

NorthWest Arkansas Community College



Division of Health Professions

STUDENT HANDBOOK

FOR STUDENTS AND FACULTY

Table of Contents

Introduction-----	4
Student Conduct Policy -----	5
Required Criminal Background Checks and Drug Screening -----	7
Academic Failure-----	8
Readmission to the Program-----	9
Academic Appeals -----	9
Emergency Building Evacuation Procedures-----	10
Infection Control Policy -----	11
Immunization and Hepatitis Policy-----	13
Hepatitis Vaccine Waiver -----	13
Confidentiality Policy -----	14
CPR Policy-----	14
Health Status -----	14
Personal Injury Waiver Policy-----	14
Incident Report Policy-----	15
OSHA & HIPAA Requirements Policy -----	15
Substance Abuse Policy and Procedures-----	15
Health Care Affiliates Policies -----	18

Table of Contents cont'd

Dress Code Policy-----	19
Liability Insurance Policy -----	20
Fees Policy -----	20
Inclement Weather Policy -----	20
Students with Disabilities -----	20
Field Trip -----	21
Program Waivers-----	21
Student Conference/Incident Form -----	22
Personal Injury Waiver Policy and Form -----	23
OSHA & HIPAA Requirements Policy and Form -----	24
Hepatitis Vaccine Waiver and Form -----	25
Substance Abuse Compliance Contract-----	26
NWACC Consent Form -----	27
Field Trip Form -----	28
Health Professions Student Handbook Form -----	29

Introduction

This handbook has been prepared to assist CNA/PCA+, Dental Assisting, EMT, Fire Science, Health Information Management, Nursing, Paramedic, Physical Therapist Assistant, and Respiratory Therapist students in the progression through their chosen program. Thorough understanding of the curriculum, policies, and standards is essential in obtaining success in the program. It is the student's responsibility to become knowledgeable of and abide by the contents of this handbook.

Students should also read the individual program handbook specific to their chosen discipline, the Division Student Handbook and the current college catalog for pertinent information.

This handbook is reviewed and revised annually by the Health Professions Division faculty.

Each program has their own individual program policies; the most stringent policy will take precedence.

NOTE TO STUDENTS: You will need to read this handbook, complete the forms at the end of the handbook and turn them in to the Program Director or your instructor by the end of the first week of class. **Students will not be allowed to continue in the program until all forms are completed and submitted.**

STUDENT CONDUCT POLICY

In addition to the policies affecting students in the current NWACC catalog, students must also act in a professional and safe manner when engaged in activities on and off campus including all affiliate sites. The student is to be aware that they are representing their chosen profession at all times, and that they are governed by appropriate practice acts and ethical standards. Students engaging in unprofessional behavior or unsafe behavior are subject to disciplinary action and/or dismissal from the Health Profession program including ineligibility to reapply contingent on due process per procedure as outlined in this policy.

Professional Behavior is defined as those behaviors which encompass legal and ethical actions including but not limited to:

1. Acting in a responsible manner
2. Being truthful in written and verbal communications
3. Treating all individuals with respect and dignity
4. Adhering to confidentiality policy
5. Abiding by policy and procedures outlined in the Health Profession Student Handbook, NWACC College Catalog, the NWACC Student College Handbook, Program Specific Policy and Procedure Manual, Emergency Manual and the policies of the affiliate health care facilities
6. Adhering to high ethical standards and following the ethical standards for the individual programs
7. Adhering to legal standards including following the state law/practice act and rules and regulations for the individual programs
8. Acting in a dependable manner including being on time and fulfilling assigned duties
9. Presenting oneself in an appropriate manner including dress, language and demeanor
10. Demonstrating initiative and motivation within the legal and ethical boundaries
11. Demonstrating empathy including the ability to listen, understand, share and be sensitive to another's perceptions of the situation
12. Work in cooperation with other students, patients, and healthcare members and
13. Follow appropriate supervisory process including following the chain of command, and giving and receiving constructive feedback
14. Cell Phones/Electronic Smart Devices – Using cell phones in the classroom can be distracting to both the instructor and to other students. Therefore, the following policies are in place:
 - a) Cell phones/electronic smart devices are to be turned to silence mode during classroom activities. Cell phone/electronic smart device applications such as calculator and specialty programs may be used during laboratory and clinical sessions at the discretion of the instructor.
 - b) Use of cell phones/electronic smart devices in the clinical settings may be prohibited.
 - c) The use of cell phone/electronic smart devices for any reason during an examination will result in the student receiving a zero for that test and the student will be asked to leave the classroom until the next class break.

Unsafe behavior is defined as:

- ◆ Any behavior that does or has the potential to cause injury or death, to lengthen the hospital stay, or prolong the recovery process of the patient
- ◆ Inappropriate or harmful behaviors with a deceased patient
- ◆ Actions that may cause injury or death to any coworker, fellow student or bystander
- ◆ Anything that a student may do to cause a risk of potential harm to himself or herself

Unsafe behavior includes but is not limited to:

1. Being unprepared for patient care
2. Not knowing the patients current condition
3. Prior to performing, using equipment with which the student has not been trained
4. Prior to administration, not knowing the actions, side-effects or dosage of medications
5. Prior to performing, not knowing the indications, contraindications or hazards for procedures or treatments
6. Not following approved therapeutic procedures or protocols
7. Telling untruths
8. Placing or leaving a patient in an unsafe situation
9. Failing to report changes in the patient's condition
10. Failing to report any patient error
11. Failing to report medication administration errors
12. Inaccurate or false documentation
13. Performing inappropriate or non-prescribed treatment
14. Withholding patient information
15. Performing any discipline related activity that endangers another individual or self
16. Performing any function outside scope of practice
17. Performing an advanced procedure without direct supervision
18. Substance abuse in the classroom and/or clinical setting.
19. Impairment for any reason, including lack of sleep or the use of prescribed or over the counter medications
20. Assuming inappropriate independence in actions or decisions
21. Assuming inappropriate level of independence when performing a procedure for which the student is inadequately prepared or unsure how to proceed

At any time during clinical or lab experience when an unsafe behavior occurs or the student makes an error, that student must report immediately to the clinical or lab instructor so that corrective measures may be made. Notification of the NWACC Health Professions Faculty/Clinical Coordinator /ACCE is to occur per program policy.

Disciplinary Procedure:

Upon observation or notification of unprofessional or unsafe behaviors, the following activities will occur:

1. Investigation and initiation of the disciplinary procedure
2. The student will be suspended from clinical experiences during the investigation and disciplinary process.
3. If an unprofessional or unsafe behavior is determined, the student will receive disciplinary actions including up to dismissal from the program and ineligibility for readmission.
4. Please refer to the Student Handbook Section of the NWACC College Catalog for the Academic Complaint and Grievance Procedure to begin the appeals process.

Unprofessional Behavior includes but is not limited to:

1. Lying
2. Falsifying documentation of any type including patient records
3. Profanity
4. Physical altercation of any type
5. Improper/inappropriate dress or lack of hygiene
6. Discussing patient(s) you encounter in a demeaning manner
7. Taking excessive breaks or simply trying to avoid work (laziness)
8. Failure to monitor NWACC email and/or NWACC learning management system (Blackboard/Canvas) for official communications
9. Tardiness
10. Disrespectful communication with peers, professors, CI's, patients, etc.
11. Excessive absenteeism, see individual program handbook on attendance policies
12. Failure to communicate with the appropriate faculty any circumstances that would alter your abilities to complete course requirements
13. Use of prohibited electronic devices during coursework, for non-educational purposes and in violation of individual program, clinical, laboratory, or classroom policies. See specific program policies for more information.
14. Eliciting conflict
15. Cheating
16. Plagiarism
17. Unprepared in class and clinical settings
18. Poor attitude

Required Criminal Background Checks and Drug Screening

Most of our clinical affiliates require criminal background checks and urine drug screening of any students who will be participating in clinical experiences within their facilities. Therefore, all health professions students admitted into programs requiring clinical instruction or observation within a health care facility that is under contract with NWACC will undergo a criminal background check and urine drug screen prior to beginning their clinical rotations. Students will be responsible for paying for these tests. This information will become part of the students file and may be released upon request to clinical sites, accreditation bodies and state regulatory agencies. The costs and testing procedure will be explained by the program director or course instructor on the first day of class. The results of these tests may prevent the student from continuing in the program. (Also see: Substance Abuse Policy and Procedure in this handbook on page 15)

An additional (separate) criminal background check is typically required by the various state regulatory agencies as part of the application process prior to allowing the student to challenge state and national board exams. This typically occurs at the completion of the program and will also be paid by the student.

ACADEMIC FAILURE

ACADEMIC GRADES

Students must pass all required courses with a minimum grade of C. Failure to pass each course with a minimum grade of C will result in dismissal from the program pending the appeal process. Please refer to the Student Handbook Section of the NWACC College Catalog for the Academic Complaint and Grievance Procedure. The student may attend classroom and laboratory sessions, but is suspended from clinical during the appeal process.

LABORATORY

Laboratory practice is an integral part of health care education. The differences in equipment, procedures, and scope of practice necessitate that each program define its laboratory behaviors, unsafe behaviors, and grading mechanisms.

CLINICAL

A major part of a student's education is clinical practice. The differences in equipment, procedures, and scope of practice necessitate that each program define its clinical behaviors, unsafe behaviors, and grading mechanisms. It is important that every health care student understand and follow the individual program policies and procedures. Failure to do so can result in disciplinary action, including dismissal from the program. Any action determined to be egregious by the program director can result in immediate dismissal from the program - subject to right of appeal.

The student's behavior and performance reflects not only on that student, but on other students, faculty, the program and NWACC. Therefore, if a student is asked to leave and not return by a hosting facility, an attempt will be made to place the student in another clinical facility, offering equivalent services. If the student cannot be placed in another facility or if there is only one facility offering that service, it will result in a grade of F or Unsatisfactory for that clinical rotation.

If a student is asked to leave and not return by a second clinical facility, the student will receive a grade of F or Unsatisfactory in that clinical rotation will be dismissed from the program and will not be allowed to reapply.

See specific program handbook for complete list of policies.

PROGRAM READMISSION

Eligible students for readmission must reapply to the program and selection will be points based. Student will not be given preferential readmission. A student will not be readmitted if his/her conduct warrants such as determined by the program director.

Before the student is readmitted, he/she may need to show proficiency in all previously completed courses by passing a course proficiency exam per the program's grading scale. Failure to pass the proficiency examination will result in the student to re-take professional courses.

See specific program handbook for complete list of policies.

ACADEMIC APPEALS

Please refer to the Student Handbook Section of the NWACC College Catalog for the Academic Complaint and Grievance Procedure.

Emergency Building Evacuation Information And Procedures

PLEASE READ THIS CAREFULLY

All College facilities are maintained and operated as safely as possible. However, there may be times when it is necessary to evacuate college buildings due to an emergency or in case of an emergency drill. When this happens, all building occupants need to be prepared to evacuate college buildings quickly and in an orderly manner. The following information and procedures are prepared so all occupants will know what to do in case of an emergency.

General Information

All college buildings except the Washington County Center are equipped with fire suppression sprinkler systems. Center for Health Professions has emergency evacuation alarm systems built into the buildings. At other college facilities portable alarms would be used to signal building evacuation.

Our college Public Safety Officers, college Physical Plant employees and building Emergency Evacuation Coordinators are all trained to assist building occupants to safely evacuate the building.

Take the time to become familiar with your surrounding inside college buildings. Know where stairways and exits are. In case of emergencies, building elevators will not be in use.

Building Evacuation Procedures

1. When the emergency evacuation signal is sounded in any college building, immediately evacuate the building by going to the nearest exit. Remember that building elevators are not in use during an emergency evacuation. Do not take excessive time to gather personal belongs. In an emergency, time is of the essence. The evacuation signals for college buildings are:

<u>Building</u>	<u>Evacuation Signal</u>
Center for Health Professions	Siren, flashing white lights and audible instructions to evacuate building
Burns Hall	Siren and flashing white lights
Shewmaker Building	Siren, flashing white lights and audible instructions to evacuate building
East Campus & Washington County Center	Emergency horn and audible instructions to evacuate the building

2. Emergency Evacuation Coordinators assigned to specific sections of college buildings will assist building occupants who need help evacuating college buildings or going to a place of safety inside the building. Class instructors and department supervisors can assist these Coordinators by helping to identify building occupants who do need assistance.

3. Once outside the building go to the nearest safe assembly area beyond the building parking lots and wait there for further instructions or until the "all clear signal" is given to return to the building.
4. Do not go to your automobile or attempt to leave the college campus until the "all clear" sign is given. We want to be able to account for all building occupants once everyone is outside the building. Emergency vehicles entering college parking lots would be hampered if automobiles were leaving the parking lots. In the event of a fire, hoses will be spread across the parking lots and exits blocking automobile traffic.

Thank you for your cooperation in observing these procedures. If you have any questions regarding this information or procedures please contact us as soon as possible. Thank you.

Steve Tosh
Director of Public Safety
619-3121

Brandon Massey
Risk Management
936-5173

Other potential emergencies and procedures (bomb threat, severe weather warning, and terrorist threat) will be reviewed by your instructors.

INFECTION CONTROL POLICY

GUIDELINES FOR PROTECTION AGAINST BLOOD BORNE DISEASES: Students entering Health Professions programs must be aware that they are entering a profession that increases their risk of exposure for blood-borne diseases such as hepatitis B, hepatitis C, other forms of hepatitis, and human immunodeficiency-virus (HIV) * or AIDS.

Hepatitis B, and other forms of hepatitis, and AIDS can be transmitted through needle sticks, contact with an open wound, not-intact skin (i.e. chapped, abraded, weeping or dermatitis) or mucous membranes to blood, blood-contaminated body fluids, or concentrated virus.

Students will be taught principles of infection control and specific risk-control recommendations to reduce the risk of becoming exposed to blood borne diseases.

A vaccine has been available to prevent hepatitis B since 1982. Consult with your personal physician if you are interested. NWACC has a "Hepatitis Policy" related to your decision to obtain or not obtain the hepatitis B vaccination. This policy must be read and signed by every Health Profession student.

A document entitled "Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers" published by the Centers for Disease Control, Atlanta, GA is on Reserve in the NWACC Library if you need more information.

NWACC advocates the following guidelines for student/faculty protection against AIDS and other infectious agents. *All students/faculty are to:*

1. Wear gloves when handling body fluids (blood, body secretions, etc.)
2. Use a disposal/surgical mask when the client has a productive cough, or when suctioning the intubated client.
3. Wear goggles and/or safety glasses when there is potential for splatter of blood, bloody secretions, or body fluids.
4. Cover all self-limited abrasions and/or lacerations with bioclusive dressings. (BIOLCLUSIVE transparent dressings are available at stores that sell medical/pharmaceutical supplies at the student/faculty expense)
5. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
6. Do not recap dirty needles or those exposed to body substances. Use the appropriate containers for sharps disposal.
7. Follow hand-washing guidelines.

IF EXPOSURE TO A BLOOD BORNE DISEASE OCCURS:

1. Cleanse the puncture site. Apply antiseptic and/or antibiotic. Notify your clinical instructor immediately
2. File an accident report with the Division of Health Professions at NWACC, using the Student Conference/Incident Form and follow the policy at the clinical site. A blank copy is enclosed for your convenience.
3. Follow directions/policy of the clinical institution with respect to infection control.
4. In addition to the above, the following options are also available to the student:

- A. Contact the Benton County or Washington County Health Unit for an appointment with the Public Health Investigator. The investigator will give you guidance and recommendations for HIV follow-up. The cost is minimal. The Health Unit does not offer hepatitis B follow-up however.

And/Or

- B. Contact your personal physician for hepatitis B and/or HIV follow-up. The Centers for Disease Control recommends for hepatitis B exposure:
 - 1) If exposed person has not had the hepatitis B vaccine previously, the person should receive a single dose of hepatitis B immune globulin, if this can be given within 7 days of exposure. The persons should also receive the vaccine series;

- 2) If the exposed person has been previously vaccinated, the person should be tested for antibody to hepatitis B surface antigen. If antibody levels are inadequate, one dose of vaccine and one dose of hepatitis B immune globulin should be given.

IMMUNIZATION AND HEPATITIS POLICY

All students must have proof of a current TB skin test (within the past year) before they will be allowed to enter the clinical areas. There are no exemptions to this requirement. It is the student's responsibility to maintain proof of a current TB skin test throughout the duration of their individual program. Additionally, students must follow the current catalog's requirements on proof of immunization. A Hepatitis Policy Form will also need to be signed. Please refer to the "Hepatitis Policy" that follows.

HEPATITIS POLICY

Health Professions programs at NorthWest Arkansas Community College strongly urge each student accepted into any of the Health Professions programs to obtain a hepatitis B vaccination.

STUDENT RESPONSIBILITIES: If a student refuses to obtain a hepatitis B vaccination, he/she will have to sign a waiver policy which releases NorthWest Arkansas Community College from all responsibility associated with the requirements related to any and all NWACC Health Professions programs.

As you read this policy please determine whether or not you are going to have the hepatitis vaccine. If you decide to have the vaccine, please contact your physician first regarding protocol and then send proof when you begin the vaccine and upon completion of the vaccination process to the Program Director. The vaccination process should begin within the first week after you have begun classes in the Health Professions program of your choice.

If your program allows, you may decide not to have the Hepatitis B vaccination; you will need to sign the policy wavier.

HEPATITIS VACCINE WAIVER

RELEASE FROM LIABILITY

1. I acknowledge that I have been fully informed concerning this vaccination, the possible adverse consequences which result should I not be vaccinated, including infection with hepatitis B virus by reason of increased exposure thereto in connection with my clinical experiences. I also understand that this will not prevent me from contracting other types of hepatitis, i.e. A, Non-A, and Non-B.
2. I have been fully informed that this vaccination is not guaranteed to prevent the occurrence of any malady, including that for which I am being vaccinated and that possible adverse side effects to said vaccination may occur.

3. I have been fully informed that this vaccination is not recommended for pregnant females, for mothers who are breast-feeding, for persons with a fever or active infection, and for persons who are allergic to Thimerosal or yeast.
4. For myself, my heirs and assignee(s), I hereby release and discharge NorthWest Arkansas Community College, its agents and employees, the members of its Board, and its liability insurance carrier from any and all liability resulting from or in any way connected with my decision not to receive the vaccination herein above described.
5. I acknowledge that I have read this document in its entirety and I understand it.
6. I do not wish to receive the vaccine.

CONFIDENTIALITY POLICY

Students are to hold all information obtained on a patient as confidential. No information shall be shared with friends or family members. Information should only be discussed with students and faculty as it relates to the educational experience. Students are bound by each clinical facility's confidentiality policy. In addition to patient confidentiality, this policy also includes computer passwords and computer usage.

Students are to hold all information obtained on other students as confidential. No information shall be shared with family, friends or other students. Information may be discussed with faculty and the individual student involved as it relates to their educational experience.

Any violation of this policy is in violation of HIPAA and may be subject to disciplinary action and/or dismissal from any program.

CPR POLICY

Certain NWACC Health Professions students MUST have a current HCP-CPR card throughout the duration of the educational program. It is the responsibility of the student to check and adhere to individual program requirements regarding CPR certification.

HEALTH STATUS

If the student experiences a change in their health status such as a lengthy illness, severe injury, pregnancy, etc., the student must inform the Program Director. Individual consideration of the attendance policies and participation in the scheduled curriculum will be determined at that time.

PERSONAL INJURY and/or ILLNESS WAIVER POLICY

Due to requirements from various clinical sites it is required that all NWACC Health Professions students will be required to provide proof of current health insurance at the time of admission to the respective program. It is the responsibility of the student to insure that the policy remains current throughout the duration of the respective program. Proof of insurance will be provided on the Personal Injury &/or Illness /Infection Waiver Form.

The discipline of each Health Professions Program requires a student to perform many manual and physical tasks and duties. Each Health Professions Program will attempt in every way to educate and train its students in the proper use of body mechanics and preventive skills in order to avoid bodily injuries. It is each student's responsibility to practice the skills and techniques taught and not to exceed his/her limitations.

If, however, an injury, illness, or infection does occur during class sessions, lab sessions or during clinical rotations, the student will not hold Northwest Arkansas Community College or the affiliated institution responsible. Neither NWACC nor an affiliated institution will assume the responsibility for medical costs or compensation. The student will incur all medical costs.

INCIDENT REPORT POLICY

Whenever a student incident occurs, the faculty member directly responsible for the student will complete a Student Conference Report/Incident Form. The incident will be discussed with the student with suggestions for improvement. Both the instructor and the student will sign the form and provide the report to the program director within 24 hours.

A separate incident form may be required by the facility where the incident occurred. It is the student's responsibility to report any incident to the facility and instructor/preceptor.

OSHA & HIPAA REQUIREMENTS POLICY

Each Health Professions student may be required to attend an OSHA and/or HIPAA guidelines/requirements education prior to his/her first clinical rotation either during a hospital orientation or via a Health Professions instructor.

SUBSTANCE ABUSE POLICY AND PROCEDURES

1. All students applying for admission into the Health Professions program at NorthWest Arkansas Community College (NWACC) must, as a condition of enrollment, sign a Substance Abuse Compliance Contract and comply with the Alcohol and Drug Policy as stated in the college (NWACC) catalog and must submit for drug testing as required by programs.
2. For students attending NWACC who are enrolled in a Health Professions Program, and who demonstrate erratic behavior, unsafe behavior, behavioral changes or obvious signs such as smell, suspected to be related to the use of drugs and/or alcohol and for whom the use of those substances is suspected to be endangering to their well-being and/or the well-being of others, within a clinical and/or educational environment.

Substance –Related and Addictive Disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5). The substance-related disorders encompass 10 separate classes of drugs: alcohol; caffeine; cannabis; hallucinogens (with separate categories for phencyclidine [or similarly acting arylcyclohexylamines] and other hallucinogens); inhalants; opioids; sedatives, hypnotics, and anxiolytics; stimulants (amphetamine-type substances, cocaine, and other stimulants); tobacco; and other (or unknown) substances.

The following policy and procedures shall be enforced:

- A. The Health Professions student will participate in urine/blood testing for drug/alcohol at the request of any NWACC Health Professions faculty member directly involved with the student. The student will sign a release statement requesting that the results of the urine and/or blood tests be sent to NWACC as well as to the student upon entrance into the Health Professions Program and will be maintained in their student file. The first "for cause" urine and/or blood test may be paid for by NWACC program if negative. All subsequent tests must be paid for by the student.
- B. If any result of the drug test is positive, the student will be removed from the program and may appeal the finding but will be required to undergo a hair analysis for detection of drug use. The student will incur all costs for the hair analysis. If the student does not appeal the positive drug test, the student will be dismissed from the Health Professions Program. If the student agrees to hair analysis and the results come back negative, the student will be reinstated into the Health Professions Program. If the hair analysis is positive, the student will be dismissed from the Health Professions Program.
- C. The legal use of medications or drugs currently prescribed to the student by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health and/or safety of others. Students will also be required to abide by individual institutional policies relating to substance abuse with which NWACC is affiliated while attending clinical and/or laboratory.

Students will be required to abide by affiliated institutional policies relating to substance abuse while attending clinical, as well as, the "Alcohol and Drug Education and Prevention Program" section described under "Policies Affecting Students" in the NWACC College Catalog.

- D. The Health Professions Division at NWACC may be required by the accrediting and/or licensing agencies of each Health Professions Program to include information regarding the student's substance abuse history. This information, in writing may be shared before the student would be permitted to take the examination for registry, licensure, and/or certification.

***If student fails to adhere to the above policy he/she may be dismissed, subject to the Right of Appeal, from the Health Professions Division Program. A failing grade may be rendered.

PROCEDURE

"For Cause" Drug Screening for a Health Professions student in the Academic or Clinical Setting

1. When a NWACC faculty member or clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to: erratic behavior, unsafe behaviors, slurred speech, unsteady gait, or confusion, and those behaviors cause the faculty/clinical instructor to suspect the student is impaired by prescription medication, alcohol or drugs, the following procedure will be followed:

- a. Remove the student from the patient care area, assigned work area, or classroom setting.
- b. Notify the NWACC Director of Clinical Education, NWACC Clinical Coordinator or NWACC Program Director for second verification of suspicions. (The verification should be conducted in a confidential and respectful manner.)
- c. Upon verification, inform the student that he/she is relieved from duty/class.
- d. The NWACC Clinical Coordinator and/or Program Director will instruct the student if they are required to undergo a "for cause" drug screening.
- e. Students attending a clinical site in the NWA area will be required to undergo a drug screen at Well Quest in Bentonville, AR for drug and alcohol screening. The screening facility chosen for students attending clinical education out of the NWA areas will be determined on an individual basis as needed.
- f. Screening may include a breathalyzer, blood test for alcohol, and urine drug screen.
- g. Transportation required will be determined on an individual case basis and may include any of the following: NWA taxi, student's emergency contact person, or other as appropriate. If possible, the students will not be allowed to leave the clinical site by driving themselves– if the student insists on driving NWACC Security will be notified (if on campus) or the police if the student is at a clinical.
- h. The student will sign a release statement requesting that the results of the urine and/or blood tests be sent to the NWACC Program Director as well as to the student.
- i. While awaiting transport, the student will be monitored/supervised by an NWACC or agency employee and/or security personnel until transportation arrives. The student is not allowed to ingest any substances while awaiting transportation. Any ingested substances will be documented.
- j. The student must present a picture ID at the testing facility.
- k. After testing, the student may arrange transport from the testing facility.
- l. The student will NOT be allowed to return to the clinical or academic setting until the tests results are in, and have been reviewed by the Program Director.
- m. The student will be required to undergo the drug screen even if they admit to alcohol and/or drug use.
- n. In the event the test results are negative, the clinical facility still has the right to decline to allow the student to return to their clinical facility.
- o. In the event the test results are positive, the disciplinary procedures under the "Unsafe Behavior" policy in the Health Professions Student Handbook will be implemented.
- p. The faculty or clinical facility employees who observed the behavior will document the student's behavior and the actions taken in a written statement signed by both persons verifying the behaviors, and the student response.
- q. All documents related to the incident in question will be provided to the Program Director within 48 hours.

2. IF A STUDENT REFUSES "FOR CAUSE" TESTING:

- a. The student will still be required to leave the clinical or classroom setting and dismissed from the program subject to their right to appeal as per NWACC College Catalog.
- b. Transportation will still be required and may be taxi or emergency contact person.
- c. The clinical facility or NWACC employees/faculty who observed the behavior will document the student's behavior, the actions taken and sign a written statement by both persons verifying the behaviors, and the student response.
- d. All documents related to the incident in question will be provided to the Program Director within 48 hours.

Disciplinary Procedure:

The Disciplinary Procedure for Unprofessional or Unsafe Behaviors will be followed and includes:

1. Investigation and initiation of the disciplinary procedure
2. The student will be suspended from clinicals and may be suspended from classroom activities at the discretion of the instructor during the investigation and disciplinary process.
3. If an unprofessional or unsafe behavior is determined, the student will receive disciplinary actions including up to dismissal from the program and ineligibility for readmission.
4. Please refer to the Student Handbook Section of the NWACC College Catalog for the Academic Complaint and Grievance Procedure.

HEALTH CARE AFFILIATES POLICIES

PHOTOGRAPHS/AUDIO-VISUAL RECORDINGS: No pictures/videos are to be taken in a patient contact area without written consent.

PERSONAL TELEPHONE CALLS: Students are not to receive or make any personal telephone calls during their clinical unless it is an emergency. Personal calls should be made only during break or lunchtime.

GRATUITY: Students are not to accept a gratuity of any nature from any patient, a patient's family member or friend.

SMOKING: Smoking and or tobacco products are not allowed on health care affiliate premises.

PARKING: Students should ask their clinical instructor or Health Care Affiliate Administration where they will be allowed to park, prior to arriving on site.

SECURITY: Students should report directly to their scheduled floors upon arrival to the health care affiliate and should promptly leave the hospital grounds when off duty. Loitering will not be allowed. Name badges should be worn at all times.

HAND WASHING: **Hand washing is the single most important means of preventing the spread of infection.** This is the statement made by the Centers For Disease Control. Hand washing technique is emphasized to all students. It is important to wash your hands: before and after your work shift, after using the toilet, blowing your nose, covering a sneeze whenever hands become obviously soiled, before eating, drinking, or handling food.

For those who have direct patient contact, hands should be washed before and after physical contact with each patient, after handling contaminated items and even when gloves are used. Personnel who have any contact with any blood and/or body fluid should follow standard precautions.

Good hand washing technique is accomplished by using continuously running water for a minimum of 30 seconds. Use any kind of soap (with the exception of personnel in high-risk areas who should use an antiseptic soap), and apply with vigorous contact on all surfaces-dorsal, ventral, and interdigital. Keep the hands down at all times so any runoff will go into the sink and not down the arms. Avoid splashing. Rinse thoroughly and dry well with paper towels. Discard the paper towels into a wastepaper basket. Finally, use a clean paper towel to turn off the faucet, to open the door and turn off the light switch. Failure to follow hand-washing policy shall result in a grade sanction up to and including an F in the appropriate course.

CDC Guidelines recommend that hands be washed with soap and water if contaminated with body fluids. Alcohol washes may be used when hands are not contaminated with body fluids.

HAZARDOUS WASTE AND MATERIALS: All students in compliance with the "Right to Know Law" of May 1988, should check with the Clinical Instructors and/or Department Managers on the proper method of handling and disposing of hazardous waste. Students may also refer to Material Safety Data Sheets (MSDS) available in laboratory and clinical areas. **Failure to comply may result in disciplinary action.** This policy is fully explained in all health care affiliate safety manuals.

DRESS CODE POLICY

While in the clinical setting, the student will adhere to hospital/agency policies regarding employee dress and conduct. Listed below are some of the policies that will apply to the clinical sites utilized by NWACC. The individual clinical site policy will supersede this NWACC dress code. This policy was derived from the NW Arkansas area clinical site policies but may not include all of the individual clinical sites rules and policies.

Hygiene – Personal cleanliness is essential when working in the clinical areas. Daily bathing, use of deodorants, frequent shampooing, and neatly kept hair and nails are minimum requirements.

Name Badges – All students will wear a name badge that is clearly visible, furnished by NWACC.

Dress – Students will wear clinical attire appropriate for the clinical area and follow the guidelines of their specific Health Professions discipline. Some areas require a white lab jacket or scrubs. Blue jeans are not permitted. Dress should be modest and reflect the professionalism of NWACC as well as the institution you are doing clinicals in. No ball caps, miniskirts, crop tops, mid-drifts, etc. will be allowed.

Hair – Hair must be clean and neatly combed. Hair is not allowed below the collar. Hair must be kept away from the work area of the patient. Long hair must be pinned up and out of the patient care area. No extreme coloration of the hair is allowed (such as purple hair).

Perfume – No perfume, cologne, or aftershave is allowed.

Nails – No artificial nails or polish are allowed. Nails should be neatly manicured and clean.

Beard/Mustache – If you have a beard or mustache, it must be neatly trimmed and clean.

Tattoos and Body Piercing – Any area of the body with a visible tattoo or body piercing should be completely covered while in clinicals.

Shoes – Shoes must be closed toe. Programs may have specific requirements as to color and material.

Jewelry – Jewelry, if worn, must be modest and conservative. Earrings must be of the "stud" type. Loop earrings may not be worn. Some clinical sites have policies regarding males not wearing earrings.

Chewing Gum – Chewing gum is not allowed in the clinical areas.

If you have questions about what is acceptable in the clinical areas, please ask your clinical coordinator or program director. For more specific dress code guidelines, see individual Program Student Handbook.

LIABILITY INSURANCE POLICY

The Health Professions student is required to have medical malpractice liability insurance appropriate for their chosen program. This coverage has been purchased by NWACC under a blanket policy and the student is required to pay a set fee for this insurance each year while enrolled in the NWACC Health Professions program.

FEES POLICY

Students are responsible for paying all required fees for registration or licensure, lab, liability insurance, books, name badges, patches, uniforms, and supplies required for clinical assignments. Check the current schedule of classes for current fees. All fees are subject to change.

INCLEMENT WEATHER POLICY

NWACC's policy on "Closing Due to Weather Conditions" in the College Catalog and Student Handbook will be followed. Therefore, if NWACC should announce a decision to close, then all Health Professions classes and clinical education in the affected area will be cancelled.

In some cases, even if NWACC remains open, the instructor or Program Director reserves the right to cancel classroom or individual clinical experiences and/or grant an excused tardy or absence due to inclement weather, emergencies or extreme circumstances of nature.

Make up of missed class or clinical time may be required at the NWACC Program faculty and/or the Program Director's discretion. Make up may occur at times outside of normal course or clinical meeting times including the possibility of evening, night, and/or weekends.

STUDENTS WITH A DISABILITY

Students with a documented disability may request accommodations. It is the student's responsibility to contact the Office of Disability Services to procure accommodations.

If accommodations are recommended by disability services during a semester, it is the student's responsibility to provide the card listing the eligible accommodations to the instructor before accommodations can be implemented. Accommodations must be updated and submitted to the instructor for each future course.

FIELD TRIPS

NWACC provides a variety of learning experiences for its students because learning is not a one-size-fits-all activity. One of these learning opportunities is the field trip, offered to students in both some credit classes and in out-of-class, noncredit activities. If work or family obligations do not permit students the flexible schedule sometimes needed for field trips, then the instructor may choose another form of learning.

Car-pools and/or use of a college vehicle may be arranged, however, the student is ultimately responsible for transportation on field trips.

Students are required to sign the Field Trip and Student Activities Release of Liability Form.

WAIVERS BY PROGRAM

FIRE SCIENCE PROGRAM

Students enrolling in the Fire Science Program do not go through the competitive selection process of other health professions programs. Nor do they begin or end their studies as a cohort due to open enrollment and students taking classes on a part-time basis. However, students must complete an application to the Fire Science Program so documentation can be maintained, and student files with the Director updated as necessary.

Certain sections of this handbook are not applicable to Fire Science students until and/or unless they complete their EMT class at NWACC. The waived policies are:

1. CPR Policy
2. OSHA Requirements Policy
3. OSHA Requirements Policy Signature Form
4. Healthcare Affiliates Policy
5. Liability Insurance Policy
6. Hepatitis Vaccine Waiver and Form
7. Dress Code Policy

HEALTH INFORMATION MANAGEMENT PROGRAM

Certain sections of this handbook are not applicable to Health Information Management students at NWACC. The waived policies are:

1. CPR Policy

CNA/PCA+ PROGRAM

Certain sections of this handbook are not applicable to CNA/PCA+ students at NWACC. The waived policies are:

1. Personal Injury and/or Illness Waiver Policy

NorthWest Arkansas Community College

Health Professions Division

Student Conference/Incident Form

Student Name:	Student Number:
Course Number:	Date:
Description of Incident or Circumstance:	
Recommendations/Actions:	
Student's Comments:	

Student Signature

Date

(Signing does not necessarily indicate agreement with the above, but that the student has seen this form and read its comments)

Instructor Signature

Date

Program Director Signature
(Rev. 4/24/08)

Date

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
HEALTH PROFESSIONS DIVISION
PERSONAL INJURY and/or ILLNESS WAIVER**

The discipline of each Health Professions Program requires a student to perform many manual and physical tasks and duties. Each Health Professions Program will attempt in every way to educate and train its students in the proper use of body mechanics and preventive skills in order to avoid bodily injuries and/or illness/infection from hazards encountered in the clinical environment. It is each student's responsibility to practice the skills and techniques taught and not to exceed his/her limitations.

If, however, an injury and/or illness/infection does occur during class sessions, lab sessions or during clinical rotations, I will not hold NorthWest Arkansas Community College or the affiliated institution responsible. Neither NWACC nor an affiliated institution will assume the responsibility for medical costs or compensation. I, the student, will incur all medical costs.

It is required that nursing, paramedic, physical therapist assistant, and respiratory therapy students carry some form of health insurance. It is the student's responsibility to insure that the policy is current at all times during the respective program.

Students must be aware that they are entering a profession that at times may place them insituations that could be hazardous to their health and cause the students to incur medical expenses as a result. If medical treatment becomes necessary, I will not hold NWACC or the clinical affiliate responsible for any medical costs.

Proof of Insurance:

Carrier: _____

Policy Number: _____

Student Signature

Date

Faculty Signature

Date

Health Professions Students: Please sign and return to the Program Director.

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
HEALTH PROFESSIONS DIVISION
OSHA & HIPAA REQUIREMENTS POLICY AND FORM**

Each Health Professions student will be required to attend an OSHA & HIPAA guidelines/requirements workshop prior to his/her first clinical rotation either during a hospital orientation or via a Health Professions instructor.

You are to have your instructor sign the OSHA & HIPAA requirements/guidelines form and return the form to your Health Professions program director prior to your first clinical rotation.

I, _____, have attended a hospital and/or Health Professions program approved OSHA & HIPAA meeting regarding requirements/guidelines.

Date of Attendance: _____

Signature of Instructor: _____ Date: _____

Date Clinicals Begin: _____

Date Returned to Health Professions program director
or clinical coordinator at NWACC: _____

Student Name (Print)

Student Signature

Date

Faculty Signature

Date

Please sign and return to your program director prior to your first clinical rotation in order to complete your file.

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
HEPATITIS VACCINE FORM**

RELEASE FROM LIABILITY

1. I acknowledge that I have received information concerning the hepatitis vaccination and possible adverse consequences which result should I not be vaccinated, including hepatitis B virus by reason of increased exposure thereto in connection with my clinical experiences. I also understand that this will not prevent me from contracting other types of hepatitis, i.e. Hepatitis A, Hepatitis C, and other types of hepatitis.
2. I have received information that this vaccination is not guaranteed to prevent the occurrence of any malady, including that for which I am being vaccinated and that possible adverse side effects to said vaccination may occur.
3. I have received information that this vaccination is not recommended for pregnant females, for mothers who are breast-feeding, for persons with a fever or active infection, and for persons who are allergic to Thimerosal or yeast.
4. For myself, my heirs and assignee(s), I hereby release and discharge NorthWest Arkansas Community College, its agents and employees, the members of its Board, and its liability insurance carrier from any and all liability resulting from an in any way connected with my decision not to receive the vaccination herein above described.
5. I acknowledge that I have read this document in its entirety and I understand it.
6. I acknowledge that it is my responsibility to seek further information from my physician should I have questions about the hepatitis vaccine.

Indicate below your hepatitis B vaccine status or intent.

_____ I do not wish to receive the vaccine.

_____ I plan to take the vaccine and will provide written proof when immunization is completed.

_____ I am currently in the process of receiving the vaccination series for hepatitis B and will provide proof when immunization is completed.

_____ I already have current immunization to hepatitis B.

Attach proof of immunization.

Student Name (Print)

Student Signature

Date

Faculty Signature

Date

Please sign and return to your respective program director within one week after the first day of your classes in order to complete your file.

SUBSTANCE ABUSE COMPLIANCE CONTRACT

I, _____ have read the substance abuse policy and agree as a Health Professions student of NWACC to comply with all aspects of the policy as written. Furthermore, I agree with the provisions in determining suspension and accept the conditions of re-acceptance as outlined.

Student Name (printed)

Student Signature

Date

Faculty Signature

Date

Please sign and return to your program director one-week after the first day of your Health Professions Program classes in order to complete your file.



NWACC Consent Form -- Adults

I consent to the use by NorthWest Arkansas Community College, the NorthWest Arkansas Community College Foundation, and clubs and organizations sponsored by NorthWest Arkansas Community College (hereinafter referred to as the "College"), of my image or voice as recorded on a videographic, photographic, audiographic or other medium, (i) in or as instructional materials; (ii) in its catalogs, brochures and other print materials; and (iii) for any other purpose. This consent is granted whether the image or voice is used for fund raising, advertising, publicity or any other purpose.

I waive all claims for compensation or damages based upon the use of my image or voice by the College or its agents, successors or assigns.

I waive any right to inspect or approve the finished product or the particular use made of the image or voice. I understand that my image or voice may be modified or retouched in any way, and I release the college and its agents, successors and assigns from any liability virtue of any blurring, distortion, alternation, misnaming, mislabeling or other modification that might occur.

I understand this consent is perpetual, that I may not revoke it, and that it is binding on me and my heirs and assigns. I further understand this consent is not affected by any change in my status, if applicable, as a trustee, director, employee, student or agent of the College.

I represent and warrant that I am of legal age and have the capacity and right to execute this consent. I further warrant that I have read this consent and understand its contents.

Signed: _____

Print Name: _____

Address: _____

Phone(s): _____

Date: _____

NORTHWEST ARKANSAS COMMUNITY COLLEGE
FIELD TRIP AND STUDENT ACTIVITIES PERMISSION, RELEASE OF LIABILITY
AND MEDICAL RELEASE FORM

(Print Name)

(Class)

(Field Trip or Student Activity)

I hereby expressly consent to my participation in class sponsored field trips. I acknowledge that such participation includes but is not limited to, training for, participation in, attendance at, travel to (public or private), or other involvement in any and all parts of the activity.

I understand that the activity involves inherent other risks of **INJURY**. I voluntarily agree to expressly assume all such risks which may result from the activity or in any way related to my participation in the activity.

In consideration of the right to participate in the activity, I hereby release from any legal liability Northwest Arkansas Community College ("NWACC"), and its trustees, employees, faculty, staff, agents, instructors and all individuals assisting with the activity for injury or death caused by or resulting from my participation in the activity or in any way connected with my participation in the activity, whether such injury or death was caused by the alleged negligence of NWACC, another participant, or any other person or cause. This agreement will apply for each and every day I engage in the activity during the period of July 1, _____ to June 30, _____ without requiring me to sign an additional form for each day or activity.

I further agree to defend and indemnify NWACC for loss or damage, including any that result from claims or lawsuits for personal injury, death, or personal property damage, relating to the activity or use of NWACC facilities or equipment.

I represent that I am in satisfactory physical condition to participate in the activity. I authorize any person connected with the activity or NWACC to administer first aid to me, as they deem necessary. I authorize medical and surgical care and transportation to a medical facility or hospital for treatment necessary for my well-being, at my expense.

This agreement is governed by the laws of the State of Arkansas, and exclusive jurisdiction shall be in the circuit court of Benton County, Arkansas or in the United States District Court, Fayetteville, Arkansas division. If any part of the agreement is determined to be unenforceable, all other parts shall be given full force and effect. The undersigned parent or guardian acknowledges that she/he is signing this agreement on behalf of a minor and that the minor shall be bound by the terms of the agreement. This agreement shall be binding on the participant's assignees, subrogors, heirs, next of kin, executors and personal representatives.

I HAVE READ AND UNDERSTOOD THIS RELEASE OF LIABILITY AGREEMENT.
I VOLUNTARILY AGREE TO ITS TERMS.

Signature of Participant

Date of Birth

Date

Signature of Parent/Legal Guardian (If Participant is under 18)

Date

In the Event of an Emergency, Please Contact

Phone Number

Received By: _____

(Sponsoring Department Chair)

Date

HEALTH PROFESSIONS DIVISION STUDENT HANDBOOK FORM

I have obtained a copy of the Health Professions Student Handbook for NorthWest Arkansas Community College. I have been advised that Health Professions students are governed by this NWACC Health Professions Student Handbook, the NWACC College Catalog, the NWACC Student College Handbook, and Program Specific Policy and Procedure Manual, and the policies of the affiliate health care facilities. I have been given an opportunity to ask questions regarding all manuals, and policies and procedures. I understand the policies and procedures and the implications of violating any procedure. I agree to abide by all policies and procedures identified in these manuals.

Failure to comply with all policies in above listed manuals will result in disciplinary procedures up to and including dismissal from the program and ineligibility for re-admittance.

Student Name (Print)

Student Signature

Date

Faculty Signature

Date

Please sign and return to your program director one-week after the first day of your Health Professions Program classes in order to complete your file.