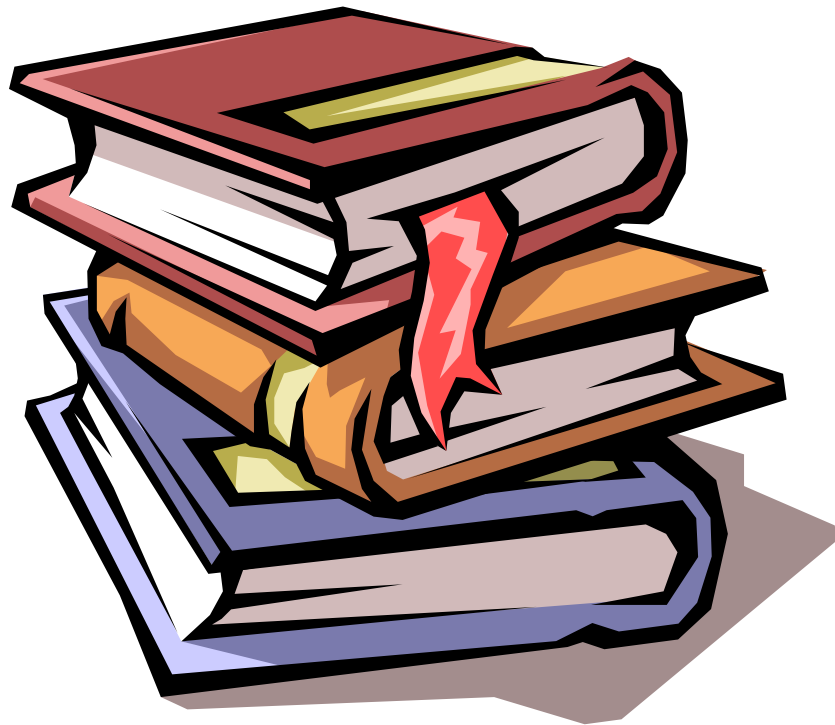


Miami Dade College Medical Center Campus School of Health Sciences

STUDENT MANUAL



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Section One:

General Campus Information

Miami Dade College
Medical Center Campus
School of Health Sciences

Welcome!

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

The College provides a number of resources to students that enroll at Miami Dade College. Every student that enters Miami Dade College received a copy of the ***MDC Students' Rights and Responsibilities Handbook***. The following information is presented to you as a "beginning" and to support the College's resources. You will find this information useful and relevant throughout your program. Read it carefully. We are happy to answer your questions.

Again, congratulations and success in your chosen health care career!



Miami Dade College Learning Outcomes

Purpose: Through the academic disciplines and co-curricular activities, Miami Dade 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 life-long 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 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.



Statement of Expectation

As indicated in the ***MDC Students' Rights and Responsibilities Handbook***, Miami Dade College and the Health Science Programs takes 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



Equal Access/Equal Opportunity

Miami Dade College is committed to provide equal access to education and employment opportunities to all regardless of sex, race, religion, marital status, age, national origin or handicap. The administration is committed to implementing Federal and State laws and regulations and the District Board of Trustees policies governing equal access/equal opportunity.

Financial Aid

The Medical Center Campus Office for Financial Aid is located in building one on the second floor. Scholarship, loan and part-time employment information is available both at this office and on the College web site (www.mdc.edu). The earlier you apply the better chance you have of receiving the aid you need. Remember, *financial aid is only available for those courses which appear on your schedule before the 100% refund date.*

Appeal of Grades

The responsibility for academic evaluation and the assignment of grades rests with the instructor of record for each course. When a student believes the course grade to be unfair or incorrect, the College has established an avenue of appeal. You should then consult the "Student Appeal of Grades" section in the ***MDC Students' Rights and Responsibilities Handbook*** distributed at your program's orientation. It is always suggested that as soon as any question arises, the student should seek to discuss the concern with the faculty member. If the matter cannot be resolved, the student and faculty member establish an appointment to speak with the Department Chairperson. The next step in the line of communication would be to make an appointment with the Dean of Health Sciences. Following this chain-of-communication will result in the student's ability to have any issue addressed by the appropriate College personnel in an expeditious manner.



Academic Honesty

To become a professional in health care, honest and ethical behavior is expected. Students enrolled in the School of Health Sciences 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, misrepresenting your performance in laboratory or clinical areas are all examples of dishonest behavior that will not be tolerated. All students are expected to promote among themselves the highest standard of ethical conduct. These expectations are consistent with the students' responsibilities expressed by Miami Dade College. 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.

Attendance

Attendance in all classes is essential and expected. Faculty are required to take attendance in each class. Students are responsible for all course content discussed and/or assigned. In the event of an emergency, students are expected to communicate with the faculty member in any case of absence or tardiness. The College provides faculty telephone and email service that operates twenty-four hours each day, allowing students easy access to their instructor. Students should also consult each course syllabus for the name, office location, schedule of office hours and telephone number of their course instructor.

Advisement

Upon selection and registration into an Health Science program, each student will be assigned a program faculty member to serve as an advisor. This faculty member will meet at least once a semester with you to review your course of study as well as the course requirements needed for program completion.



Parking and College ID

Students enrolling in classes at the Medical Center Campus must obtain a parking decal to park in the any of the designated parking lots at Miami Dade College. The decal must be placed on your vehicle according to the guidelines indicated on the decal. These decals are available from Student Life on the Medical Center Campus. Failure to obtain and display the decal may result in your inability to park in the Miami Dade College parking lot.

Each student is required to obtain a Miami Dade College identification card. This is especially important for students that are required to participate in clinical rotations at various clinical facilities. Most clinical facilities require that students wear their MDC ID card while in the clinical facilities. The college ID card is available from the Student Life office on the Medical Center Campus.



Program Completion

Although students will be assigned a faculty advisor upon program entrance, it is the student's responsibility to complete all program requirements. You are also required to apply to the College for graduation. You will be cleared for graduation only after all official transcripts have been received and evaluated by the College's transcript evaluator. You must comply with all posted deadlines in order to graduate and receive eligibility to take your licensing examination. **Remember, it is your responsibility to apply for graduation and for any required licensing examination.**

Individuals who have been convicted of a felony may not be eligible for licensure. Any applicant who has an arrest of conviction may want to contact the professional board before beginning a program of study in the School of Health Sciences. **Graduation does not assure licensure.**

Students earning the A.S. or C. C. C, degree are invited and encouraged to participate in the college graduation ceremonies. The Medical Center Campus holds its graduation at the end of spring semester annually. The college will provide you with a cap and gown for this event and you are encouraged to invite our family and friends to attend this important occasion.

Many programs in the School of Health Sciences also mark the program completion with a pinning ceremony. Students are encouraged to purchase their respective professional pins at the Campus Bookstore and wear them proudly! Your program faculty will provide you with all necessary information regarding this capstone activity.



Section Two:

General Health Sciences Information

What Is Health Sciences?

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 Center Campus the following Health Science programs are offered:

Clinical Laboratory Services
Dental Hygiene
Emergency Medical Technician
Histologic Technology
Massage Therapy
Paramedic
Phlebotomy
Physician Assistant
Radiography
Veterinary Technology

Diagnostic Medical Sonography
Health Information Management
Medical Assistant
Medical Coder/Biller
Nuclear Medicine
Pharmacy Technician
Physical Therapist Assistant
Radiation Therapy
Respiratory Care
Vision Care/Opticianry

School Mission Statement

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

Program Accreditation

Many programs offered in the School of Health Science are accredited by individual state and/or national agencies. Please consult the individual program web site or printed information sheets for the name and address of the accreditation and licensing agencies. Selection into program does not guarantee graduation or licensure.

Study Habits

You are entering a fast paced program. Successful program completion greatly depends on your effective study habits. If you experience difficulty with your program courses consult with your instructor immediately. In addition, the **Success Center** (located on the 3rd floor, Bldg 1) is a good resource for tutoring services, individualized learning modules, and small study groups.

Success throughout your program of study also depends on your attendance, class participation, test taking skills, and level of preparedness. These are just a few tips to follow for success:

- ✓ Attend class
- ✓ Arrive on time
- ✓ Read assignments before arriving to class
- ✓ Develop a study group
- ✓ Participate during class sessions
- ✓ Create a schedule that includes study time each day

If you desire to record a faculty member's lecture or discussion on tape, ***first, please obtain his/her permission.*** If taping is permitted, you should continue to take notes while in class. Repetition facilitates learning.

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.



Channels of Communication

During your experiences as a student in program, you may develop concerns or questions. The faculty member most directly involved is usually your first and best resource. First, share your concern or question with the faculty member. Each full time faculty member keeps a faculty schedule that is accessible to you. This schedule includes weekly office hours specifically to confer with students. You are encouraged to schedule an appointment when possible. It is always suggested that as soon as any question arises, the student should seek to discuss the concern with the faculty member. If the matter cannot be resolved, the student and faculty member establish an appointment to speak with the Program Coordinator, unless the faculty member is the coordinator and then the appointment is made with the Department Chairperson. The next step in the line of communication would be to make an appointment with the Dean of Health Sciences. Following this chain-of-communication will result in the student's ability to have any issue addressed by the appropriate College personnel in an expeditious manner.



Health Care Professionalism

You will soon become acquainted with your program's professional Code of Ethics. This should serve to guide your behavior both now and throughout your career as a health care professional. Also, you now represent the School of Health Sciences, the Medical Center Campus and Miami Dade College. We hope you will take this responsibility seriously; represent the School, program and college in a professional manner at all times; and, be proud of your association with Miami Dade College.

During your enrollment at the Medical Center Campus, faculty will frequently reinforce the professional behaviors/actions that are to be developed by the student. These behaviors include, but are not limited to, how you present yourself but also how you interact (affective behaviors) with everyone you come in contact with. The **Affective**

Behaviors listed on pages 15-17 are to serve as a guide and should be used by the student to develop appropriate acceptable behaviors of a health care professional.

Professional Conduct

Students enrolled in a School of Health Sciences program, are required to function under a number of policies and procedures. These include those associated with the College as outlines in the ***MDC Students' Rights and Responsibilities Handbook***, specific program policies and procedure, but also include 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 guidelines are provided to assist you successfully progress through your classes in your program.

1. Acceptable quality of work and mature behavior are expected from you.
2. You are required to follow the policies and procedures of MDC, as outlined in the ***MDC Students' Rights and Responsibilities Handbook***, as well as those of the clinical facilities during clinical rotations.
3. The programs in the School of Health Science take a **VERY** strong stand 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 be dismissed from the Program. The College's "Code of Conduct" (Procedure 4025) and/or Academic Dishonesty (Procedure 4035) will be utilized to resolve alleged violations.
4. You are expected to deal in a positive manner with all individuals while on campus and/or in the 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, raise your hand and wait until recognized by the Instructor.
7. The instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. **Pagers and cellular phones must be on "vibrate" to prevent class disruptions.** Pagers and cellular phones are not permitted during any testing. You are asked not to bring them during testing. Students are expected to remain in class until break times before responding to any pages received during class, laboratory and or clinical rotations. Text messaging during class or testing is not permitted.

9. If you need to use the restroom during class, you may excuse yourself.
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
 - d) Failure to comply with the policies and procedures outlined.
11. You must notify the Department and the College if you change your address or phone 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. Violation of this rule will result in immediate dismissal from the 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.

Student Affective Objectives

While representing the program, School, Campus, and College, students are expected to conduct themselves in a professional manner. The affective objectives/interactions listed below **should be demonstrated** during all times you are serving as a student. It is hoped that these behaviors/interactions will continue after your 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 or sexual orientation.
 - e. 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 when out of the audible range of the patient and 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 already known to the patient.
3. You will display respect for the patient's right to privacy. (All students will be 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.
- a. You will perform only those approved by the instructor.
 - b. You will adhere to accepted guidelines when performing any procedure.
 - c. You will assess the patient condition and response.
 - d. You will ensure the safety and comfort of the patient 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, 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, sex 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, sex 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 identification badge.
 - b. You will display respect for all clinic personnel regardless of ethnicity, socioeconomic background, religion, sex 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 any 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 by careful and responsible use of the clinic facilities and related equipment.

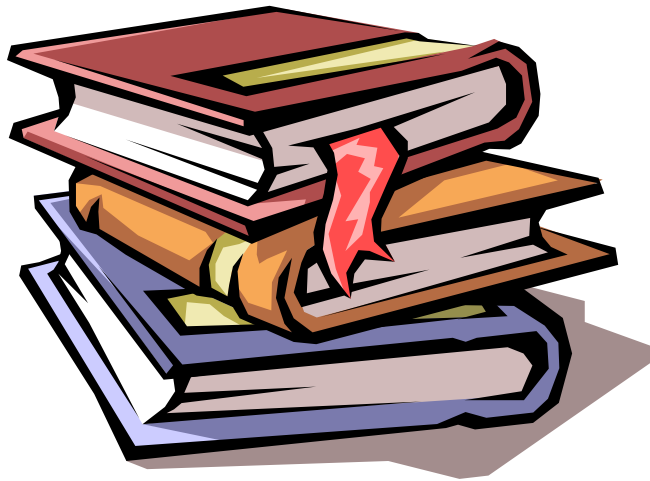
Section Three:

General Health Science Requirements

Textbook and Supplies

The textbooks and the majority of the other supplies required for your program are available for purchase at the Medical Center Campus Bookstore located on the southeast corner of the campus. Textbooks are usually available approximately three weeks before the beginning of each semester. Reading materials should be retained for the entire length of your program. Before purchase, be sure to choose the most current edition of each required text. We realize these materials are expensive and therefore recommend that you keep all resources in a secure location.

You may also be required to purchase program curriculum objectives, modules, and supplies such as a watch with a second hand, bandage scissors, stethoscope and eye protectors. These are also available for purchase at the Medical Center Campus Bookstore. Students needing financial assistance in purchasing these required items should consult with the Office of Financial Aid at Medical Center Campus.



Student Records

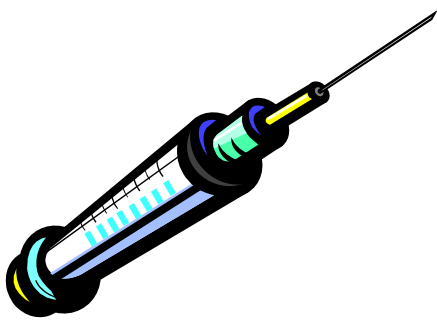
When you enter any program in the School of Health Science, a file is initiated and maintained during your enrollment. Programmatic accreditation agencies require the files to contain the program application, completed health record, signed policy statements, clinical evaluations and check-offs, academic records and other notations made by faculty. This file belongs to the College but is available to you for review upon request to 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.

Health Forms

We are required by contract to submit to all clinical rotations 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.

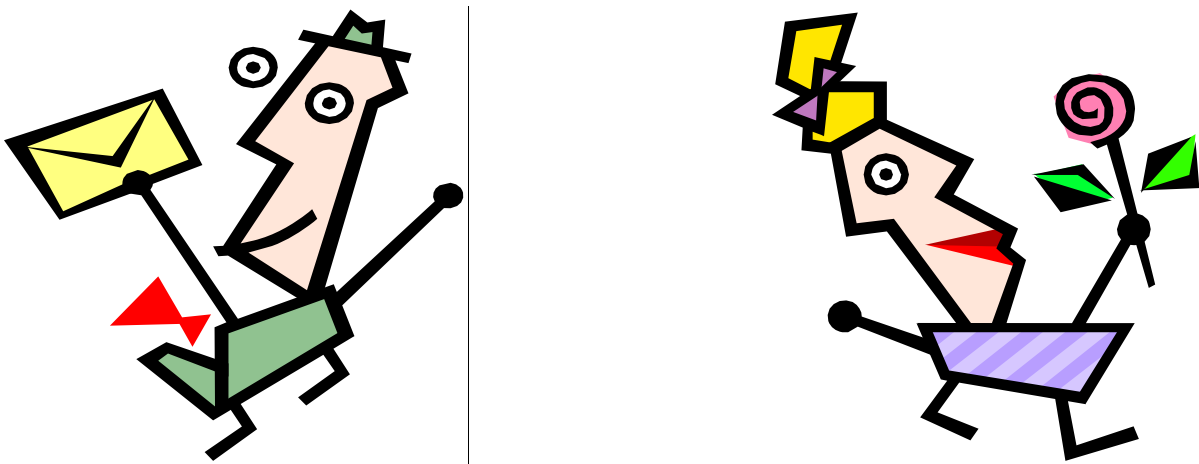
Students admitted to any program in the School of Health Sciences are required to provide a completed health form to staff *prior to the beginning of the semester requiring clinical rotations*. The MDC health records must be completed by a physician, physician assistant or nurse practitioner. Evidence of immunity for rubella, measles and chicken pox is included on the campus form. You must also demonstrate freedom from tuberculosis (TB) through a two-step tuberculin skin test (within the last six months). If the test is positive, you must provide a statement from the examiner that you are free of symptoms of pulmonary disease and a chest x-ray report read by a radiologist. Also, students must complete a 5-panel drug screen. Lastly, you and the examiner are required to read and sign the *Physical Demands* that appear on the back side of the Health Record.

After the form has been received and verified, it is recommended that the student retain a copy of the form, 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 the 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. 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.



Uniforms

Students will wear the prescribed uniforms for their enrolled program. It is expected that all students positively represent themselves by wearing proper attire, maintaining good hygiene and a positive attitude. Consult your respective program policies and procedures for the specific uniform and supplies required. These necessary resources are for sale in the campus bookstore. **Students are expected to wear the MDC identification badge at all times, when participating in any College related activities on or off campus.**



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 the infected. Course work in any of the Health Sciences programs will require exposure of 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.

The current federal (CDC, OSHA) and state regulations will apply with regard to testing, disclosure, control and exposure. The HIV positive student may consult with the Medical Center Campus representative of Access Services for information or assistance in dealing with specific needs. Individuals with HIV infection are ***not required to report their status to the School of Health Sciences.***

Insurance

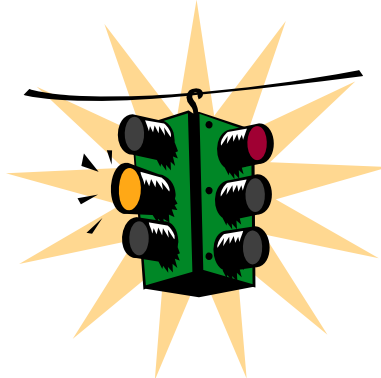
All students are encouraged to carry additional health insurance to cover your health care needs. Information about low cost student plans is available in the Student Life Office.

Health Science students enrolled in clinical and/or laboratory courses will pay an insurance fee once per academic year. This fee covers the cost of malpractice and medical accident insurance. These will limit your costs in the event of an accident while you are engaged in clinical and/or laboratory practice. The medical accident insurance will cover the cost of, but not limited to, treatment for exposure to blood and body fluids. Any such exposure must be reported immediately to the assigned faculty member. Further information regarding this policy is provided on pages 25-26 on this manual.

Safety

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 school may result in the student being asked to leave the site. This action is considered serious and may result in additional outcomes up to and including program withdrawal.

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. Written reports describing the incident at both the site and the College will be required.



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). However, *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.*

The program faculty are responsible for identifying students who appear to be chemically impaired. 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 Handbook***. A student who has been identified as chemically impaired and has been dismissed from a program may petition for reinstatement through the Dean of Health Sciences.



**MIAMI DADE COLLEGE
MEDICAL CENTER CAMPUS**

**ACCIDENT INSURANCE COVERAGE INFORMATION
FOR STUDENTS**

Students in the Nursing and Health Sciences Programs have Accident Insurance Coverage through the Florida Community Colleges Risk Management Consortium. The Certificate of Insurance is issued by Hartford Life and Accident Insurance Company. The annual cost of \$10.50 is collected as a special fee the first time you enroll in a laboratory or clinical course. The maximum accident medical expense benefit of \$15,000 will cover treatment for such accidents 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 file a claim form requesting reimbursement by Hartford Life and Accident Insurance.**

The Certificate of Insurance from Hartford Life and Accident Insurance Company includes the following information:

POLICY NO: 21 SR 280484

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

INSURED PERSON: You are an Insured Person under the policy if you are a registered student in the Policyholder's Health Sciences course(s). These include all nursing, allied health, physician assistant, and continuing education courses offered by the Medical Center Campus.

COVERED ACTIVITIES: You are covered during the policy period while you are participating in the Health Sciences course(s) or clinical training sponsored by the policy holder and on the premises designated and supervised by the policyholder; or while on the 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.

WHAT TO DO IF YOU NEED TO FILE A CLAIM

If you require treatment for exposure or injury during clinical training and incur reimbursable medical expenses, obtain a **Claim Form** from the Assistant to the Dean or the Secretary in room 1302 at the Medical Center Campus.

In order 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 in room 1153 at the Medical Center Campus. The report at the Medical Center Campus can be done in person or by phone @ 305-237-4100 and must be done **as soon as possible**.
- 2) Take a copy of the Accident-Incident Report filed in the Public Safety Office to room 1302.
- 3) Pick up a Hartford Life Claim Form and an envelope in which to mail the completed form to Fringe Benefits Coordinators, Inc. **Insurance claims must be filed within 90 days of your accident-incident.**
- 4) Section one of the claim form should be completed by your supervisor (usually a faculty member) from the Medical Center Campus and signed off by the appropriate administrative representative of the Medical Center Campus. Questions should be directed to the Assistant to the Dean for Academic Affairs.
- 5) Section two of the claim form should be completed by the Claimant - that is you.
- 6) Section three should be completed by the attending physician **unless you have an itemized bill to attach to the claim form. *Itemized* means that procedure codes are included on the statement/bill.** In this case, section three is not required to be completed. Claims cannot be processed without procedure codes.
- 7) Make a copy of your claim form for your records and mail the original **within 90 days** of your accident-incident to:

FRINGE BENEFITS COORDINATORS, INC.
1239 N.W. 10TH AVENUE
GAINESVILLE, FL. 32601

Please direct questions to your faculty member, Department Chairperson, or Assistant to the Academic Dean, at 305-237-4448 (room 1302).

Hartford.info.doc
4/22/04

**Miami Dade College
Release/Consent Form**

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

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

Signature

Date

Address

Telephone # _____

E-mail 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 Confidentiality Statement may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

Dated this _____ day of _____ 20____.

Print Student Name

Student Signature

Student Number

Witness

8/22/03

**MIAMI DADE COLLEGE
MEDICAL CENTER CAMPUS
SCHOOL OF HEALTH SCIENCES**

SIGNATURE PAGE

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 confidentiality of information.

Print Name: _____

Signature: _____

Date: _____

If this manual is misplaced, it is the student's responsibility to request an additional copy from the program coordinator or department chairperson.

**MIAMI DADE COLLEGE
MEDICAL CENTER CAMPUS**

**CRIMINAL HISTORY INFORMATION CHECKS REQUIRED FOR
MEDICAL CENTER 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 of Accreditation of Healthcare Organizations (JCAHO), a healthcare accreditation entity, also requires healthcare facilities to conduct background screenings on employees, students, and volunteers in accordance with state law and regulation and/or the internal procedures of the healthcare 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 healthcare professions.

Many of the College's healthcare 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 healthcare 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 their participation 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 School of Justice at Miami Dade College, students should do the following:

- 1) Schedule an appointment with the School of Justice by going to <http://myappt.mymdc.net> (no period at the end). Print a confirmation of your appointment and **please keep this appointment**. At this site you will also be provided with a form, “Bursar's Authorization to Collect Fee for Fingerprint and Background Check.”
 - This site is down periodically so new appointment times can be added for selection. This is the only way to schedule an appointment. Do **NOT** call the School of Justice to make or change appointments; if you have a problem, consult with your faculty member or Chair.
 - If you are an international student who does not have a current visa and photo identification, please consult with the Registrar on the Medical Center Campus **before** you make an appointment for background screening.
- 2) Pay the processing fee of \$46 (\$57 for adjunct faculty) by going to the Bursars Office on any Campus. Students must present 3 copies of the

Bursar's Authorization form mentioned above and can pay by cash, credit card, check or money order.

- 3) With one copy of the Bursar's Authorization form, a printed receipt from the Bursar's Office, and **photo identification (driver's license, passport, etc.)** go to Miami Dade College School of Justice on the North Campus (room 8354, building 8 on Lake Road), 11380 N.W. 27th Ave., Miami, for your scheduled appointment. Please be prompt.

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 healthcare agencies in the event that this becomes necessary for the clinical placement of the student. **Failure to obtain a level 2 criminal background screening and to sign the 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 Dean of Student and Administrative Services and the Dean of Health Sciences will be scheduled by the College. The industry standard for employment in the healthcare profession will be used as a guide in determining whether a student may participate in a Medical Center 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 of any arrests, regardless of adjudication, that occur while enrolled in a Medical Center 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 him/her from program admission, the student will be dismissed from the program.

6/8/05

Fingerprinting and Background Checks

Fingerprinting is done by appointment only. To get an appointment date and time, log onto

<http://myappt.mymdc.net>

All fingerprint/background fees must be prepaid.

Payment can be made at any MDC campus Bursar's office. Please bring the attached form (pages 32 and 33 of this packet) to the Bursar.

When you arrive for your appointment please be sure to have the following with you:

1. Current and valid driver's license or U.S. Passport.
2. Your receipt for payment of fingerprint/background fee.

Any missed appointments may result in a financial penalty. Failure to bring valid identification and proper receipts will result in the student being turned away and not processed.

Miami Dade College
School of Justice

Bursar's Authorization to Collect Fee for
Fingerprint and Background Check
Account 32303803 N30381 10 46627

Date: _____

Name: _____

Miami Dade College Identification Number: _____

I understand that this fee must be paid prior to my fingerprint/background check. Fee is non-refundable and non-transferable and may be paid via cash, money order, check or credit card. The payment of this fee may be made at any Miami Dade College Campus Bursar's office. Failure to keep scheduled appointments may result in a financial penalty.

Signature: _____

Payment to be made at Miami Dade College Bursar's Office

_____ **\$46.00 for students**

_____ **\$57.00 for adjunct/part-time instructor**

_____ **\$57.00 for prospective employees/applicants**

_____ **\$52.00 for all security licenses**

Cash receipt # _____

Cashier: _____

**MIAMI DADE COLLEGE
MEDICAL CENTER CAMPUS**

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 Center Campus of Miami Dade College.

I have been informed that many healthcare 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, that 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, I may not be permitted to continue in the Medical Center 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 Center Campus program.

Name: _____

Date of birth: _____ Student Number: _____

Medical Center Campus Program _____

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 of state or country:

Signature/Print Name