



Medical Campus
School of Health Sciences
Student Handbook
2023-2024

The guidelines in this student handbook are intended to be used in conjunction with other MDC student resources, including the current **MDC Student's Rights and Responsibilities** and program handbooks. Students will be notified in writing of any changes to this student handbook at least 30 days prior to implementation.

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Section 1:

General Campus Information

1.1

Medical Campus, School of Health Sciences

Welcome Statement

On behalf of the administration, faculty, and staff of the School of Health Sciences, welcome to the Medical Campus! We want to thank you for choosing Miami Dade College and congratulate you on your entry into one of our challenging and satisfying career programs. We take great pride in the programs that we offer and can assure you that selecting a health-related career will provide you with many opportunities. The faculty welcomes the opportunity to work with you throughout your course of study, is proud to become a part of your support team in reaching your academic goals, and strives to help you develop into a competent, professional health care provider.

Miami Dade College provides several resources to every enrolled student, such as the **MDC Student's Rights and Responsibilities**. Another such resource is this School of Health Sciences Student Handbook and the information presented here is useful, relevant, and just the beginning. So, read it carefully. We will be happy to answer your questions about the contents of either handbook.

Again, congratulations on becoming a Shark. We wish you much success!

1.2

Miami Dade College

Learning Outcomes

Purpose: Through academic disciplines and co-curricular activities, Miami Dade College (MDC or the College) provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills, and the development of attitudes that foster effective citizenship and lifelong learning.

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including from global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

1.3

Medical Campus, School of Health Sciences

Statement of Expectations

As indicated in the **MDC Student's Rights and Responsibilities Handbook**

(<https://www.mdc.edu/rightsandresponsibilities/>), Miami Dade College and the School of Health Sciences

Programs take great pride in offering a high quality and challenging learning environment that will expose you to a myriad of opportunities for discovery and growth. You can expect:

- A. Excellence in teaching
- B. Encouragement of innovation and creativity
- C. A free exchange of ideas
- D. Respect for cultural diversity
- E. A comprehensive array of services to maximize your academic success

As a student, you play a central role in fostering and maintaining a quality environment for yourself and others. Consequently, you are expected to:

- 1. Attend classes regularly and on time
- 2. Succeed and do well in your classes
- 3. Strive for personal excellence
- 4. Treat others with courtesy and respect
- 5. Contribute to the marketplace of ideas at the College
- 6. Demonstrate personal and academic integrity in your dealings with others
- 7. Make a positive contribution to the multicultural, multiracial environment at the College
- 8. Share responsibility for maintaining the integrity of the physical surroundings

1.4

Miami Dade College

Equal Access/Equal Opportunity Statement

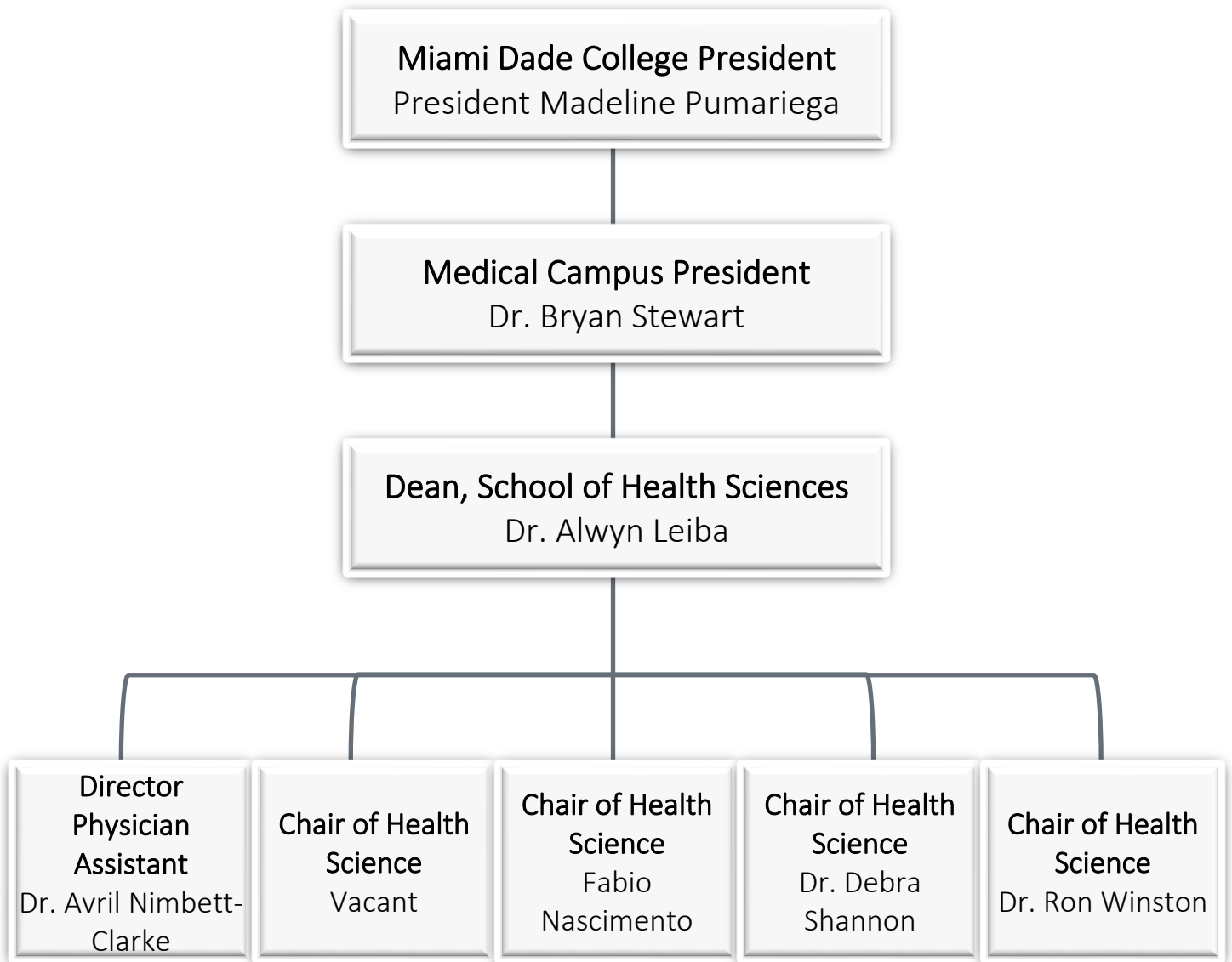
Miami Dade College is an equal access/equal opportunity institution, which does not discriminate on the basis of sex, race, color, marital status, age, religion, national origin, disability, veteran's status, ethnicity, pregnancy, sexual orientation, or genetic information. The administration is committed to implementing Federal and State laws and regulations and the District Board of Trustees policies governing equal access/equal opportunity.

1.5

Miami Dade College

Medical Campus, School of Health Sciences

Organizational Chart



1.6

Medical Campus, School of Health Sciences

Final Program Admission

Final admission into School of Health Science programs is outlined below and is contingent upon successful completion of the physical examination, background check, and drug-screening test.

You must complete, and have on file, the following items:

- CPR (BCLS-C) certification, American Heart Association approved*
- HIV/AIDS training for licensed professionals (4 hours), HRS approved*
- SOHS Program Orientation
- MDC Medical Campus Orientation
- Infection Control/Universal Precautions/Bloodborne Pathogens Forms
- Medical evaluation and clearance to participate in all facets of the program, without restriction
- Completion and approval of a Level II Background Screening
- Completion of all prerequisite courses
- Submission of all forms listed during the orientation process

* CPR certification, HIV/AIDS training, biannual TB screening, and all medical records must be kept current during the entire length of the program in order to be assigned a clinical rotation.

1.7

Medical Campus, School of Health Sciences *Program Progression*

Follow the program handbook for information on how to progress through the specific program in which you, the student, is enrolled. The following are general requirements that should be met to progress through the curriculum:

1. A student must have all prerequisite courses completed prior to program admission.
2. A student must demonstrate required theoretical and clinical competencies in each course before progressing to the next, more advanced course.
3. A student must earn a grade of “C” or “S” (Satisfactory) in every program course taught in each term before progressing to the next semester.
4. A student must provide all required documentation (Level II Criminal Background Screening, Urine Drug Screening, Vaccines, Titters, and CPR certification), be compliant according to the School of Health Sciences (SOHS) guidelines and be entered into the online tracking system used by Medical Campus.
5. A student must progress through the curriculum in accordance with prerequisite and corequisite requirements.
6. A student who participates in course(s) for which he/she/they are not eligible will be administratively withdrawn from course(s) under the SOHS.
7. In the event a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an Incomplete grade (“I”). The “I” grade will be awarded in accordance with MDC College Policy and Procedure. The student must complete a “I” grade contract and follow guidelines in order to successful complete the course.
8. A returning student must update and comply with all clinical and program requirements and possibly re-apply for admission.

A student must be cleared for clinical rotations. All clinical placements will be made on a space-available basis.

1.8

Miami Dade College

Medical Campus, School of Health Sciences

Financial Aid, Parking, & Student Identification Card

Financial Aid: The Office of Financial Aid is on the second floor of Building 1 at the Medical Campus.

Scholarship and loan information are available at this office and online (<https://www.mdc.edu/financialaid>). If you have a financial need, please use this service, but be prepared to substantiate your financial situation in writing. Also, the earlier you apply for aid, the better your chances of receiving the aid you need. Remember, financial aid is only available for those courses that appear on your schedule before the 100% refund date on the financial aid calendar (<https://www.mdc.edu/financialaid/apply/dates.aspx>).

Parking: Students enrolling in classes at the Medical Campus must obtain a parking decal to park in any of the designated parking lots at Miami Dade College campuses. The decal must be placed on your vehicle according to the guidelines indicated on the decal. The parking decals will be mailed directly to the student once they register their vehicle through the Student Life webpage (<https://www.mdc.edu/parkingdecal/>). Failure to obtain and display the decal may result in your inability to park in the designated parking lot.

Student Identification Card: Each student is required to obtain a Miami Dade College student identification card (MDC ID). This is especially important for students that are required to participate in clinical rotations at various clinical facilities. Most clinical affiliates require that students wear their MDC ID card while in clinic. The MDC ID card is available in Student Life Office at the Medical Campus (Building 1, Room 1171). Also, you can purchase a lanyard and holder to secure your MDC ID at the MDC Medical Campus Bookstore (Building 1, Room 1180) or online (<https://www.bkstr.com/miamidademedicalstore>) to show your school spirit.

1.9

Medical Campus, School of Health Sciences *Medical Accident Claims & Health Insurance*

Medical Accident Claims: All medical accident insurance claims must be filed within 90 days of the injury. Also, an incident report must be independently completed at the Medical Campus Department of Public Safety (Building 1, Room 1153) soon after the accident.

Health Insurance: You are strongly encouraged to maintain adequate health insurance coverage for your health care. There is free information about low-cost, student plans available in the Single Stop office at the Medical Campus (Student Life, Building 1, Room 1171-02).

1.10

Miami Dade College

Medical Campus, School of Health Sciences

Attendance

Your attendance in all classes, including laboratories and clinical rotations, is essential and expected. Faculty/Instructors are required to take attendance in each class, and you are responsible for all course content discussed and/or assigned, whether or not you are in attendance.

In the event of an emergency or in any other case of absence or tardiness, you are expected to communicate with your faculty member/instructor. The College provides a faculty telephone and email service that operates 24 hours a day, thereby allowing students easy access to their faculty member/instructor. You should also consult each course syllabus for the name, office location, schedule of office hours, and telephone number of your course faculty member/instructor. Excessive absence or tardiness can be reflected negatively in your course grade and may result in failure.

Due to changes in the federal financial aid requirements, attendance of **all** classes is very important for students receiving financial aid. Your financial aid award may be impacted based on your attendance. Further information about the attendance requirements of students receiving aid is available at the Office of Financial Aid (<https://www.mdc.edu/financialaid/receive-aid/terms-conditions.aspx>).

1.11

Miami Dade College

Medical Campus, School of Health Sciences

Advisement & Academic Honesty

Advisement: Upon selection and registration into a School of Health Science (SOHS) program, you will be assigned a program faculty member to serve as an advisor. This faculty member will meet with you to review your course of study as well as the course requirements needed for program completion.

Tutorial assistance is available to enrolled students in a SOHS program through Learning Resources at the Medical Campus. Faculty/Instructors may require that you attend tutorial sessions to improve your academic performance at the Student Success Center (305-237-4034) at the Medical Campus. Writing tutors are also available to help you with APA 7th edition style writing (<https://libraryguides.mdc.edu/apa>).

Academic Honesty: To become a professional in health care, honest and ethical behavior is expected. Students enrolled in the SOHS must demonstrate integrity in the classroom, laboratory, and clinical settings. Submitting other's work as your own, using resources other than your own knowledge during examinations, and misrepresenting your performance in laboratory or clinical areas are all examples of dishonest academic behavior that will not be tolerated. Also, all students are expected to promote the highest standard of ethical conduct amongst themselves. These expectations are consistent with the **MDC Students' Rights and Responsibilities Handbook** (<https://www.mdc.edu/rightsandresponsibilities/>). Refer to the Range of Sanctions for Validated Activities of Academic Dishonesty, which can be found in the **MDC Students' Rights and Responsibilities Handbook** distributed to you at your program's orientation.

1.12

Miami Dade College *Incomplete Grade Policy*

When you are unable to complete the requirements for a course, you may be given an Incomplete (“I”) grade. Please refer to the Academic Regulations (page 51) in the MDC College Catalog (<https://www.mdc.edu/academics/documents/2018-2020MDCCollegeCatalog.pdf>).

An Incomplete grade is submitted when your work in a course is incomplete and you have obtained the faculty member’s/instructor’s permission to finish the course after the official end of the class. An Incomplete grade is normally only submitted where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the academic term and you are likely to pass the course.

You may request an Incomplete grade only after the drop/withdraw date posted on the Academic Calendar (<https://www.mdc.edu/academics/calendar/>) has passed. The course faculty member/instructor and chair must agree to grant an “I” grade. To receive an “I” grade, you and faculty member/instructor must sign an agreement that contains the following points:

- A. The time period in which the course requirements must be completed. As a standard rule, this work should be completed by the last day of the next major term (Fall or Spring). An extension of this time limit may be granted by the appropriate Department Chair, after consultation with the instructor, if the reasons are determined to be beyond the control of the student—as in severe illness, accident, etc.
- B. The specific requirements that must be completed and the manner in which they are to be completed listed on an official MDC Agreement for Grade of Incomplete form. This should include a reference to grading criteria.
- C. A provision that if the requirements have not been met by the end of the next major term, then a grade of “F” will be recorded as the grade for the course.

1.13

Miami Dade College

Medical Campus, School of Health Sciences

Grade Appeals

The responsibility for academic evaluation and the assignment of grades rests with the faculty member/instructor of record for each course. If you believe the course grade is unfair or incorrect, the College has established an avenue of appeal. You should then consult the Student Appeal of Grades section of the **MDC Students' Rights and Responsibilities Handbook** (<https://www.mdc.edu/rightsandresponsibilities/>) distributed at your program's orientation. It is always suggested that as soon as any question arises that you should seek to discuss the concern with the faculty member/instructor of record. If the matter cannot be resolved, you and faculty member/instructor of record should establish an appointment to speak with the Department Chairperson.

The next step in the chain-of-communication would be to make an appointment with the Dean of the School of Health Sciences. This will result in your ability to have any issue addressed in an expeditious manner by the appropriate personnel at the College. Please review the Medical Campus Organization Chart (page 8) to assist you in following the chain-of-communication.

If after meeting with the Dean, the professor still believes that the original grade should stand, the student has the option to file a formal Grade Appeal. The student should contact the School of Health Sciences Dean's office (Building 2, Room 2201-3) to start the formal Grade Appeal process.

1.14

Miami Dade College

Medical Campus, School of Health Sciences

Program Completion

Although you will be assigned a faculty advisor upon program entrance, it is your responsibility to complete all program requirements. For example, you are required to apply to the College for graduation. Students are cleared for graduation only after all their official transcripts have been received and evaluated by the College's transcript evaluator. Therefore, you must comply with all posted deadlines. Graduation from the College is **not** contingent upon the completion of a local, state, national, or other certifying/licensing examination.

Remember, it is your responsibility to apply for graduation and for any required certifying/licensing examination.

Individuals who have been convicted of a felony may not be eligible for licensure. Therefore, any applicant who has an arrest and/or conviction may want to contact the appropriate professional board before beginning a program of study in the School of Health Sciences. **Remember, graduation from the College does not ensure licensure.**

Students earning the Associate in Science, College Credit Certificate (C.C.C.), and/or Career Technical Certificates (C.T.E./V.C.C.) are invited and encouraged to participate in the college graduation ceremonies. Also, students are encouraged to invite family and friends to attend this prestigious event. The Medical Campus holds its graduation annually at the end of spring semester. The College will provide students with the necessary academic regalia (a cap and gown) for the event.

Some programs in the School of Health Sciences also mark the program completion with a pinning ceremony. You are encouraged to purchase your respective professional pins at the Medical Campus Bookstore (Building 1, Room 1180) and wear them proudly as you have worked hard to reach this moment! Your program faculty will provide necessary information regarding this capstone activity.

1.15

Additional Resources: Single Stop & Services for Students with Disabilities(ACCESS)

Single Stop offers students a wide array of services, including public benefits screening, financial coaching, individual counseling, tax preparation, access to a food pantry, and various other services. All of our services are free to Miami Dade College students and their immediate family members. More information is available at the Single Stop webpage <https://www.mdc.edu/singlestop/>

By providing a variety of services that address a spectrum of disabilities, the ACCESS department works to ensure equal access and opportunity throughout the college experience. Note takers, assistive technologies, interpreters and more are at the ACCESS department disposal. See all the ways ACCESS helps students succeed at <https://www.mdc.edu/access/services/>

Section 2:

General School of Health Science Information

2.1

Miami Dade College

Medical Campus, School of Health Sciences

Mission Statements

Miami Dade College Mission Statement: As democracy's college, Miami Dade College changes lives through accessible, high-quality teaching and learning experiences. The College embraces its responsibility to serve as an economic, cultural, and civic leader for the advancement of our diverse global community.

School of Health Sciences Mission Statement: The mission of the School of Health Sciences is to provide excellent, affordable, and accessible health care education and to promote quality health care services throughout the community.

2.2

Medical Campus, School of Health Sciences

Who are health science professionals?

Health science is a field that combines many different health care disciplines under one umbrella.

Health Science professionals are health care practitioners with formal education and clinical training who are credentialed through certification, registration and/or licensure. They collaborate with physicians and other members of the health care team to deliver high quality patient care services for the identification, prevention, and treatment of diseases, disabilities, and disorders.

At Miami Dade College Medical Campus, the following Health Science programs are offered:

- **Bachelor's Degree**
 - Bachelor of Applied Science in Health Science with a Physician Assistant Studies Concentration
 - Bachelor of Applied Science in Health Science with a Clinical Laboratory Science Concentration
 - Bachelor of Applied Science in Health Science with a Histotechnology Concentration
- **Associate Degrees**
 - Clinical Laboratory Science
 - Dental Hygiene
 - Diagnostic Medical Sonography
 - Emergency Medical Services
 - First Responder
 - Health Information Technology
 - Health Services Management
 - Histotechnology
 - Nuclear Medicine Technology
 - Opticianry (Vision Care)
 - Physical Therapist Assistant
 - Physician Assistant
 - Radiography
 - Respiratory Care
 - Surgical Technology
 - Veterinary Technology
- **Certificate Programs**
 - Central Sterile Processing Technician
 - Dental Assisting
 - Emergency Medical Technician
 - Endoscopic Technician
 - Healthcare Informatics Specialist
 - Health Care Service Specialist
 - Massage Therapy
 - Medical Assisting
 - Medical Coder/Biller
 - Paramedic
 - Pharmacy Technician
 - Phlebotomy Technician

2.3

Medical Campus, School of Health Sciences

Program Accreditation & Study Habits

Program Accreditation: Many programs offered in the School of Health Sciences are accredited by individual state and/or national agencies. Please consult the individual program website or printed informational sheets for the name and address of the accreditation and licensing agencies. Your selection into a program does not guarantee licensure.

Study Habits: You are entering a fast-paced, health science program. Your successful program completion greatly depends on having effective study habits. If you experience difficulty with your program courses, please consult with your instructor immediately. In addition, the **Student Success Center** (Building 1, Room 1303) is a good resource for tutoring services, individualized learning modules, and small group study. However, success throughout your program of study also depends on your attendance, class participation, test taking skills, and level of preparedness. Here are just a few tips to follow for academic success:

- Attend class
- Arrive on time
- Create a daily schedule with study time
- Develop a study group
- Find healthy outlets for managing stress
- Participate during class sessions
- Read assignments before arriving to class
- Seek help when you need it

Full-time work schedules for students in program are not recommended. If you must work, develop a realistic schedule that can accommodate the time requirements of your program.

2.4

Medical Campus, School of Health Sciences *Channels of Communication & Health Care Professionalism*

Channels of Communication: During the program, you may develop concerns or questions. The faculty member most directly involved is usually your first and best resource to share your concern or question. It is always suggested that as soon as any concern or question arises that you should seek to discuss it with the faculty member. To aid in this process, each full-time faculty member keeps an accessible schedule that includes specific weekly office hours to confer with students. You are encouraged to schedule an appointment when possible. If the matter cannot be resolved, then you and faculty member should establish an appointment to speak with the Department Chairperson. The next step in the chain-of-communication would be to make an appointment with the Dean of the School of Health Sciences. This will result in your ability to have any issue addressed in an expeditious manner by the appropriate personnel at the College. Please review the Medical Campus Organization Chart (page 8) to assist you in following the chain-of-communication.

Health Care Professionalism: During your program, you will become acquainted with the program's professional Code of Ethics. This should serve to guide your behavior both now and throughout your career as a health care professional. In-program students represent the School of Health Sciences, the Medical Campus, and Miami Dade College; therefore, we hope you will take this responsibility seriously and represent the School, your program, and the College in a professional manner at all times. We want you to be proud of your association with Miami Dade College. Consequently, during your enrollment at the Medical Campus, you will find faculty frequently reinforcing the professional behaviors/actions that you are to develop. These behaviors include, but are not limited to, how you should present yourself and how you should interact (Affective Behaviors) with those you come into contact with. The **Affective Behaviors** on the following pages are to serve as a guide and you should use them to develop the appropriate, acceptable behaviors of a health care professional.

2.5

Miami Dade College

Medical Campus, School of Health Sciences

Professional Conduct

Students enrolled in a School of Health Sciences program are required to function under several policies and procedures. These include policies and procedures associated with the College, as outlined in the **MDC Students' Rights and Responsibilities Handbook** (<https://www.mdc.edu/rightsandresponsibilities/>), the program of study, and also those policies and procedures identified by the various clinical facilities where the hands-on learning portion of the program takes place. To assist students enrolled in School of Health Sciences programs, the following items are provided to serve as a guide as the student progresses through the classes in the program.

1. An acceptable quality of work and mature behavior are expected from you.
2. You are required to follow the policies and procedures of the College, as outlined in the **MDC Students' Rights and Responsibilities Handbook**, as well as those of the clinical facilities you visit during clinical rotations.
3. The programs in the School of Health Sciences take a strong stance against academic misconduct. Academic misconduct, such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way, or knowingly plagiarizing any material, will result in disciplinary action and most likely will lead to a dismissal from the program. The College's Student Code of Conduct (Procedure 4025) https://www.mdc.edu/procedures/AFinalChapter4/pro4025_Code_of_Conduct_updated_01-21-04.pdf and/or Academic Dishonesty (Procedure 4035) <https://www.mdc.edu/procedures/Chapter4/4035.pdf> will be utilized to resolve alleged violations.
4. You are expected to deal with all individuals in a positive manner while on campus and/or in a clinical facility.
5. You will be seated prior to the start of class and participate in activities and behaviors that do not disrupt the learning process in any academic setting.
6. If you wish to make a statement or ask a question, you will raise your hand and wait until you are recognized by the faculty member/instructor.
7. The faculty member/instructor will determine the length of each break and you are expected to return to the classroom promptly by the end of each break.

8. **Mobile phones must be in silent mode to prevent class disruptions.** Laptops, iPads, notebooks, Apple watches, mobile phones, iPhones, and all other electronic devices **are not permitted** during any testing. You are expected to remain in class until a faculty member/instructor determined break time before responding to any telephone calls received during class, laboratory, and/or clinical rotations.
9. If you need to use the restroom during class, you may excuse yourself, but do so with limited interruption to the other students.
10. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
 - a. Academic dishonesty
 - b. Failure to satisfy health examination requirements
 - c. Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the syllabus and / or program handbook
 - d. Failure to comply with the policies and procedures outlined previously in this list
11. You must notify the Department and the College if you change your address or telephone number.
12. Any injury or exposure must be reported to the instructor **IMMEDIATELY**.
13. You may only park in designated student parking areas.
14. You may not carry a gun, knife, or other weapon while in lecture, lab, clinic, or field experience. The only exception to this rule is a student who is a sworn Police Officer currently employed by a Florida police agency. A violation of this code of conduct will result in an immediate dismissal from your program. Students in possession of a firearm on campus or at a College-sponsored activity will be automatically suspended for a period of up to one year.

2.6

Medical Campus, School of Health Sciences

Student Affective Objectives & Student Interactions

Student Affective Objectives: While representing your program, the school, the Medical Campus, and the College, you are expected to conduct yourself in a professional manner. The affective objectives/interactions listed below **should be demonstrated** at all times while you are a student. However, we hope that these behaviors/interactions will continue after a successful completion of your program of study.

Student Interactions:

A. Student/Patient Interactions

1. *You will consistently display a professional and positive attitude in all settings.*
 - a. You will always identify yourself and explain your role to the patient.
 - b. You will display courteous behavior towards the patient.
 - c. You will display respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis, gender, gender identification, and sexual orientation.
 - d. You will follow the above objectives regardless of the condition.
2. *You will maintain confidentiality of all patient records and information.*
 - a. You will record all information accurately.
 - b. You will discuss patient information only with other medical personnel involved in the care of the patient and when out of the audible range of the patient and/or the family and in non-public areas.
 - c. You will preserve patient anonymity when removing information from the chart for program-related projects.
 - d. You will discuss with the patient only information that is already known to the patient.
3. *You will display respect for the patient's right to privacy (All students will become familiar with the American Hospital Association's Patient's Bill of Rights).*
 - a. You will arrange clothing and bedding to maintain modesty.

4. *You will demonstrate concern for the protection of the patient from injury during all procedures.*
 - b. You will perform only those approved by the instructor.
 - c. You will adhere to accepted guidelines when performing any procedure.
 - d. You will assess the patient's condition and response.
 - e. You will ensure the patient's safety and comfort of during and after procedure.

B. Student/Student Interaction

1. *You will consistently display a professional and positive attitude in your interactions with fellow students.*
 - a. You will complete all assignments expected of you, alone and without the aid of another student.
 - b. You will perform cooperatively when working in assigned areas with other students.
 - c. You will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, gender, gender identification, or sexual orientation.

C. Student/Instructor Interaction

1. *You will consistently display a professional and positive attitude when interacting with instructors.*
 - a. You will work to the best of your ability to complete all assignments.
 - b. You will use established procedures in mediating any differences between yourself and the instructor.
 - c. You will demonstrate respect for the instructor at all times regardless of ethnicity, socioeconomic background, religion, gender, gender identification, or sexual orientation.
 - d. You will demonstrate appropriate behavior at all times and adapt to instructional input.

D. Student/Clinical and Personnel Interactions

1. *You will consistently display a professional and positive attitude when interacting with the clinic personnel.*
 - a. You shall identify yourself by wearing the proper uniform and the MDC student identification badge.
 - b. You will display respect for all clinic personnel regardless of ethnicity, socioeconomic background, religion, gender, gender identification, or sexual orientation.
 - c. You will read and practice all rules, regulations, and procedures that are established for the department to which you are assigned.
 - d. You will resist personal gifts or gratuities from the patients you serve.
2. *You will first discuss with the MDC instructor any established clinic procedure or technique observed in the clinic with which you do not agree.*
 - a. You will not discuss or debate any clinic procedure in the presence of a patient and/or family member.
3. *You will demonstrate respect for the clinic through careful and responsible use of the clinic facilities and related equipment.*

E. Online / Remote Interactions

<https://www.mdc.edu/remote-learning-students/remote-learning-strategies/netiquette/>

2.7

Miami Dade College

Student Code of Conduct

The School of Health Sciences has the right to protect its programs' educational purpose and its students and patients from the irresponsible conduct of others. In order to ensure this right, the College finds it necessary to set forth regulations leading to compliance for the welfare of the College and the School community.

In addition to Procedure 4071 (<https://www.mdc.edu/procedures/chapter4/4071.pdf>) of the College Policies and Procedures as well as individual program policies and procedures, students entering the School of Health Sciences shall adhere to the high standards of integrity and competence. The successful student shall endeavor to:

1. Promote positively, through proper attire, hygiene, and attitude, the image of an allied health professional.
2. Treat with respect all College personnel, fellow students, patients, and clinical personnel without discrimination on the basis of race or ethnicity, gender, gender identification, age, religion, national origin, sexual orientation, or disability.
3. Demonstrate professional behavior.
4. Abstain from engaging in activities involving dishonesty, fraud, deceit, or any other activity that may negatively reflect on the chosen program, the profession, or the College.
5. Abstain from engaging in the use of illegal or illegally obtained substances, including alcohol consumption, during scheduled academic activities.
6. Participate in activities and behaviors that do not disrupt the learning process in the classroom or the clinical settings.
7. Accept constructive criticism, evaluation, and assignments as a positive element of the educational process.
8. Resist personal gifts or gratuities from the patients served.

9. Treat equipment needed during the performance of clinical or training exercises with care and responsibility.
10. Participate in the safe rendering of care to patients without providing diagnosis, prognosis, or guaranteed results.
11. Assure that a level of competence is always correctly represented in any clinical setting.

These policies and procedures constitute the Student Code of Conduct for in-program students in the School of Health Sciences.

Students violating any standards of conduct may be referred to the Dean of Student Services or may receive sanctions imposed by the Department Chairperson. These sanctions vary according to the severity of the violation identified and may result in administrative withdrawal from program.

Section 3:

General Allied Health Requirements

3.1

Miami Dade College

Medical Campus, School of Health Sciences

Textbooks and Supplies, Uniforms, & Student Records

Textbooks and Supplies: Your textbooks and the majority of your other required supplies for your program are available for purchase at the Medical Campus Bookstore (Building 1, Room 1180) or online (<https://www.bkstr.com/miamidademedicalstore>). Your textbooks are usually available approximately three weeks before the beginning of each semester; however, you are still responsible for textbooks that are added during this timeframe or that arrive late to the bookstore. You may also be required to purchase program curriculum objectives or modules at the bookstore. Your reading materials should be retained for the entire length of your program. Therefore, before your purchase, be sure you are choosing the most current edition of each required text.

We realize these program textbooks and supplies are expensive; therefore, not only do we recommend that you keep them in a secure location, but seek financial assistance when needed at Office of Financial Aid in purchasing these required items. MDC offers the Shark Pack Program in partnership with Follett, designed to support textbook affordability efforts and reduce the cost of instructional materials for students. Please visit the program website at <https://www.mdc.edu/sharkpack/> for more information.

Uniforms: All students will wear the prescribed uniforms and follow the dress code and grooming policies for their enrolled program. These policies are guided by clinical affiliate requirements. It is expected that all students positively represent themselves by wearing proper attire and maintaining good hygiene, professional appearance, and a positive attitude. Please consult the respective program policies and procedures for the specific uniform and supplies required. These necessary resources are for sale in the bookstore. **Students are expected to always wear the MDC student identification card when participating in any College-related activities on or off campus.**

Student Records: When you enter any program in the School of Health Sciences, a file is initiated and maintained during your enrollment. Programmatic accreditation agencies require the files to contain your program application, completed health record, signed policy statements, clinical evaluations and checkoffs, academic records, and other notations made by faculty. This file belongs to the College, but is available for you to review upon request from the Department Chairperson. You may request the release of this information to others; however, you must grant permission in writing for the release of information to other parties.

3.2

Medical Campus, School of Health Sciences

Health Forms

We are required by contract to submit to all clinical rotation evidence that each student is free from contagious disease. In addition, we must assure that students do not present a health hazard to hospital patients, employees, volunteers, or guests.

Students admitted to any program in the School of Health Science are required to purchase access to an online tracking system called the American Data Bank System (AKA Complio). Each program will require the student to purchase a subscription package for the entire length of their program. The student is required to upload proof of HIV education; satisfactory completion of a physical examination (use the Student Health Record); Varicella (chicken pox) vaccine or titer; showing a negative TB skin test, or if positive, you need to have a negative chest X-ray; MMR vaccine or Rubella titer; Hepatitis B vaccine; Influenza vaccine (Flu shot); Tdap (tetanus, Diphtheria, Pertussis); Drug test; and a Background check. Depending on the clinical site requirements, the student may be asked to show proof of a negative COVID-19 test. Lastly, you and the examiner are required to read and sign the Physical Demands that appear on the back side of the Student Health Record that will be given to you.

It is the student's responsibility to maintain up to date (compliance) clinical records for the entire semester prior to beginning of each course. Failure to retain and provide these copies will prevent you from participating in the clinical course or rotation and may result in your being dropped from the course or program.

It is recommended that the student retain a copy of the student health record, front and back, as well as copies of all required laboratory, x-ray, and immunization reports. Health care agencies may ask each student to share their copies and may retain an additional copy for their agency's files. Students are responsible for assuring that all records/documentation will be valid for the entire semester prior to the beginning of each course. Again, failure to retain and provide these copies will prevent you from participating in the clinical course or rotation and may result in your being dropped from the course or program.

3.3

Miami Dade College

Medical Campus, School of Health Sciences

Infectious Diseases

The college is committed to educating its students about the transmission and control of infectious diseases and about the rights and responsibilities of those who have been infected. Coursework in any of the School of Health Sciences programs will require exposure to body fluids. All body fluids should be considered “contaminated.” Although faculty will provide additional education on infectious diseases, it is the student’s responsibility for applying all principles of Standard/Universal Blood and Body Fluid Precautions as described by Centers for Disease Control and Prevention (www.cdc.gov).

The current federal (CDC, OSHA) and state regulations will apply regarding testing, disclosure, control, and exposure. Individuals who are infected with HIV are **not required to report their status to the School of Health Sciences.**

Students who become infected by a person who is COVID-19 positive or who have shown proof of a positive COVID-19 test must report it to the MDC website, <https://www.mdc.edu/coronavirus/>. MDC will notify potential students, faculty, and staff to self-quarantine until contact tracing is complete and specific instructions are provided. Specific instructions based on the results of contact tracing will be provided within 48 – 72 hours.

3.4

Medical Campus, School of Health Sciences

Insurance & Safety

Insurance: All students are encouraged to carry additional health insurance to cover your health care needs. Information about low-cost student insurance plans is available in the Student Life Office (Building 1, Room 1171) at the Medical Campus. School of Health Sciences students enrolled in clinical and/or laboratory courses will pay an insurance fee each academic year. This fee covers the cost of malpractice and medical accident insurance. These fees will limit your costs in the event of an accident while you are engaged in clinical or laboratory practice. The medical accident insurance will cover the cost of, but is not limited to, treatment for exposure to blood and body fluids. Therefore, any such exposure must be reported immediately to the assigned faculty member. For further information regarding this policy is provided on pages 32 - 33, and 37 of this manual.

Safety: In the event of chemical spills or other exposures to fluids, the student is responsible for reporting the incident immediately to the assigned faculty member. Additionally, written reports describing the incident at both the site and the College will be required. While it is understood that the student is a “learner,” the physical and emotional safety of the patient or fellow student cannot be jeopardized at any time. The inability of a student to provide consistent, safe care or to follow the policies and procedures of either the agency or the school may result in the student being asked to leave the clinical or rotation site. This action is considered serious and may result in additional outcomes, up to and including withdrawal from the program.

3.5

Miami Dade College

Identification of the Chemically Impaired Student

Miami Dade College endorses the federal government's efforts in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226). See **MDC Student's Rights & Responsibilities**. Students are subject to disciplinary procedures in accordance with the MDC's Student Code of Conduct (Spring 2018 revision available at <http://www.mdc.edu/procedures/Chapter4/4025.pdf>).

Students are prohibited from reporting to clinical, laboratory, or lecture classes under the influence of alcohol or any substance that impairs physical or mental abilities. Each individual is responsible for identifying and reporting students who appear to be chemically impaired to the respective faculty, chairperson, or the Dean of the School of Health Sciences. **The student will be responsible for any costs incurred with testing for alcohol or controlled substances.** Students found to be chemically impaired are subject to disciplinary action in accordance with the **MDC Students' Rights and Responsibilities**. A student who has been identified as chemically impaired and has been dismissed from a program may petition for reinstatement through the Dean of the School of Health Sciences.

If the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the chairperson or designee immediately. The chairperson or designee will meet with the student and the faculty member at the clinical or rotation site. The faculty will document the incident in writing. Upon verification of the behavior, the chairperson or designee will:

- A. Take the student to a private setting and confront the student with the observed behavior.
- B. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
- C. Contact agency security to escort a student who becomes loud/abusive to the Employee Health Office at the clinical or rotation site or Emergency Room.
- D. Excuse the student from class/clinical assignment until tests results and/or appropriate action is determined.
- E. Refer the student's petition for reinstatement to the program to the Dean of School of Health Sciences.

3.6

Medical Campus, School of Health Sciences

Social Media

Students at Miami Dade College School of Health Sciences may not disclose any information pertaining to faculty, staff, clinical facilities, patients, and students witnessed during their clinical involvement on any form of social media (refer to the Student Confidentiality Statement on page 41). Social media is defined as communication distributed through social interaction. Social media platforms include, **but are not limited to**, *Tik Tok, Snapchat, Facebook, Twitter, LinkedIn, RSS feeds, Wikipedia, Flickr, blogs, podcasts, and YouTube*. As new technologies and social media platforms develop, the intent of this policy is to protect confidential information between the College, its students, and the affiliating health care agencies.

Potential employers often review social media sites when considering prospective candidates for employment. By identifying yourself as a Miami Dade College student through postings, you are connected to the College, clinical facilities, and even patients. Students should always consider the content they post.

Students who post confidential, unprofessional, or inappropriate information on social media may be subject to disciplinary action, including failure in a course and/or dismissal from the program (refer to the Professional Conduct policy on pages 23-24).

3.7

Medical Campus, School of Health Sciences

Accident Insurance Coverage Information for Students

Students in the School of Health Sciences and the School of Nursing Programs have Accident Insurance Coverage through the Florida Community Colleges Risk Management Consortium. The annual cost of \$10.50 is collected as a special fee the first-time students enroll in a laboratory or clinical course. The maximum accident medical expense benefit of \$15,000 will cover treatment for accidents, such as a needle stick, while giving care to a patient. **In the event of an accident, students may be required to pay for services received or medications needed and then file a claim form requesting reimbursement by Hartford Life and Accident Insurance.**

The Certificate of Insurance includes the following information:

POLICY NUMBER: SRG0009125112

**POLICY HOLDER: Member Colleges of the
Florida Community Colleges Risk Management Consortium**

During the policy period for Accident Insurance Coverage, the definitions of an insured person and covered activities is as follows:

INSURED PERSON: A registered student in the policyholder's School of Health Sciences course(s). These include all School of Health Science, School of Nursing, physician assistant, and continuing education courses offered at the Medical Campus.

COVERED ACTIVITIES: An activity while participating in the School of Health Sciences course(s) or clinical training sponsored by the policyholder and on the premises designated and supervised by the policyholder, while participating in activities on premises used for classes or clinical training as designated by the policyholder, or while traveling with a group in connection with these activities and under the direct supervision of the policyholder.

3.8

Medical Campus, School of Health Sciences

What to do if you need to file a claim?

If you require treatment for an exposure or an injury during clinical training and incur reimbursable medical expenses, obtain an **Insurance Claim Form** from the assistant to the Dean of Health Sciences (Room 2201) at the Medical Campus.

To **file a claim** for an accident, you must:

1. File an Accident-Incident Report with the institution/agency where the accident-incident occurred and with Public Safety (Room 1153) at the Medical Campus. The report at the Medical Campus is to be done in person and **as soon as possible**.
2. Be escorted by a Public Safety officer to the Assistant to the Dean of Health Sciences, where an Insurance Claim Form will be completed. Please call 305-237-4300 for office hours.

Direct your questions to a faculty member, department chairperson, or to the assistant to the Dean of Health Sciences at 305-237-4291.

3.9

Miami Dade College

Medical Campus, School of Health Sciences

Student Forms

The forms on the following pages are required documents for your program and will be kept in your confidential student records (refer to page 30).

Those forms are:

1. Miami Dade College Release/Consent Form (1 page)
2. Student Confidentiality Statement (1 page)
3. School of Health Sciences Receipt and Acknowledgment Form (1 page)
4. Criminal History Information Checks Required for Medical Campus Program Students (2 pages)
5. Acknowledgment and Consent for Release of Information (1 page)

Please use a pen to complete these forms with accurate and legible information.



Miami Dade College Release/Consent Form

I, _____ hereby consent to the following:
(Please print full name)

The use and reproduction of my photograph, video, and/or my personal story to promote the education and the mission of Miami Dade College.

Your signature

Date

Local address (number and street).

Apt. no.

City

State

ZIP code

Phone no.

Email address



Student Confidentiality Statement

As a student enrolled in a Miami Dade College health care program, I am aware of my responsibility for maintaining confidentiality of patient information that may become available to me in the course of my studies. Such information is protected and confidential under applicable federal and state laws and affiliation agreements between the College and affiliating health care agencies.

I will not reveal any patient information to any third party, except as authorized by law or as authorized by the affiliating agency. I will not use any patient identifying information, such as name or initials, on paperwork or electronic transmissions submitted to the College in the course of my studies. I will only discuss patient information or a patient's medical condition at the affiliating agency in settings away from the general public and only with authorized personnel at the affiliating agency. I further understand that in a classroom setting I will only discuss patients and their medical conditions in a manner that does not in any way identify the patient.

I agree to comply with all patient information privacy policies and procedures of Miami Dade College and the affiliating agency. I understand that violating this Student Confidentiality Statement may result in criminal and civil penalties for violating federal and state patient information privacy laws.

Dated _____ by:

Print your full name

Your signature

MDID (10 digits)



School of Health Sciences Receipt and Acknowledgement Form

I have received a copy of the School of Health Sciences Student Manual. I understand that I am responsible for all of the information contained within this document. I have read and signed the policy statement regarding the confidentiality of information. If this manual is misplaced, I understand that it is the my responsibility to request an additional copy from the program coordinator or department chairperson.

Dated _____ by:

Print your full name

Your signature

MDID (10 digits)



Criminal History Information Checks Required for Medical Campus Program Students

Florida law requires level 2 criminal background screenings for “all employees in position of trust or responsibility,” pursuant to §435.04, Florida Statutes (2004). The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), a health care accreditation entity, also requires health care facilities to conduct background screenings on employees, students, and volunteers in accordance with state law and regulation and/or the internal procedures of the health care facility. The purpose of the level 2 criminal background screenings, which include fingerprinting and a state and federal criminal records check, is to ensure patient safety and maintain trust and integrity within the health care professions.

Many of the College’s health care training facilities now require the College to conduct level 2 criminal background screenings on all faculty, students, and any other person who participates in clinical training at a health care facility. In response to this requirement, all faculty, students, or any other persons that participate in the College’s clinical training programs are required to obtain a level 2 criminal background screening before beginning or continuing their participation in any of the College’s clinical placement programs. In most instances, previous screenings are not accepted by the College.

To obtain the level 2 background check through the required Medical Campus vendor, students should do the following:

- 1. Schedule an appointment through <http://ibrinc.com/mdc/select>**
- 2. Click on the link identified as “Medical Campus Student”**
- 3. Input the requested information for the completion of the background check**

The results of this screening will be kept in a confidential manner and will not be part of the student’s College record. These results will become the property of the College when received. Only faculty or staff who needs to review the results for clinical placement will have access to this information without additional consent by the student. Students are required to sign the “Acknowledgment and Consent for the Release of Information” form, which permits the College to review and share the criminal history information with health care agencies in the event that it becomes necessary for the clinical placement of the student. **Failure to obtain a level 2 criminal background screening and to sign the Acknowledgment and Consent for the Release of Information form will preclude participation in the College’s clinical placement programs.**

If the result of the criminal background screening indicates a student may not be eligible for placement in a clinical program, a mandatory appointment with the representatives from Student and Administrative Services and the School of Health Sciences or School of Nursing will be scheduled by the College. The industry standard for employment in the health care profession will be used as a guide in determining whether a student may participate in a Medical Campus Program.

Any act by a student that constitutes a charge of a violation of public law, occurring either on or off campus, may be cause for legal and/or disciplinary action by the College. **The student is responsible for notifying the Office of the Dean of Student and Administrative Services and enrolled Academic Department of any arrests, regardless of adjudication, that occur while enrolled in a Medical Campus program.** Failure to promptly do so shall be grounds for dismissal from the program. If the student is found guilty of an offense that would disqualify her/him from program admission, the student will be dismissed from the program.

Print your full name

Date

Your signature



Acknowledgment and Consent for Release of Information

I understand that placement in a clinical setting is an essential component of my education in a health science program offered by the Medical Campus of Miami Dade College.

I have been informed that many health care agencies require a level 2 criminal background screening as a prerequisite for placement in an agency. I hereby consent to Miami Dade College receiving the results of my level 2 criminal background screening. I also understand that this information will be held confidential by the College and will not become a part of my student record. I give the College permission to disclose and/or share the results of the screening with a clinical agency for the sole purpose of clinical placement eligibility within a clinical agency.

I acknowledge that the clinical agency may make the determination, regarding specific criminal charges, which would disqualify me from participating in a clinical program, and that Miami Dade College is not involved in and has no control over that determination. I understand that if I am disqualified from participating in the clinical program as a result of the criminal background screening, then I may not be permitted to continue in the Medical Campus program in which I am enrolled.

I hereby sign this form voluntarily with the understanding that a level 2 criminal background check is a prerequisite to clinical placement in a Miami Dade College Medical Campus program.

Print your full name

Date of birth

Medical Campus program

MDID (10 digits)

I have worked, resided, or been a student in a state other than Florida, or a country other than the United States, during the past 24 months: _____ Yes _____ No

If yes, name the state and/or country: _____

Your signature

Date