



**Indian River
State College**

Healthcare Management Student Handbook

Powered by

The School of Health and Human Sciences

PREFACE

The Health and Human Science student is subject to the guidelines and regulations presented in this handbook as well as the policies in the Indian River State College Online Student Handbook.

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Dean of Northwest Center,*

Equity Officer/Title IX Coordinator

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PART I
STATEMENT OF PURPOSE

Health Services/Healthcare Management Program Purpose Statement

The Health and Human Sciences Division supports the mission of Indian River State College and commits to:

- Creating a superior teaching and learning environment
- Cultivating studentsuccess
- Embracing diversity
- Stimulating economicgrowth
- Developing a highly-skilledworkforce
- Building partnerships to expand opportunities
- Providing cultural enrichment and lifelong learning

The Health Services and Healthcare Management Programs prepare students to function effectively as members of the healthcare team through a state-of-the-art curriculum based on a national gold standard in the discipline.

The American College of Healthcare Executives (ACHE) holds five core competencies as essential: communication, leadership, professionalism, knowledge of the healthcare environment, and business proficiencies. These competencies are integrated throughout the curriculum classes, assessments, and co-curricular activities. Students enhance professional development through competency-focused experiences throughout their course of study, which constitute the program learning outcomes as follows:

Program Learning Outcomes

Communication and Relationship Management	Leadership	Professionalism	Knowledge of the Healthcare Environment	Business Skills and Knowledge
Demonstrate written and interpersonal communication and critical thinking skills as an entry level member of the Healthcare team.	Perform assigned tasks with personal accountability and professional responsibility.	Describe characteristics, skill-sets attitudes and values necessary for positions of responsibility in a variety of Healthcare settings.	Define healthcare systems and the environment in which healthcare manager's function.	Apply business principles, including systems thinking, to the healthcare environment.

Dress Code

Students in the online programs: A.S. Degree in Health Services management and B.S. in Healthcare Management will **NOT** be required to wear a uniform.

Indian River State College is a Tobacco-Free and Smoke-Free Campus

Indian River State College District Board of Trustees prohibit smoking and the use of smokeless tobacco products in all facilities and areas owned and/or leased by the College. All members of the College Community which include all employees, students, guests, and members of the public are required to adhere to this policy.

Tobacco Products includes all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco including but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products.

Indian River State College Online

Our Programs are completely online.

Open Educational Resources

Our program uses open educational resources (OERs), which saves money on purchase of textbooks, and allows our faculty to access the most cutting-edge educational resources.

PART II

GUIDED PATHWAYS

The Associate Degree in Health Service Management consist of 60 credit hours. Students are encouraged to work closely with their Advisors to chart a pathway for completion of the program within two years.

Students who have earned an A.A. Degree, or a preferred Associate of Science Degree, with a 2.5 grade point average can apply for the Bachelor of Science Degree in Healthcare Management.

The online B.S. Degree is an additional 36 core Healthcare Management credit hours beyond earning an A.A. or A.S. Degree, and includes a 6-credit hour Capstone course, HSA 4922.

Capstone

HSA 4922/Capstone, is an online course and integrates the knowledge, skills and abilities learned throughout the Healthcare management program through competency self-assessments, and completion of an asynchronous cohort collaborative project. The course is intended to strengthen and synthesize skills related to healthcare trends, research, leadership, policy, communication, quality improvement, competencies, human resources, marketing law, and financial management.

HAS 4922 Capstone Project in Healthcare Management is a 6-credit course and requires permission of the Program Director to register and must be taken in the final semester only of the B.S. Degree in the Healthcare Management program.

All general education, electives, state-mandated pre-requisites, and program core classes must be completed **prior** to the Capstone semester.

PART III

REGULATIONS AND INFORMATION

Admission to the Health and Human Sciences program

Individuals interested in a health and Human Sciences program can obtain information on the application procedure from www.irsc.edu. The Health and Human Sciences Program Admission Booklets are published on the Indian River State College website for each program. The booklet contains details on the criteria for admission, and the application processes. Individual advisement is available at all campuses. Falsification of information in the application process may result in rejection or invalidation of the application.

Core Performance Standards for Admission and Progression

For admission to the Healthcare Management program, students are required to have and maintain at least a 2.5 grade point average. Students need to be aware that for progression and completion of a health science program, the faculty will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. All healthcare agencies reserve the right to refuse any student without reason.

Academic Integrity and Professional Conduct

Academic integrity and professional conduct are vital in the college environment. Certain behavior is required at all times. Students should review the Student Standards of Conduct found in the Indian River State College Student Handbook available on the Indian River State College website. Faculty and staff have the responsibility to counsel any student they have observed violating academic integrity or exhibiting unprofessional conduct.

- First occurrence—Any unprofessional conduct will be explained to the student and a counseling form written and remediation will be required.
- Second occurrence—Any unprofessional conduct will again be explained, a counseling form written, the student will be placed on probation and the student will be required to discuss these occurrences with the Department Chair or a College Health and Human Sciences administrator, and remediation will be required.
- Third occurrence—For any unprofessional conduct that occurs for a third time, the student will be permanently dismissed from the program. Students at Indian River State College must conduct themselves in an honest and honorable manner. Any student found guilty of cheating or plagiarism will receive an "F" for the course and disciplinary action up to and including expulsion from the Health and Human Science program.

Statement of Ethics

Upon entering Indian River State College, each student inherently agrees to accept the responsibility and trust granted to the healthcare profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Protected Health Information (PHI)

PHI is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium—whether spoken, written or electronically stored—including videos, photographs and x-rays.

Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality healthcare. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with an intent for personal gain, the penalty can be as high as a \$250,000 fine and 10-year imprisonment.

Confidentiality

Students will not under any circumstances discuss any client, hospital or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other Indian River State College faculty or department director supervision. It is illegal for students to photocopy, print or electronically transmit any part of the client's chart computerized record. If at any time a student has a concern regarding an occurrence in the healthcare setting, the student is to discuss the concerns with the Indian River State College faculty. Healthcare agencies may require students to sign an agency confidentiality agreement prior to any experience in that facility.

PDAs and any other technical equipment, except for laptop computers, are to be turned off and kept in a purse or bag under the student's desk. Cell phones are to be set on silent or vibrate during the class period. Audio recording devices may be used in the classrooms only with the instructor's permission. Under no circumstances are visual recording devices or cameras to be used in the classroom or healthcare setting. Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the health science program and possible legal proceedings.

Class Lecture Recordings

Audio recording devices may be used for classroom lecture for personal educational use only.

A class lecture recording may not be published without the written consent of the instructor.

Under no circumstances are recordings, visual devices, and/or cameras to be used in the classroom or clinical setting. This includes the following:

- class discussions,
- laboratory sessions,
- student presentations (individual or group),
- academic exercises involving student participation,
- case studies, clinical scenarios, and presentations that involve patient histories and other types of protected health information,
- tests or examinations administrations,

- student who has not consented to being recorded,
- Faculty member who not consented to being record (other than class lecture for educational use),
- private conversations between students in the class, and
- private conversations between a student and a faculty member.

Email/Contact Information

All students are required to maintain an Indian River State College RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a spelling and a signature. The student is required to notify the Health and Human Sciences Division office and the College of any change in contactinformation.

AI (Artificial Intelligence)

Your original work, viewpoints, and application of critical thinking skills are required to complete your assignments in the program. Submitting AI-generated work, especially non-existent resources and references is unethical. **Student will not receive credit for AI-generated work.**