.

Students must accept constructive comments from instructors or agency supervisors as intended to facilitate learning, promote growth, and prepare safe practitioners.

Disruptive behavior in the classroom may be grounds for expulsion from the classroom.

Plagiarism is ten or more words in succession "lifted" from someone else's written work (magazine article, textbook, etc.) and presenting the material as one's own. Plagiarism or cheating will not be tolerated and may be grounds for dismissal.

Ethics

Anything less than the highest order of professional conduct and understanding on the student's part, can only result in the loss of the patient's confidence and trust in the student, the college, and the profession. Courtesy and consideration of the patient and his/her privacy or confidentiality must prevail at all times.

Student will not attempt to develop personal/private relationships with patients nor divulge personal information regarding themselves, patients, the hospitals, the physicians, patient care, or others. This practice is unethical regardless of the source of information and may result in withdrawal of clinical privileges.

Any evidence of falsification of student/clinical/patient records will be considered academic dishonesty and is addressed by the policy in the Pensacola State College Student Handbook, in the college catalog, and is available online at www.pensacolastate.edu

Criticism of previous patient care or a patient's doctor or dentist is not considered ethical.

Soliciting, or accepting tips or gratuities, from patients or visitors, is unethical and students are asked to refuse such offers in a most courteous manner.

Students do not have the right to refuse to care for an assigned patient.

Confidentiality

Maintaining patient/client confidentiality is mandatory. The student must treat as confidential all information relating to the personal conditions and affairs of the person whom they serve. See the "Statement on Confidentiality and Dissemination of Patient Information." Appendix D.

Professional Conduct

Ill or injured patients are anxious and afraid for various reasons. They need reassurance and confidence. Some will act hostile, irritable, or angry when they are afraid. Try not to personalize the remarks of such patients. Keep calm and do your best to put the patient at ease.

Explain procedures in lay terms. Respect patient's dignity by your words, tone of voice, and actions. A lack of professional conduct is immediately and painfully obvious. It is not the care a patient receives, but the attitude of the caregiver, that most often results in patient dissatisfaction with care provided.

In clinical areas, students must modulate their voices since some voices reverberate (carry) more than others. No calling across a unit or down the hall.

Students must be aware of nonverbal communication (body language) displayed by both themselves and the people with whom they are interacting.

Appropriate title and names will be used when addressing others. Instructors, clinical personnel, and patients are to be addressed as Mr., Mrs., Miss, Ms. or Dr. with their last names.

Students will not chew gum during clinical hours.

Professional Appearance

Failure to comply with the dress code or accessory requirements will require student's dismissal from clinical for the day. The student will be counted absent. Repeated offenses may result in disciplinary action and may lead to program dismissal.

Uniforms

Students are expected to wear the program regulation uniform for clinical assignments and when working with patients.

Uniforms will be clean, pressed, well fitted, in good condition (not worn/faded), and have appropriate nametag and accessories to be complete. A professional appearance – nothing showing under the uniform – is the absolute standard.

Name tags will be the student picture ID from Pensacola State College. Students will not attend clinic assignments without name tags. Uniforms should not be worn while shopping or during leisure activities. They are worn to and from clinical assignments only.

Consumption of any alcohol beverages while wearing a uniform during periods of instruction is strictly prohibited and is grounds for dismissal.

Valuables (purses, briefcases, checkbooks, large sums of money) are not the responsibility of the college or clinical affiliate. Most areas do not have sufficient space to store purses, etc. Students are encouraged not to bring valuables to class or clinical assignments.

Lingerie

Plain white or neutral colored lingerie must be worn under uniforms. No prints! Ladies must wear bras.

Personal Hygiene

It is imperative to practice good personal hygiene and grooming habits for the benefit of those around you, especially patients who may be unable to tolerate strong odors or fragrances due to their condition. Halitosis, body odor, etc. will not be tolerated.

Tooth brushing and mouthwash are part of a daily hygiene routine. Use an effective deodorant.

Wash uniforms, underwear, etc. after each use.

Air out shoes regularly and use foot deodorant if necessary.

Highly scented colognes, scented aftershaves, perfumes, cosmetics, may not be used.

Makeup will be professional and subtle in appearance. No overbearing colors.

Fingernails must be trimmed and clean. No nail polish, artificial nails, acrylic/porcelain overlays, etc. are allowed. Nails will not have any decorative items added/glued to the surface. These items retain bacteria and may spread infection.

Hair

Hair and hairstyle must present a professional appearance. Hair must be worn away from the face so as not to impair vision and interfere with a procedure. This may require hair to be pulled back or pinned up. Hair will be clean, dry, and combed.

No obtrusive hair accessories (bows, large/flashy barrettes, etc.).

Hair shall not contain any products that will create a flammable atmosphere.

Facial Hair

Beards/mustaches (if allowed) must already be established before clinical assignment begins. Beards must be neat, trimmed, combed, and clean at all times. Otherwise, men shall be clean-shaven.

Attempts to grow facial hair will not be allowed while on clinical assignment.

Jewelry

One plain smooth ring and one pair of small stud type earrings no larger than the earlobe (one per ear) are the only jewelry allowed. No dangling earrings, necklaces, bracelets, or rings with stones. Infections have been traced back to bacteria harbored under rings, stones, etc. Some programs may have stricter requirements to assure patient/student safety.

Tattoos

While in uniform, ALL visible tattoos must be covered, either with clothing or heavy make-up.

Health

A health record is maintained on each student. The Health Form for Health Related Programs must be completed prior to clinical assignment. Appendix E.

Health forms must be completed and reviewed by the Program/Clinical Coordinator before any student can be assigned clinical or laboratory classes. Some clinical facilities require an annual Health Form update. See specific Program Manuals for further information. If a health form is missing or incomplete, the student may be dismissed from class until this requirement has been met. This is a critical issue.

Students can be exposed to various chemicals and conditions that may precipitate allergic reactions. Students may be involved in accidents during classes or clinical. Treatment may be delayed or withheld without the information contained on the health form. Students must complete the Hold Harmless Form prior to clinical assignment. Appendix F.

Any change in medical status, including pregnancy, will require the completion of a Change in Health Status form. Appendix G.

Accident/Injury Insurance

The student will be responsible for any expense incurred. Whenever a student has an incident at school that requires the student go for treatment, the student must file their personal insurance first and the school insurance as second. Students should provide the treating facility, information on the student's primary insurance. Insurance coverage provided by the College is secondary. In the case that a student has no personal medical insurance, the student will inform the treatment facility of that fact and file the school insurance as primary. All insurance claims will be sent to Bob Long, Building 7 at Pensacola Campus.

If the student is unconscious, the instructor will assume implied consent, and the student will automatically be taken to the closest emergency room.

Accident/Incident Report

A college Accident/Incident report will be completed for any accident/injury or illness involving a student in class, lab, or clinical affiliate. The instructor should be notified immediately of any such occurrence so that the report can be written and submitted to Public Safety. The student will be urged to seek medical evaluation/treatment from their private physician or in an emergency room. If the student is unconscious, the instructor will assume implied consent, and the student will automatically be sent to the emergency room.

Exposure to Communicable Diseases

Students are required to report any exposure to communicable diseases to the instructor immediately. Common diseases refers to meningitis, hepatitis, herpes simplex, or whitlow, scabies, lice, TB, AIDS, and STD's, etc. Students with infections strep, staph, etc. or questionable infections must present a medical clearance form from a physician to their instructor before permission to attend class, lab, and/or clinical will be granted.

Exposure Incident

The protocol below must be immediately initiated when a student, faculty, or staff is injured by a contaminated needle or other sharp instrument involving a break in the skin or a mucous membrane/non-intact skin contact with blood, blood products, or other potential infectious body fluids containing blood. The purpose is to minimize potential health risks to students, faculty, or staff.

In the Event of an Occupational Exposure Incident:

1. Wash area with soap and water, express blood from injury site if possible, and rinse with household bleach solution (1:10). Mucous membrane areas should be thoroughly rinsed with water.
2. Notify supervising instructor.
3. Complete the following forms: (copy of each remains on file in the clinic)

Accident/Incident Report Form

Student Insurance Claim Form- (Section I filled out by faculty member).

Notify clinic staff to alert Pensacola State College Environmental Management and Safety Office, Attention **Bob Long at (850) 484-1669.**

Fill in the current school year and policy number (**Policy No. 21-SR-280484**). Section II is completed if an itemized bill is attached. If a student has personal insurance he/she must file with their insurance carrier first.

Supervising instructor will:

1. Call Dr. Barbara Wade, or Ethan Rohne (PA-C) to assess situation and receive instructions. If no answer leave message and call back if call not returned in 15 minutes **(850) 476-4441**
2. Notify Campus Police to report the incident. **(850) 484-2500**
3. Fill out Section I of the **Student Insurance Claim Form.**
4. Forward copies of all **Forms** to the Department Head.

Pensacola State College Health Clinic

The Pensacola State College Health Clinic, on the Pensacola Campus, offers: first aid, screenings for diabetes, blood pressure, vision; examinations for eye, ear, nose, throat, chest infections; referrals for information regarding birth control, venereal disease, and epilepsy; and stress testing. See Pensacola State Catalog for more details.

The Dental Hygiene Clinic, Warrington Campus, provides free cleaning and radiographs to fulltime enrolled students (484-2236).

Pregnancy

A student who is or becomes pregnant while enrolled in the program will furnish the college with a letter from her physician stating course/clinical activities requiring physical activity will not be harmful to her health and that of her baby. Appendix G. She must also sign a form which holds harmless the college,

college instructors, clinical affiliations, and clinical instructors/preceptors for injuries she may sustain due to course/clinical participation. Failure to submit the required documentation will result in suspension from further participation in the course during her pregnancy, and will require student to withdraw from the program. Appendix F.

Being or becoming pregnant may limit the students' ability to complete a program as scheduled as well as participation in clinical rotations. If the student unable to partake in clinical rotations she cannot complete a program as scheduled and will be required to withdraw from the program.

Infection Control

Standard precautions reduce the chances of disease transmission and offer limited protection to the individual from communicable disease. See the specific Program Policy for Infection Control Policies required by that health field. Certain clinical affiliates require adherence to OSHA regulations that pertain to the employees, students and the facility. Check with the Program or Clinical Coordinator of the specific program.

Smoking

The Pensacola State College Warrington Campus is a "Smoke Free" campus. There are gazebos placed on the south side of the campus for those who must smoke. The term smoking includes all forms of tobacco and vapes, electronic cigarettes, etc.

Smoking is not allowed in the clinical affiliates. Cigarettes are not to be carried in student uniform pockets during patient care hours. Smoke breaks are not given to students at any clinical site. While in uniform, smoking is prohibited. In addition to obvious health hazards, smoking should not be a habit associated with a health professional. The smell of cigarette smoke can be offensive to sick patients and is easily detectable.

Transportation

Students will be responsible for their own transportation to the college or clinical affiliates for all class sessions.

Parking

Students parking automobiles on campus will be required to obtain parking decals from Public Safety. Students are not allowed to park in restricted parking lots during daytime school hours. Tickets may be placed on any car not displaying a decal. See College Catalog for parking requirements. Do not park in unauthorized areas on campus or at clinical affiliates. Do not back into parking spaces. See specific Program Policy for parking restrictions at clinical affiliates.

Valuables

College campuses are subject to robberies and vandalism. Students are warned not to leave valuables in their cars or lying around unattended (this includes textbooks, jewelry, money, checkbooks, etc.). Items may be taken from locked lockers. The college is not responsible for these types of losses.

The Lost and Found department is located in the Public Safety office on Warrington Campus in Building 3300.

Emergency Phone Calls

In the event of an emergency, family members may call Public Safety at 484-2283 for a student to be notified. Students are contacted during class only for emergencies. In the event of an emergency Public Safety officers will ask for the student's location, and will deliver only those messages about emergencies. Inform family and friends about this policy. Each student may wish to give their family a daily schedule (including classroom numbers) of whereabouts on campus.

If a student's children are assigned to a day care center or school, it is important these facilities have a copy of the student's schedule so that they can be reached in cases of emergencies. Cell phones are not allowed in classrooms, laboratories or clinical sites.

Use of cell phones interrupts instruction and interferes with the learning process.

Free telephones and pay phones are available on campus for student use. Phones are located in Student Affairs, Building 3600, as well as inside and outside the front door of Buildings 3100 and 3700. Do not expect to be allowed to use office telephones.

Students should only answer telephones at clinical facilities if it is an assigned duty. Students may not take verbal telephone orders from physicians.

Student Stipends

College policy and accreditation standards do not permit stipends or other payments (e.g., meals) to students for assigned clinical time. If an agency wishes to help a student in a health program, the Pensacola State College Foundation can receive a grant to provide a specific student with a scholarship in the agency's name.

Right to Privacy

The college is required to provide students with access to their education records. Access to or release of education records or personally identifiable information within the records will not be permitted without the student's written consent. The Buckley Amendment of 1974 specifically forbids the release of any student information, to any person (including parents, spouse, children, and employers, etc.) without written consent. If the student is under the age of 18, the parent or legal guardian can make an appointment with the instructor to discuss the student progress.

Students must designate, in writing, any third parties (including parents) to whom specified information is to be released. An authorization / release form is available from the Department Administrative Assistant. The waiver is required for each party to whom information is released, to withdraw previous authorization, or to receive a copy of student records. A copy of the release form remains in the student record.

Academic grades shall not be given to students via telephone, email, or to fellow students.

Graduation

It is the responsibility of the student to apply for graduation at the beginning of the term in which the student will complete graduation requirements. Forms are available in Student Affairs or online. All admission conditions and financial obligations to the college are to be met prior to graduation. Student files, past and current, are reviewed to determine graduation eligibility. If a discrepancy is found, the student is notified promptly, and a counselor will attempt to assist the student correct the problem.

Miscellaneous Clinical Rules

Students are legally responsible for error, misjudgment, and other acts which may cause injury to patients. Each student is covered by a liability/malpractice insurance (part of matriculation fee) until the end of the semester of last enrolled program core course.

Clinical Hospital Assignments

Under no circumstances is a student to take verbal or telephone orders from physicians at clinical facilities. Students are not to receive personal phone calls while on duty in any clinical affiliate. The hospital operators will route students' calls to their instructors. Students will not be paged in hospitals. In the event of an emergency, students' families may ask that the instructor be paged, and a message may be delivered.

Phones/beepers for personal use are not to be carried by the students during classroom and/or clinical activities.

Students are responsible for their own meals while on campus and on clinical assignment.

Students may not work an 8-hour shift immediately preceding clinical assignments.

Students must inform the instructor and/or staff when leaving the assigned hospital unit or clinic area for break.

Elevators are for conveying patients, vital equipment/supplies, and lastly, personnel. Do not use the elevators if the trip would in any way interfere with/delay the transportation of a patient. Use elevators only when it is impractical to use the stairs (e.g., more than one floor up or two floors down).

Clinical affiliate property, equipment, and supplies are expensive and often difficult to obtain. They are provided for the care of patients and must not be abused, wasted, or taken from the hospital. Report any equipment failure/damage to instructor or preceptor/supervisor immediately.

Completion of the degree/certification programs in no way guarantees employment. It is the responsibility of the individual to obtain employment.

Policy Compliance

Policy compliance with the standards, policies, and procedures of the college, the programs, and the clinical affiliate is necessary to develop and practice clinical and professional skills. Violations or non-compliance of policies, occurring on college or clinical affiliate property may lead to immediate dismissal. Appendix H. Actions that may lead to dismissal include:

- Violations of College Code of Conduct as published in Pensacola State College Student Handbook
- Violation of clinical practice policies (See specific Program Policy)
- Falsification of any records, reports, information; forgery of instructor signatures
- Theft, misappropriation, unauthorized possession/use of property belonging to clinical agency, patient, visitor, fellow student, or employee
- Negligence, disorderly conduct, inconsiderate or unsafe treatment of patient, visitor, health team member
- Threatening, intimidating, coercing, interfering with performance of another student employee or instructor
- Willful or careless destruction, mishandling, defacing of school, clinical or patient equipment, or property
- Deliberate unsatisfactory performance or failure to perform assigned duties within scope of assignment
- Walking "off the job" from clinical assignment, e.g., leaving an assigned patient
- Use or possession of intoxicating beverages; reporting for class or duty under the influence of such beverages
- Physical, mental, emotional state incapacitating student's ability to function safely
- Illegal use or possession of narcotics or other drugs
- Unauthorized use or possession of dangerous weapon
- Gambling or possession of gambling devices
- Willful or repeated violation of safety, fire, or security regulations
- Sleeping on duty
- Insubordination

- Sexual harassment of patient, health team member, classmate, or instructor (See Appendix I)
- Leaving building unless:
 - a) Traveling to or from other buildings on premises for official reasons
 - b) Authorized to do so by instructors or chief agency supervisors
- Unauthorized clinical absences
- Breach of aseptic technique compromising health of a patient student, instructor, and professional or incident which endangers the health of a fellow student, instructor or other health professional
- Withdrawal of clinical privileges by clinical site

Performance Contracts

Performance contracts are used in the event of inappropriate behavior or repeated rule violations. The contract outlines the inappropriate behaviors or rule violations exhibited by the student and the corrective actions to be taken to correct the situation. Discussion between the student, faculty, and Program Director assures the student's understanding of the contract terms, and requires signature by all parties involved. Any subsequent violations may result in withdrawal of the student from the program.

Probationary Status

Probation may result from violation of department or program policies, conduct codes, or failure to submit clinical or lab requirements by established deadlines.

Probationary status does not necessarily precede all recommendations for dismissal.

Students on probation cannot receive "I" grades to complete requirements.

Students on probation are not eligible for class officers, committees, honors or awards. They are expected to resign/decline those responsibilities immediately upon notification of violations.

Completion of the degree program does not guarantee eligibility to sit for state or national examinations. Each state has specific rules, regulations, and laws governing certification and licensing eligibility. It is the students' responsibility to verify their eligibility with the specific state and complete the application process.

Commission of a felony and conviction of same, may cancel the right of one to sit for state or national licensing examinations and is determined by the licensing board of the specific state.

Drug and Background Screening Policy

All students, faculty, and staff are subject to the Drug Policy of the college. Students and faculty are also subject to the Drug and Background Screening Policies of their assigned clinical sites. Each clinical site has available these policies for review. Anyone wishing to familiarize himself or herself with the Drug/Background Check Policy for a particular clinical site should contact the Program Clinical Coordinator for assistance.

Pensacola State College has contracted with Certified Background as the vendor for providing an applicant management interface to manage the process and results of both urine drug screening and criminal background screening.

The process for providing instructions to students to obtain the drug screening and background check is available at www.CertifiedBackground.com.

Criminal Background Screening

In compliance with the Florida Statute Chapter 435 Employment Screening and Florida Statute 408 Health Care Administration, criminal background checks are completed on all students entering designated programs at Pensacola State College.

The level 2 background check, more strenuous and in-depth than a Level I check, requires that the applicant fill out a fingerprint card. This card is sent to the Florida Department of Law Enforcement and the Federal Bureau of Investigation where the prints will be compared against their offender database to search for arrest records both statewide and nationally. The completion of the Level 2 background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior.

Level 2 is the level of background check that the health-related programs at Pensacola State College administer.

Although each program within the Allied Health Department has its own requirements or restrictions with regard to tolerance of past criminal offenses, a general rule is that if a student has a felony conviction in their past, specifically with regard to fraud of public assistance; possession, distribution, or sale of drugs; or abuse of elders and children, there is little chance of a student being cleared for clinical experiences or for a graduate of a health-related program to take a registry, licensing, or certifying examination.

Any student with a record of criminal activity (regardless of adjudication, e.g., dropped, abandoned, nolle prosequi, etc.) may NOT be assigned to West Florida Hospital (WFH). Additionally, students assigned to the Medical Center Clinic, on the WFH compound, may NOT enter WFH to observe, participate in, or otherwise be included in any educational or training activity while in a student capacity.

Urine Drug Screening

All students must undergo a urine drug screen upon admission to a health-related program. If a student tests positive for any of the drugs, the student will be dismissed and may apply for admission after one year from dismissal. Urine drug screens test for the following drugs: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, Opiates, PCP, and Propoxyphene. Pensacola State College's complete drug screening policy is available in the Dean's office.

All students, full-time and part-time, may be randomly tested for drugs. A computer program or other independent, bias free method of name selection may be used to ensure that students to be tested are randomly selected. Additionally, while in the clinical setting, students are expected to follow the drug screening policy of the facility. Should a student refuse to follow facility and/or departmental policy, the student shall assume liability for their personal transportation from the clinical facility. This incident will be documented and placed in the student's file. Students may not attend clinical while under the influence of alcohol, narcotic, sedatives, or stimulant medications.

Unscheduled Drug-Testing: All students, full- and part-time, may be tested for drugs at unscheduled intervals.

Extended Drug-Testing: Students who return to a program may be tested for drugs at unscheduled intervals.

Contract with Clinical Sites

The department maintains a file with the contracts for student clinical experiences for each clinical site. The contracts have a clause which reads as follows: Hospital shall have the right to remove any student from the clinical sites if that student in any way violates, contravenes, ignores, neglects, abuses or otherwise disregards Hospital policies, procedures, rules and regulations, and/or the accepted standards of conduct as applicable to students participating in the program. Such a decision to remove a student from the clinical site is in the sole discretion of Hospital, and shall not be subject to consideration or reconsideration by any other person or entity.

Any student with a record of criminal activity (regardless of adjudication, e.g., dropped, abandoned, nolle prosequi, etc.) may NOT be assigned to West Florida Hospital (WFH). Additionally, students assigned to the Medical Center Clinic, on the WFH compound, may NOT enter WFH to observe, participate in, or otherwise be included in any educational or training activity while in a student capacity.

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Appendix A Returning Students Information

Students who fail/withdraw from an Allied Health program due to unsatisfactory academic/clinical performance or personal reasons may be eligible to re-apply. The student must have successfully completed the first semester in the program to be considered a "returning student." Students not completing the first semester who wish to return must re-apply and be considered in the applicant pool. ***READMISSION IS NOT AUTOMATIC.***

If a student requests to return to a program he or she must do the following:

1. Submit a letter to the department head requesting readmission if first semester was successfully completed. Applicants not completing the first semester are considered in the normal applicant pool and must submit a new application.
2. Obtain a recommendation of Program Director, faculty, and Department Head
3. Required to meet with a Re-Admittance Committee of health professionals and present request for re-admittance
4. Entry level determined by the Re-Admittance Committee or Program faculty and based on academic and clinical status, accreditation requirements, faculty resources, student-faculty ratios, available space, and level of remediation required. Student may be required to audit a class or classes or demonstrate competency to insure clinical skills are current prior to assignment with patients. Patient safety is the first concern of all health professionals.
5. Previous personal problems leading to withdrawal should be resolved. Student may be requested to provide letter of explanation.
6. Be in good standing ethically and professionally. Evidence of behavior change (e.g., letters of reference or employment record) must be provided if student received unsatisfactory grade on basis of unsafe patient care or inappropriate behavior. Students withdrawn or dismissed due to denial of clinical privileges are not eligible for re-entry.
7. Maintain a minimum 2.0 ("C") cumulative grade point average.
8. Have no outstanding debts or fines to program or college.

9. Sign performance contract (See Policy Violation section for definition).
10. Update the Health Form for Health Related Programs. Health problems resulting in previous absenteeism or failure to meet course requirements should be cured or controlled before re-entry. Update CPR Healthcare Provider Certification. Renew Policy Compliance Agreement.
11. If student applies for re-admittance within two (2) years after student withdrawal or failure, the student must demonstrate skill and knowledge retention for all courses passed prior to re-entry.
12. If more than five (5) years have passed since the student was enrolled, all program curriculum core courses must be repeated.
13. Students are eligible for re-entry only once. After the second non-successful attempt, the student will be referred to counselor for alternate career choices.

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Appendix B Information for the Student Requesting Re-Admission

The re-admission interview is to help us determine your readiness for re-admission to the program you have chosen. Please answer honestly. We are not here to punish you. We are here to help determine why you were unsuccessful, and to help you decide whether re-admission at this time would result in a successful outcome. All students who exit a program prior to completion, and ask to return, will complete this process.

You will not receive an answer on the day of the meeting. The committee will need to meet. You will receive a call or a letter within a couple of days, which will provide you with the information you will need to proceed. Please make sure we have your current mailing address.

If you are re-admitted:

You will need to schedule an appointment with the program director to discuss what you need to do to prepare for re-admission and when a competency demonstration will be held, if one is designated. You will be asked to sign a student performance contract that will list specific things you need to do to assure your success in this second attempt.

Please be sure you are ready to commit to the program. If you are not ready, it is best not to return. Indeed, since you are only allowed only one re-admission to the program, it is extremely important for you to be sure all segments of your learning plan are in place. Consider the following items:

- You are focused and ready to return
- Your family understands your commitment and is ready to support you in this endeavor
- Your time management skills allow you adequate time to attend class, study outside of class, and complete assignments
- Your plan is in place for the financial stresses of your program

If you are not re-admitted to the program:

Please meet with an advisor to determine what other programs are available to you.

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Appendix C Program Re-Admission Request Form

Please complete the information listed below and return to:

Pensacola State College

Christa Ruber, Ed.D. Department Head

Allied Health Department

Bldg. 3100 / Room 3140

5555 West Highway 98

Pensacola, FL. 32507

Department Head Signature

Date

Student Name: _____

ID#: _____

Contact Number: _____

Program: _____

Please answer the following questions: (You may attach an additional page to this form, if needed.)

1. Why did you leave the program?

2. You will be considered only once for re-admission to the program. If re-admission is approved, what has changed that will make you successful on this attempt?

Please read and sign the following information, indicating your understanding and acceptance:

I understand that re-admission to the program is not automatic, and is based upon the committee's consideration of the likelihood for my success on a second attempt, as well as whether space will be available within the program at my appropriate re-admission point. Further, I understand that successful completion of a directed study, written evaluation or clinical skills practical examination may be required to re-enter the program, based upon my exit point and time elapsed since last attendance. I agree to accept such requirements as outlined by the Re-Admittance Committee.

Signature: _____

Date: _____

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Appendix D Statement on Confidentiality and Dissemination of Patient Information

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our clinical experiences. Pensacola State College prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations and discussions of Protected Health Information (PHI).

PHI within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits, and quality assurance activities.

I understand that Pensacola State College students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written, or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Program Director immediately. In addition, I understand that a breach of patient confidentiality may result in suspension or expulsion for Pensacola State College's program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to my by Pensacola State College. I agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, or expulsion.

Name (printed): _____

Signature: _____

Date: _____

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Allied Health Programs

Appendix E Health Form for Health Related Programs

Instructions

Student:

Your physical must be completed by a MD, DO, ARNP, or PA

All sections on both sides of this form must be completed and any requested information attached.

Prior to your physical appointment, you should complete the student portion of the form (side one) and obtain your immunization records.

Take your immunization records and list of current medications with you to your physical.

Plan ahead. Tracking your immunization record may take some time. Your physical is not a medical emergency and appointments may be limited.

Once submitted, this form belongs to Pensacola State College. Please make a copy for your records before submitting to the college.

Pregnancy: A student who is pregnant or becomes pregnant while enrolled in the program will furnish the college with a medical release from her physician stating that she will be able to perform the duties outlined in the program standards; including physical interaction with potential patients and staff in a field or clinical setting. Please refer to the Department of Health Sciences general policy manual for further guidelines.

Change in Medical Status: A student who has a serious injury, illness, or surgery while enrolled in the program will furnish the college with a medical release from their physician stating that they will be able to perform the duties outlined in the program's standards; including physical interaction with potential patients and staff in a field or clinical setting.

Physician:

Physical:

A technical standard for the Allied Health program identified should be attached.

The only information required on the health form are immunization records and any limitations or concerns regarding the student's participation in their chosen health science program.

Please verify the student information on the student side of the form to the best of your knowledge.

Immunization Guidelines:

Measles (Rubeola): one of the following

- Positive antibody titer, (blood test to prove immunity to the disease)
- Official documentation of immunization with two (2) doses

Mumps: one of the following

- Positive antibody titer, (blood test to prove immunity to the disease)
- Official documentation of immunization

Rubella (German measles): one of the following

- Positive antibody titer, (blood test to prove immunity to the disease)
- Official documentation of immunization

Varicella (chicken pox): one of the following

- Positive antibody titer, (blood test to prove immunity to the disease)
- Official documentation of immunization
- History of Varicella disease based on health-care provider diagnosis

Tetanus/Diphtheria (TD) within 10 years

Hepatitis B: one of the following

- Positive antibody titer, (blood test to prove immunity to the disease)
- Official documentation of immunization

Tuberculosis: PPD: good for one year

Applicants with positive TB test:

- Must be found free of active TB via base line chest x-ray
- Subsequently, when a PPD is required, the individual must be certified as free of the signs and symptoms characteristic of active TB. The provider's signature indicates the individual with a positive TB test is free of these signs and symptoms.

Seasonal Influenza: annually

- Vaccination date appropriate for clinical placement.

Immunization guidelines based on the CDC Recommended Adult Immunization Schedule, United States, April 2010, except as noted.

Exemptions and Temporary Deferments: student must submit a completed exemption/deferral form

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This page to be completed by the student

Name _____ Student ID # _____

DOB _____ Program of Study _____

General Health:

Allergies	Reaction/Treatment
Medications	
Foods	
Latex*	
Other	
* If you have an allergy to latex fill out the additional form provided by your program	
Physical Identify any past or present health problems, including chronic illnesses (physical, mental, or emotional), infectious diseases, and current treatments. (If not applicable, please write "none" in each category.)	
	Current Treatment
Diabetes	
Seizure Disorder	
Cardiac Disorder	
Infectious	
Mental/Emotional	
Under physician care over the previous 12 months	
Surgery (over last 12 months)	
Other	
List Current Medications Any changes to your current medications must be in writing and given to the Clinical Coordinator, designated faculty or Program Director. You may attach a separate sheet of paper if needed. (If not applicable, please write "none".)	

I am aware of the abilities and skills requirements listed on the attached performance stands page. To the best of my knowledge; I have the abilities and skills to participation in the identified program. I certify that all of the information provided by me is accurate and complete.

Signature of student
Date

This page to be completed by Medical Provider

Name of Student _____ Student ID # _____

Immunization Record: (refer to cover sheet for immunization requirements). Do not leave anything blank.

Disease/Pathogen	Date of immunization		Attach a <u>copy</u> of all titer results
Tetanus/Diphtheria	Date: DD/MM/YY		N/A
Measles	#1 DD/MM/YY	#2 DD/MM/YY	Titer Date: _____ Results: POS or Neg Please circle
Mumps	#1 DD/MM/YY	#2 DD/MM/YY	Titer Date: _____ Results: _____
Rubella	#1 DD/MM/YY	#2 DD/MM/YY	Titer Date: _____ Results: _____
Varicella	#1 DD/MM/YY	#2 DD/MM/YY	Titer Date: _____ Results: _____
Hepatitis B	1. DD/MM/YY 2. DD/MM/YY 3. DD/MM/YY		Titer Date: _____ Results: _____
Tuberculosis	PPD Date Given _____ Date Read _____ Results _____ Applicants with a positive TB test must provide a baseline chest x-ray.		
Seasonal Influenza -	#1 #2 Annual requirement, vaccination date appropriate for clinical placement		

Healthcare Provider:

1. Is there any significant medical history or condition, including the presence of infectious disease that could affect functioning as a health care student which by its nature involves interaction with patients and staff in clinical settings?

Yes ___ No ___ Please Describe:

2. Is this individual currently taking any medications or undergoing any treatments that could affect participation in a health care education program, including interactions with patients and staff in clinical settings?

Yes ___ No ___ Please Describe:

3. I am aware of the Performance Standards listed on the attached sheet for a health care program at Pensacola State College and, after a complete examination; I certify that this individual is able to meet the performance standards.

Yes ___ No ___ Please Describe:

The information on both sides of this form is completed and correct to the best of my knowledge.

Name of provider _____ MD DO ARNP PA
(Print or type) (Please circle)

Signature of provider _____ Date _____

Address _____ License Number _____

City/State/Zip _____ Phone _____

PENSACOLA STATE COLLEGE

Allied Health Programs

Appendix F Change in Medical Status

Student Name _____ Student ID# _____

DOB _____ Program of Study _____

Student: Please identify any present health conditions and/ or changes in your health, including chronic illnesses (physical, mental, or emotional), infectious diseases, and current treatments

Date	Current Conditions/Illness/Disease	Current Treatment	Attending Physician
Date	Current Medications Herbal supplements Over the counter Medications	Reason for taking	Prescribing Physician

I am aware of the abilities and skills requirements in the program. To the best of my knowledge, I have the abilities and skills to participate in the identified program. I certify that all of the information provided by me is accurate and complete.

Signature of student

Date

HEALTHCARE PROVIDER:

1. Is there any significant medical history or condition, including the presence of infectious disease that could affect functioning as a health care student which by its nature involves interaction with patients and staff in clinical settings?
Yes ___ No ___ Please Describe:
2. Is this individual currently taking any medications or undergoing any treatments that could affect participation in a health care education program, including interactions with patients and staff in clinical settings?
Yes ___ No ___ Please Describe:
3. I am aware of the Performance Standards listed on the attached sheet for a health care program at Pensacola State College and, after a complete examination; I certify that this individual is able to meet the performance standards.
Yes ___ No ___ Please Describe:

The information on this form is completed and correct to the best of my knowledge.

Name of provider _____ MD DO ARNP PA
(Print or type) (Please circle)

Signature of provider _____ Date _____
Address _____ License Number _____
City/State/Zip _____ Phone _____

PENSACOLA STATE COLLEGE

Allied Health Programs

Appendix G Hold Harmless Agreement

I, the undersigned, recognize and understand the risks of sickness and physical injury inherent in the medical programs associated with the Allied Health Department at according to the program standards I have been given, and I fully assume those risks. I further recognize and understand that such inherent risks may increase in case of pregnancy, and if pregnant, I fully assume those risks on behalf of myself and my unborn child. I hereby release The District Board of Trustees of PENSACOLA STATE COLLEGE, the owners of any Field Site or Clinical Affiliation to which I may be assigned while participating in a Allied Health program, and their officers, agents, and employees from all liability for injuries sustained or illnesses contracted by me or any unborn child while attending or participating my chosen medical program. I agree to indemnify, defend, and hold harmless PENSACOLA STATE COLLEGE, the Field/Clinical Site, and their officers, agents and employees for all liabilities, costs and judgments arising from acts or omissions committed by me which result in injury or damage to any person or property.

If I become pregnant during the program, or if I am temporarily physically or mentally impaired due to accident or illness, I agree to obtain a medical release from my physician stating that I am able to perform my duties as outlined in the program standards. The medical release will pertain to participation in the program's classes and labs as well as to potential physical interaction with patients and staff in a field or clinical setting. I recognize that not all health status changes remain uncomplicated and that I may not be able to complete my studies in the recommended time frame. Please refer to the Pensacola State College Catalog for attendance policy.

I agree to abide by any rules, regulations and policies set forth by PENSACOLA STATE COLLEGE. In case of physical injury or medical emergency, I hereby authorize PENSACOLA STATE COLLEGE to make necessary arrangements to transport me to a medical treatment facility as necessary. All such transportation and medical treatment will be at my sole cost and expense. In extreme emergency, I understand that PENSACOLA STATE COLLEGE will attempt to notify the person(s) I have named below as my emergency contact(s) of my condition and how to reach me.

Participant Signature _____ Date _____

Emergency Contact (*if different from parent*) _____ Relation _____

Emergency Numbers: Day _____ Evening _____ Cell _____

Please list any medical conditions, injuries, allergies, etc _____

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Allied Health Programs

Appendix H Policy Compliance Agreement

I, _____ (Student's Name) hereby verify that the Academic Standards, Dress Code, College Code of Conduct as published in the Pensacola State College Catalog, Student Handbook, the Allied Health Policy Manual, and the

_____ Program Polices have been explained to me.
(Program Name)

I understand further that the privilege to practice and develop my clinical skill within the college facility or affiliates will be terminated by the Department if I fail to abide by the policies and procedures as published. These published documents have been made available to me and I agree to abide by the policies contained therein.

Student Signature

Print Student Name

Student Number

Date

PENSACOLA STATE COLLEGE

Allied Health Programs

Appendix I Sexual Harassment (Policy and Procedure)

Excerpt from Pensacola State College Handbook 1998-99

It is the policy of Pensacola State College that no members of the college community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Pensacola State College has an affirmative duty to create an educational and work environment free of harassment on the basis of sex. Pensacola State College is responsible for all acts of harassment regardless whether the institution knows or should have known of the acts if the harassment is committed by a person in authority. If the harassment is between fellow employees, fellow students, or by non-employees, Pensacola State College is only responsible if it knew or should have known of the harassment and failed to take corrective action. Harassment includes:

1. Any slurs, innuendos, or verbal or physical conduct which as the purpose or effect of creating an intimidating, hostile, or offensive education or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunity.
2. The denial or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or request for sexual favors.
3. Sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational environment.

Sexual harassment is illegal under both state and federal law. In some cases, it may be susceptible to prosecution under the criminal sexual conduct law.

Deans, directors, and department heads **must** take appropriate steps to disseminate this policy statement and inform students and employees of procedures for lodging complaints.

Any Pensacola State College employee with a complaint of sexual harassment should notify his or her immediate supervisor. If the complaint is against the immediate supervisor, the next level of supervision should be contacted. Employees may notify the Director or Assistant Director of Human Resources for counseling or advice. Students should notify the Program Director or Department Head or Academic Advisor for counseling or advice.

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Appendix J

Student Agreement Release of SSN for Program Completers

Student ID Number Last Name First MI

PROGRAM OF STUDY _____

By my signature below, I authorize Pensacola State College to provide completion and enrollment information to any licensure board to verify my graduation/completion in the program of study listed above. The information needed for licensure and/or certification may require the release of my Social Security Number. At the time of my application to the College, I was provided the College's Social Security Collection and Usage Statement, and the Statement continues to be available to all students on the College's web site. I understand that, if requested, the College will release the Social Security Number provided by me to the College to the licensure board, and I agree to that release.

Date Signature