



Healthcare Programs Policies & Procedures Handbook

**Students are expected to follow the general rules and regulations of the College as written in the College's Student Handbook.*

**Student Handbooks constitute Student Policy and are revised as needed at the discretion of the Healthcare Program Manager*



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ATTENDANCE POLICY:

Attendance and punctuality are expected of all students. Students are responsible for attending all classroom, laboratory, and clinical sessions. All Corporate and Workforce Development (CWD) Healthcare students must maintain a 90% attendance rate and must meet the necessary clinical hours for successful completion of all courses/programs. FDTC recognizes that students are adults with many responsibilities, so an occasional absence might be necessary, however, such absences in no way lessen the student's responsibility for meeting the requirements of the program. Excused absences will not be granted for any CWD Healthcare course; therefore, students are urged to reserve their absences for emergencies. Students are expected to initiate conferences with the instructor as needed and notify their instructor of any absences. Students are responsible for all material covered that was missed during an absence or tardy period and should receive approval from the instructor on any assignment makeup. Instructors are not responsible for re-teaching material students miss when they are absent. The attendance policy will be strictly enforced.

Absences are counted from the first official meeting of the class regardless of when the student registers for, or enters, the class.

Absences and tardiness greater than 10% of the classroom/lab/clinical training will result in an automatic withdrawal from the course/program.

CWD FUNDING POLICIES:

No Shows:

- Any students who register for a Healthcare course utilizing SCWINS funds are required to attend by the second meeting date. Students will receive a notice via email after their first missed class, and if they do not show by the second meeting date, they will be removed from the course and funding will be released.
- Students who do not attend the scheduled class that they registered for using SCWINS funding, will be ineligible to register for another class with SCWINS funding for a period of one year.

Unsuccessful Completion of class:

- Students who are unsuccessful (receive "U" grade) in completing the class that was funded by SCWINS will be ineligible to register for another SCWINS funded class for a period of six months.

Not Completing class:

- Students who do not complete training due to attendance policy ("W" grade) when using SCWINS funding will be ineligible to register for another SCWINS funded class for a period of one year.

Repeat Classes:

- Students who successfully complete a class (receive "S" grade) with SCWINS funding cannot retake the same class at a later time with SCWINS funding.

TARDINESS:

Class and Clinical

All students are expected to be on time for all classes and clinical sessions. Class and clinical times/locations are subject to change; however, students will be informed of any changes in advance so they can prepare accordingly. A student will be considered tardy if he/she arrives after the official class and/or clinical starting time. Any time that a student misses will be counted against them. Students are expected to remain in the class/clinical for the entire scheduled time. Students should be prepared to explain their tardiness to their instructor after class, or prior to class if they intend to leave early or arrive late. Time missed will still be counted against students.

The instructor will have the student sign an "Acknowledgement of Attendance" form with the documented hours they have missed should they near the maximum number of hours allotted for the course. This document will serve as the students' warning prior to dismissal from the course for failure to meet the required hours.

TEST MAKE-UP POLICY:

Make-up of scheduled tests will be allowed ONLY in cases of emergency. The instructor must be notified prior to the test or documentation of inability to notify the instructor must be presented after the fact. The instructor will require an appropriate doctor's excuse or extenuating circumstance must be noted. Failure to do so will mean a test grade of zero (0). Students will be prepared to take the missed test on the first day back in class. The instructor reserves the right to substitute tests.

CLINICAL

Students MUST notify their instructor prior to clinical of an absence and/or tardy arrival. In the event of a clinical absence, the student must provide a doctor's excuse, death notice, et., indicating unusual circumstances that would justify the absence or tardiness. If a student misses clinical and exceeds their absences limit/and or doesn't meet their minimum required clinical hours, the student will be dismissed from the course.

NO CALL/NO SHOW:

Failing to call and failing to show up for scheduled clinical is considered automatic dismissal from the course/program. If a student is unable to contact the instructor due to a severe emergency (accident, immediate family death, etc.), the Program Manager and instructor will review the circumstances and determine if the student is allowed to continue in the course based on the documentation that is submitted.

PROFESSIONAL APPEARANCE AND DRESS CODE:

Personal appearance of all Healthcare students is important. All Healthcare students (except fully virtual students) are required to wear 2 pc. scrub uniforms in the designated color assigned for their course for all classes/clinical sessions. Students are additionally required to meet the standard professional appearance and dress code for all classes/clinical sessions. The instructor may dismiss a student who is not adhering to this policy after the first day. The dismissal would be counted as an unexcused absence for the day.

The acceptable standards for students are defined below:

Hygiene:

Body cleanliness is mandatory with adequate bathing. Body and clothing must be free of offensive odors. Oral hygiene is required and must not be offensive. Use of scented products is not allowed.

Cosmetic:

Cosmetics must be simple and professional.

Jewelry:

All students are prohibited from wearing jewelry that interferes with his/her job or presents safety hazards. Jewelry must be tastefully minimized and appropriate for professional attire. **No** hoops, loops, or long, dangling earrings allowed. No anklets, bracelets, or necklaces will be worn. **ABSOLUTELY NO VISIBLE BODY/ FACIAL PIERCINGS OR ACCESSORIES ALLOWED** (including nose, tongue, and/or lip rings or piercings).

****CNA students must have a second-hand watch for clinical sessions (no digital watches allowed)**

Tattoos:

Tattoos must **not** be visible – they must be covered.

Fingernails:

Nails must be clean, without hangnails, and may not extend beyond the fingertips. No decorative extensions or appliques, acrylic nails, or fake nails allowed. No fingernail polish is allowed.

Hair:

Hair must be clean, off the face and shoulders, and without bows, ornamental clips, or ribbons. Hair must be off the collar and controlled. Hair must be well groomed and without odors, oiliness, or heavily flaking dandruff. Ponytails may not fall to the face or flop around. Simple barrettes and ties may be used. Sideburns should be no longer than the tip of the earlobe. Hair, mustaches, and beards must be conservatively styled, neatly trimmed, and well groomed.

Socks:

Clean hose, knee-highs, or socks are required during clinical. No footies.

Shoes:

Shoes must be clean. Shoelaces must be clean and always tied. Shoes must be closed-toe, closed-heel, and leather style – No Crocs with openings, no canvas, or cloth style shoes. Athletic shoes without an insignia or colored markings are permissible. Sandals may NOT be worn. No high heels allowed.

Undergarments:

Appropriate undergarments are to be worn under all clothing. Undergarments are not to be visible through clothing, should be non-revealing, and in good repair.

Uniforms:

Students must purchase their scrub uniforms prior to the start of class and wear them each day. It is the student's responsibility to keep these clean.

Uniforms must be clean, in good repair, and neatly pressed at all times, with no stains, odors, or wrinkles. Pants must fit properly and be ankle length.

Students must always wear their clinical facility or Florence-Darlington Technical College photo/name badge during clinical.

A BLACK PEN IS TO BE AVAILABLE AT ALL TIMES.

PHYSICAL EXAMINATION AND IMMUNIZATIONS:

All students who participate in clinical will be required to have a Tuberculin Skin Test (PPD) screening. CNA students are required to have a 2-Step PPD and all other students (EKG, Sterile Processing students) must complete a 1-Step PPD. Students with a previous positive history of TB may provide an updated chest x-ray result to find him/her free from communicable diseases, show no physical defects which would prevent him/her from performance under normal circumstances, and not suffer from any condition that would be detrimental to the health and welfare of his/her associates. A negative TB screening is required to move forward to clinical.

PPD screenings are typically ordered at least 30 days prior to the start of clinical, however, screenings may be ordered earlier depending on the clinical facility.

Students who must participate in clinical must also complete a drug screening. Drug screenings are typically ordered at the same time as PPD's, as part of the clinical facility requirements. Instructions will be provided on when and where students will complete screening. A negative screening result is required for students to move forward with clinical.

A copy of the student's immunization record is required for all healthcare students participating in clinical. Immunization records must include two doses of MMR, two doses of Varicella (unless chicken pox disease is documented), and three Hepatitis B vaccinations. Updated titers from a healthcare facility are accepted as well. MMR stands for Measles, Mumps, and Rubella (German Measles). Varicella is chicken pox. If the student does not have a copy of their immunization record, they will need to provide a copy of their Titters.

An MMR or Varicella Titer is a blood test that determines if the student is immune to Measles, Mumps, Rubella, and Varicella. It measures the antibody levels to get a sense of whether the immune system has the capability to respond to an infection with one of these diseases. It generally takes 24-72 business hours after your specimen has been collected to determine results.

The first dose of MMR and Varicella is given between 12 and 15 months of age. The second can be given 4 weeks later, but it is usually given prior to beginning school, ages 4-6 years.

***If you were born in 1957 or after, and do not have a record of being vaccinated, you need to talk to your healthcare provider. Again, if you do not have a copy of your immunization record, you will need to have your Titters drawn. If vaccination is required, your healthcare provider will be able to answer any questions and discuss this with you.**

PLEASE NOTE: All results from screenings and records provided will be shared with the clinical facility in which the student will be attending. Students may be required to screen again for drug and background depending on the clinical facility requirements.

Some facilities may require additional vaccinations such as Tdap, Flu, etc. The facility holds the ultimate decision-making authority regarding whether a student is permitted to participate in clinical activities at their site based on the documentation (background check, PPD results, immunization record, drug screening results) provided to them.

CRIMINAL BACKGROUND INVESTIGATION AWARENESS POLICY:

All Healthcare students who participate in clinical must have a criminal background check completed prior to registering for any courses. Background check results must be clear and/or approved by the facility for the student to participate in clinical activities at their site. Any conviction will be reviewed by the college and facility site. If the decision is that the student is not able to participate in clinical, the student will not be able to register for the course.

Students are required to report any arrests or charges they receive after their initial background screening to the Healthcare Program Manager within 24 hours of the offense occurring. Depending on the charges, the student may be dismissed from the program. Convictions may also prevent employment in certain healthcare occupations.

A new background screening may be required prior to the student beginning clinical, and at any time during the program.

GRADING POLICY:

Students must achieve a 75% average in classroom theory and perform all skills satisfactorily in the lab setting prior to going to clinical. Theory will be graded based on what is detailed in each syllabus for all healthcare courses. Each student must maintain a satisfactory grade in the classroom and a satisfactory clinical performance to achieve a satisfactory grade for the course.

Grading Scale:

- Satisfactory (S) = Classroom grade of 75 – 100%, pass skills, and meets attendance requirements
- Unsatisfactory (U) = meets attendance requirements, 74% or below grade, and/or failed skills
- Withdrawn (W) = student stops attending or withdraws after second day of class or does not meet attendance requirements

MECHANICAL LIFT OPERATION POLICY:

Healthcare students are NOT allowed to operate any mechanical lift. They may observe the facility employee only. Instructors may operate equipment; however, the facility's policy will always be followed in the use of these lifts and transfer procedures. Any violation of this policy will be sufficient grounds for immediate dismissal from this course.

ACCIDENTS:

Any classroom/clinical related incident must be reported to the instructor and the Healthcare Program Manager immediately. Instructors are equally responsible for notifying the Program Manager and any other authorized personnel of any incidents. Should the incident involve a student, the Instructor and Program Manager will work with the student to have the incident reported to the appropriate personnel and ensure that the student and/or involved parties receive the proper care if needed.

INCLEMENT WEATHER POLICY:

Classes may be canceled due to ice, snow, or other hazardous weather conditions. Announcements of cancellations will be publicized on all participating social media platforms and additionally students will receive notification via their FDTC email account. Instructors will additionally notify students of schedule changes. Cancellations will be made in the interests of the students' safety. Public school closings have no effect on the closing of the college. If the completion of the instruction is affected, classes may be rescheduled for make-up time outside of normal hours of instruction. Class hours will follow the college delays and/or cancellations as publicized. Report to class according to the college delay schedule. Please ensure that any decision to attend class/clinical is made with careful consideration of your personal safety and the environment around us. If there are any imminent risks or concerns, address them with your instructor immediately before attempting to attend.

PREGNANT/RECUPERATION PERIOD Following Illness, Injury, or Medical Treatment:

Pregnant students must bring a written statement from their obstetrician at registration, before clinical, as to their ability to perform all expected duties/ functions, fully, safely, and without jeopardizing the health or wellbeing of the student, fetus, or client. An individual statement that the pregnant student will take responsibility for her safety may be added depending on the clinical setting. In order to resume her activities before the usual six-week period after delivery, the student must bring a written release from her doctor.

Students undergoing any treatment or procedure requiring a recuperation period must bring a written release from their healthcare provider stating the date when they may safely resume both classroom and clinical activities.

CONFIDENTIALITY POLICY:

Each facility, its employees, and students are charged with the responsibility of protecting patients and personnel from any unauthorized invasion of the individual's right to privacy. As a student, you are exposed to confidential information about patients, facility operations, employees, and each other. Such information concerning any patient, facility business, employee, or student should be held in the strictest confidence and never discussed with anyone, whether inside or outside the facility or school, except in the discharge of professional duties concerned with the care and treatment of your assigned patients only. You must never disclose or release confidential patient or facility business information in a manner that violates the privacy rights of a patient or facility. Any violation of this confidential trust will be sufficient grounds for immediate dismissal from this course. A confidentiality form will be signed and copies given to each clinical facility.

CHILDREN ON CAMPUS:

Children are welcome on campus when they are enrolled in personal interest classes, attending special events, or when they are using the library; however, students WILL NOT be allowed to have children accompany them to class. If a child is on campus (or left in a waiting area), the parent will be asked to leave the classroom and take the child home. Dismissal will count as an unexcused absence.

CLEANLINESS AND RESPECT:

All students, faculty, and staff are responsible for keeping the college campus clean. Carelessness and willful littering will not be condoned. Students will use the disposal containers (trash cans) in the hall, shops, and classrooms.

Smoking and/or vaping is not allowed in buildings, classrooms, clinical areas, or the library. Additionally, smoking is not permitted during online classes.

Students should come to class without impairment due to the consumption of any drugs or alcohol.

Students are required and expected to report to their class/clinical in appropriate mental and physical condition to meet the requirements and expectations of their respective roles. Failure to comply will result in dismissal from the course.

Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be subject to disciplinary action.

CONDUCT AND DISCIPLINE:

Students enrolled at FDTC are considered to be responsible persons and expected to conduct themselves as adults. Enrollment indicated the student's willingness to always abide by the accepted principles of good behavior and decency. The college reserves the right to dismiss a student for misconduct or violation of student regulations. A student dismissed for infraction of student regulations is not entitled to honorable withdrawal privileges. See the Student Code for further details on discipline and grievance procedures. Student rights, responsibilities, and procedures are outlined in the Student Handbook. Students are encouraged to obtain a copy of the Student Code from the Office of Student Services and familiarize themselves with the rules, regulations, and procedures of the South Carolina Technical College System.

ELECTRONIC COMMUNICATION DEVICES:

The use of cell phones, beepers, headphones, ear pods/buds, watch alarms, and other electronic communication devices in the classroom/clinical setting is prohibited. If an extenuating circumstance arises when such a device is required, the student should clear the device with the instructor in advance. Class/Clinical time missed to answer calls will be counted against attendance.

Students must leave their cell phones, etc. in their vehicles or give them to the instructor while at clinical. Students are welcome to access their phones on instructor assigned breaks.

EMERGENCY-SAFETY EVACUATION:

Assume that when the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked EXIT to evacuate the building.

INTEGRITY:

Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism. Mutual respect and academic honesty are expected of all students. Any student caught cheating will be dismissed from the program immediately.

PROFESSIONAL CODE OF CONDUCT:

Remember that first impressions are lasting impressions. Students are responsible for the following:

- Academic Integrity
- Professionalism
- An atmosphere of mutual respect on campus, in the classroom, and in the clinical areas.
- Maintaining a harmonious, cooperative relationship with other students and staff members.
- Communicating in a medically professional manner and treating clients/residents professionally and respectfully.
- Maintaining confidentiality.
- Refraining from using profanity and gossiping.
- Utilizing break room areas only for eating and drinking during class and clinical
- Appropriate behaviors and tones
- Responsible for course preparation and participation
- Not loitering around the facility prior to or after hours.
- Following all Facility/Employee Code of Conduct and Disciplinary Policies and Procedures as outlined by each facility
- Following Facility Resident Rights policies and procedures
- Strict adherence to Healthcare Handbook guidelines

PLEASE NOTE:

Violation of Healthcare Program requirements may result in dismissal from the program. This includes in-person, hybrid, and online classes/programs.

Instructors may dismiss any student from class/clinical, who is not adhering to policies. This dismissal would be counted as an unexcused absence for the day. This includes hybrid and online classes.

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