

NorthWest Arkansas Community College



Division of Health Professions

Division Handbook

FOR STUDENTS AND FACULTY

(Revised 2024)

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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. A thorough understanding of the curriculum, policies, and standards is essential to obtaining success in the program. It is the student's responsibility to become knowledgeable of and abide by the contents of this handbook.

Some policies (with numbers) are published in PolicyStat on the NWACC Website.

Students should also read the individual program handbook specific to their chosen discipline, the NWACC 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 its 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.**

Out-of-State Student Information

Students living outside of Arkansas have some special considerations.

Accreditation

NWACC is fully accredited by the Higher Learning Commission, which is one of several institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions. This means that college credits earned at NWACC will transfer to other colleges and universities, and makes benefits such as federal financial aid available to NWACC students.

NWACC is a member of [NC-SARA \(Links to an external site.\)](#), a national organization that establishes a state-level reciprocity process for online students. The SARA agreement establishes necessary and reasonable standards of practice, as well as an enhanced grievance process for students who live in SARA states.

Programs Leading to Licensure

The academic programs listed below are designed to prepare students for a career in a licensed profession upon completion of the program. A professional license is typically required for graduates of these programs to practice and/or gain employment in these fields.

Each state and territory may have different professional licensure and certification requirements. Other licensure requirements may include professional examinations, background checks, years of work experience, fingerprinting requirements, etc. If you are a student from outside the state of Arkansas who is considering a program of study that may lead to professional licensure, be sure to contact the appropriate licensing agency in your state of residence before beginning your course of study.

In compliance with federal regulations [34 CFR 600.9\(c\)](#), [34 CFR 668.43\(a\)\(5\)\(v\)](#) and [34 CFR 668.43\(c\)](#), Northwest Arkansas Community College provides the following resources for students enrolling in a program that leads to professional Licensure or certification who may reside in a state outside of Arkansas.

More information on specific programs within CHP may be found on the [Canvas link](#).

11000 - CHP Covid-19 Vaccination and Exemptions

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POLICY STATEMENT

Students in programs within the Center for Health Professions must comply with all clinical affiliate requirements, including Covid-19 vaccination status.

JUSTIFICATION

Required clinical settings are established by the accrediting bodies within the Center for Health Profession programs. These are established to ensure the student has the most complete and thorough education possible.

While some clinical locations may accommodate individuals for some medical and/or religious exemptions, other required facilities do not. The required clinical options offered by the College for placement of student instruction is limited. Moreover, clinical requirements where multiple options for completion cannot be offered include the Operating Room (OR) rotation, the Pediatric Rotation and the Obstetrics rotation. Therefore, students **MAY** be required to get the Covid-19 vaccine by the clinical affiliate in order to complete their professional program. The program director for each program will be able to tell the student if the program can be completed without getting the Covid vaccine. NWACC has no other available options to place those students unable to receive the COVID-19 vaccination into an alternative clinical setting.

NON-COMPLIANCE

Students not in compliance may not be able to complete the required clinical rotations for their respective program and progress to the next semester. If a student is not able to progress, the student will be dismissed from the program, eligible to return when in compliance with the clinical requirements.

RELATED DOCUMENTS AND FORMS

Religious and medical exemption procedures

11000 - CHP Covid-19 Vaccination and Exemptions - Procedures

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If a student has a request for either a medical and/or religious exemption, NWACC is not allowed under State law to grant these exemptions.

The student must contact the director of clinical education in their respective program for permission to reach out to the clinical site's human resources department for the request.

Students are not allowed to contact the clinical site without first going through their director of clinical education. Doing so is a violation of the Center for Health Professions policies and procedures (11016 CHP Clinical Rotations) and may result in dismissal from the professional program.

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POLICY STATEMENT

Students must also act professionally and safely when engaged in activities on and off campus including at all affiliate sites while acting as a student.

JUSTIFICATION

The student is to be aware that they are representing their chosen profession and NorthWest Arkansas Community College at all times including on-campus and at clinical affiliates, 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 procedures.

DEFINITIONS

Professional Behavior

Those behaviors which encompass legal and ethical actions include but are not limited to:

1. Acting in a responsible manner reflective of a health care professional
2. Being truthful in written and verbal communications
3. Treating all individuals with respect and dignity
4. Adhering to HIPAA and confidentiality policy*
5. Abiding by policy and procedures outlined in the Health Professions Division Handbook, NWACC College Catalog, the NWACC Student 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 dependably 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 includes 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
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 other students. Therefore, the following policies are in place:
 1. Cell phones/electronic smart devices are to be turned on silent mode during classroom activities. Cell phone/electronic smart device applications such as calculators and specialty programs may be used during laboratory and clinical sessions at the discretion of the instructor
 2. Use of cell phones/electronic smart devices in the clinical setting may be prohibited. Please refer to your program-specific handbook for details

3. 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

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 e-mail and/or NWACC learning management system (Canvas) for official communications
9. Poor Attitude
10. Tardiness
11. Disrespectful communication with peers, professors, CI's, patients, etc...
12. Excessive absenteeism, see the individual program handbook on attendance policies.
13. Failure to communicate with the appropriate faculty any circumstances that would alter your abilities to complete course requirements
14. Use of prohibited electronic devices during coursework, for non-educational purposes, and in violation of the individual program, clinical, laboratory, or classroom policies. See specific program policies for more information
15. Eliciting conflict
16. Cheating
17. Plagiarism
18. Unprepared in class and/or clinical settings
19. An attitude that does not reflect professionalism
20. Inappropriate communication or contact with fellow students or college employees
21. Use of internet sites such as CHEGG or Course Hero to share or access program exams, quizzes or assignments.

Unsafe behavior is defined as:

1. Any behavior that does or has the potential to cause injury or death, which lengthens the hospital stay, or prolongs the recovery process of the patient.
2. Inappropriate or harmful behavior with a deceased patient.
3. Actions that may cause injury or death to any coworker, fellow student, or bystander
4. 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 patient's current condition
3. Before performing any medical procedure, using equipment with which the student has not been trained
4. Before administration of medication, not knowing the actions, side effects, or dosage of medication
5. Before performing any medical procedure, not knowing the indications, contraindications, or hazards for procedures or treatments
6. Not following approved therapeutic procedures or protocols

7. Telling untruths or omitting facts
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 the 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 an inappropriate level of independence when performing a procedure for which the student is inadequately prepared or unsure how to proceed

RESPONSIBILITIES

It is the responsibility of the student to represent NWACC and their profession with professional behavior at any time while they are either in class, on campus, at a clinical facility, or at any time when they represent themselves as a student of NorthWest Arkansas Community College.

NON-COMPLIANCE

At any time during clinical or lab experience when unprofessional behavior occurs, please refer to the procedures document for disciplinary action.

RELATED DOCUMENTS AND FORMS

CHP Handbook - Student Conduct - Professional and Unsafe Behavior Procedures 2023
DHHS HIPAA Simplification of 2013

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

1. The student will be suspended from clinical experiences during the investigation and disciplinary process
2. 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, with the right to appeal under the NWACC Grade Appeal Policy
3. Please refer to the Student Handbook Section of the NWACC College Catalog for the Grade Appeal Policy to begin the Appeals Process

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POLICY STATEMENT

Students who are enrolled in a professional program within the Center for Health Professions must undergo a criminal background check and urine drug screen before entering the clinical setting.

Students will be responsible for paying for these tests and **MUST BE SUBMITTED WITHIN 5 CALENDAR DAYS OF NOTIFICATION**. Failure to submit a urine drug screen in this time frame will disqualify the student from admission into any CHP program. This information will become part of the student's 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 in accordance with the substance and abuse policy.

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

All faculty/staff in the Center for Health Professions who enter a clinical site to precept students will undergo a criminal background check and urine drug screen.

All urine drug screens will be good for one year and must be updated on an annual basis.

NorthWest Arkansas Community College Center for Health Professions will follow the federal law regarding medical marijuana.

JUSTIFICATION

Most of our clinical affiliates require criminal background checks and urine drug screening of any student who will be participating in clinical experiences within the facilities. Students and faculty may not go into the clinical setting while on medical marijuana or other substances that may alter their comprehension or abilities to perform health care procedures.

Title 20, Subtitle 6, Chapter 91 allows the use of medical marijuana for approved diagnosis. Marijuana is classified by the federal government as a Schedule I drug with no accepted medical use and a high potential for abuse.

DEFINITIONS

Criminal Background Check - ID Trace, Criminal Search - County, National Criminal Database, Criminal Search - Federal or as directed by professional program.

Urine Drug Screen - 9-panel or higher urine sample tested by an independent facility, or as directed by the professional program

REFERENCES RELIED UPON

Section 812 - US Department of Justice - Drug Enforcement Administration
Act 593, Amending Act 98 of the Arkansas Code

RESPONSIBILITIES

Center for Health Professions Program Directors

Dean of Health Professions

EXCEPTIONS

Fire Science does not require a urine drug screen at the entry of the program.
Fire Science does not require a criminal background check for students at the entry of program.

NON-COMPLIANCE

Students will be dismissed from the Health Professions Program, subject to their right for appeal.

RELATED DOCUMENTS AND FORMS

Criminal Background Checks, Drug Screening and Substance Abuse Procedures
Act 593, Amending Act 98 of the Arkansas Code
Section 812 - US Department of Justice Drug Enforcement Administration

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Students and faculty must create a profile on CastleBranch.com and allow NWACC to obtain the results of the criminal background check and drug screen.

CastleBranch will then review the documents for accuracy and validity and ensure the documentation is in order. It is the responsibility of the program directors for each program and/or the Dean's office to review.

Criminal background checks and urine drug screens for students will be submitted to clinical affiliates in accordance with their affiliation agreements with NWACC.

Students are responsible for the cost of all background checks and drug screens.
Faculty background checks and drug screens will be paid for by the appropriate department within the Center for Health Professions.

When an NWACC faculty or staff member (this includes clinical preceptors in the clinical setting) perceives the odor of alcohol or observes behaviors such as, but not limited to: erratic behavior, unsafe behaviors, slurred speech, unsteady gait, confusion, and those behaviors cause the witnessing party to suspect the impairment by prescription medication, alcohol or drugs, are subject to a for-cause substance abuse drug screen.

For Cause Substance Abuse drug screening (STUDENTS):

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.

If any result of the drug test is positive, the student will be dismissed 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 permanently dismissed from the Health Professions program. If the student agrees to the 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 permanently dismissed from the Health Professions program.

A failing grade will be rendered in all courses the student is enrolled in as a result of being dismissed from the professional program.

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.

1. When an 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 that 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 confidentially and respectfully.)
- 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 for drug and/or alcohol screening at a collection site allowed by Castlebranch. The screening facility chosen for students attending clinical education out of the NWA area will be determined on an individual basis as needed.
- f. Screening may include a breathalyzer, blood test for alcohol, and/or 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 Public Safety will be notified (if on campus) or the police if the student is at a clinical location.
- 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 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. The student will NOT be allowed to return to the clinical or academic setting until the test results are in, and have been reviewed by the Program Director.
- l. The student will be required to undergo the drug screen even if they admit to alcohol and/or drug use.
- m. 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.
- n. In the event the test results are positive, the disciplinary procedures under the "Unsafe Behavior" policy in the Health Professions Handbook will be implemented.
- o. 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's response.
- p. 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 be dismissed from the program subject to their right to appeal under the NWACC Grade Appeal process.
- b. Transportation will still be required and may be a taxi or emergency contact person. If possible, the students will not be allowed to leave the clinical site by driving themselves. If

- the student insists on driving NWACC Public Safety will be notified (if on campus) or the police if the student is at a clinical location.
- c. The clinical facility or NWACC employees/faculty who observed the behavior will document the student's behavior, actions taken and sign a written statement by both persons verifying the behaviors, and the student's response.
- d. All documents related to the incident in question will be provided to the Program Director within 48 hours.

3. Notification – The Office of Public Safety at NorthWest Arkansas Community College will be notified of all for cause drug testing.

4. Record Keeping All records of the drug screen will be sent to the Student Records office to be put on file and stored.

For Cause Substance Abuse drug screening (FACULTY):

The legal use of medications or drugs currently prescribed to the faculty member by a licensed practitioner is permitted provided that such use does not adversely affect the faculty member's performance or endanger the health and/or safety of others. Faculty 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.

Faculty 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.

1. When an 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 faculty member is impaired by prescription medication, alcohol or drugs, the following procedure will be followed:

- a. Remove the faculty member from the patient care area, assigned work area, or classroom setting.
- b. Notify the Program Director, Dean of Health Professions, or Public Safety office for second verification of suspicions. (The verification should be conducted in a confidential and respectful manner.)
- c. Upon verification, inform the faculty member that he/she is relieved from duty/class.
- d. The Dean of Health Professions will instruct the faculty if they are required to undergo a "for cause" drug screening.
- e. Faculty will be required to undergo a drug screen at a collection site allowed by Castlebranch for drug and/or alcohol screening.
- f. Screening may include a breathalyzer, blood test for alcohol, and/or urine drug screen.
- g. Transportation required will be determined on an individual case basis and may include any of the following: NWA taxi, faculty's emergency contact person, or others as appropriate. If possible, the faculty will not be allowed to leave the clinical site by driving themselves. If the student insists on driving NWACC Public Safety will be notified (if on campus) or the police if the faculty is at a clinical location.
- h. The faculty will sign a release statement requesting that the results of the urine and/or blood tests be sent to the NWACC Dean of Health Professions as well as the faculty member.
- i. While awaiting transport, the faculty will be monitored/supervised by an NWACC or agency employee and/or security personnel until transportation arrives. The faculty is not allowed to ingest any substances while awaiting transportation. Any ingested substances

will be documented.

- j. The faculty must present a picture ID at the testing facility.
- k. After testing, the faculty may arrange transport from the testing facility. The faculty will NOT be allowed to return to the clinical or academic setting until the test results are in, and have been reviewed by the Dean of Health Professions.
- l. The faculty will be required to undergo the drug screen even if they admit to alcohol and/or drug use.
- m. In the event the test results are negative, the clinical facility still has the right to decline to allow the faculty to return to their clinical facility.
- n. In the event the test results are positive, the disciplinary procedures under the "Unsafe Behavior" policy in the Health Professions Handbook will be implemented.
- o. The faculty or clinical facility employees who observed the behavior will document the faculty's behavior and the actions taken in a written statement signed by both persons verifying the behaviors, and the faculty member's response.
- p. All documents related to the incident in question will be provided to the Dean of Health Professions within 48 hours.

2. If a faculty member refuses "For Cause" testing:

- a. The faculty member will still be required to leave the clinical or classroom setting and will be reported to the Dean of Health Professions.
- b. Transportation will still be required and may be a taxi or emergency contact person. If possible, the faculty member will not be allowed to leave the clinical site by driving themselves. If the faculty member insists on driving NWACC Public Safety will be notified (if on campus) or the police if the faculty member is at a clinical location.
- c. The clinical facility or NWACC employees/faculty who observed the behavior will document the faculty member's behavior, the actions taken and sign a written statement by both persons verifying the behaviors, and the faculty member's response.
- d. All documents related to the incident in question will be provided to the Dean of Health Professions and NWACC Public Safety within 48 hours.

3. Notification – The office of Public Safety at NorthWest Arkansas Community College will be notified of all forcause drug testing.

4. Record Keeping All records of the drug screen will be sent to the Student Records office to be put on file and stored.

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POLICY STATEMENT

Professional programs at NWACC require successful completion of one course to be able to move on to the next course.

Academic Grades

Students must pass all health professions 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. Students have the right to appeal all grades and dismissal by following the chain of command and the NWACC Health Professions Grade Appeal Policy. The student may attend classroom and laboratory sessions, **but is suspended from attending clinical rotations 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 defines 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 defines its clinical behaviors, unsafe behaviors, and grading mechanisms. 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 with a grade of F in the course – subject to the right of appeal.

The student's behavior and performance reflect not only on that student, but on other student, 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 and will be dismissed from the program, ineligible for readmission.

See the specific program handbook for a complete list of policies and procedures

Program Readmission

Eligible students for readmission must reapply to the program and selection will be points-based. Students 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 being required to retake professional courses.

See the specific program handbook for a complete list of policies and procedures

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Next Scheduled Review: June 2025

POLICY STATEMENT

The purpose of the Health Professions Academic Grade Appeal Procedure is to provide equitable and orderly processes to resolve appeals by health professions students at Northwest Arkansas Community College while protecting faculty rights to freedom of instruction. A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Northwest Arkansas Community College.

Students who wish to appeal a grade must follow the NWACC Policy 3008.1 on Grade appeals. Health Professions grade appeals are outlined in this policy.

Health Professions has a shorter timeline for appeal than the general education classes.

Departments have specific policies on Academic Grades and Program Readmission. Please refer to Departmental handbooks for specific policies.

The policy cannot be appealed, only grades.

11005 - CHP Handbook – Emergency Building Evacuation

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

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 that all occupants will know what to do in case of an emergency.

JUSTIFICATION

All college buildings are equipped with a fire suppression sprinkler system. Center for Health Professions has emergency evacuation alarm systems built into the building.

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

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

RESPONSIBILITIES

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

RELATED DOCUMENTS AND FORMS

11005 - CHP Emergency Building Evacuation Procedures

Approved: June 2023

Next Scheduled Review: June 2025

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 belongings. In an emergency, time is of the essence. The evacuation signals for college buildings are:

Building	Evacuation Signal
Center for Health Professions	Siren, flashing white lights and audible instructions to evacuate the building
Burns Hall	Siren and flashing white lights
Shewmaker Building	Siren, flashing white lights and audible instructions to evacuate the 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 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 signal” is given.

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.

Cecil White
Director of Public Safety
619-3121

Teresa Taylor
Risk Management
619-4188

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

Approved: June 2023

Next Scheduled Review: June 2025

[This policy will be REPLACED during the 24-25 academic year]

POLICY STATEMENT

Programs within the Center for Health Professions may use the program Respondus Monitor for exams and/or quizzes that are online or not proctored in person.

JUSTIFICATION

Exam security is of utmost importance in maintaining the integrity of programs here in CHP. The use of Respondus Monitor ensures that students are not cheating or copying exam questions during an exam/quiz.

DEFINITIONS

Respondus Monitor - A program within Respondus Lockdown Browser that enables the webcam and microphone on a device.

RESPONSIBILITIES

Students are responsible for following the procedures for Respondus Monitor

NON-COMPLIANCE

Non-compliance with the Respondus Monitor policy/procedures may result in a failing grade on the quiz/exam, dismissal from the academic program, and possible restriction from entering any health professions program.

RELATED DOCUMENTS AND FORMS

11006 - Respondus Monitor Procedures

Approved: June 2023

Next Scheduled Review: June 2025

Programs within the Center for Health Professions may use the program Respondus Monitor for exams and/or quizzes that are online or not proctored in person.

Note: Chromebooks are not compatible with Respondus Monitor.

Unless otherwise instructed, all exams are to be note free. No books, notes, or other study aids are allowed in your testing area.

1 – If you are using a laptop to take your exam, please make sure it is stable and on a solid surface until the exam is complete. This will ensure that your face is in focus during the exam.

2 - During the environmental check you must be able to show the entire area including yourself, the floor, ceiling, and entire room including the monitor and keyboard area. Some students have found that a mirror is necessary to show the keyboard and monitor area. Without full disclosure of the entire area, you will receive a zero for the grade on that exam.

3 - While engaged in taking the examination you cannot leave the room. If there is an emergency, you should state so on camera.

4 - Keep your eyes on the monitor as much as possible so it does not appear you are looking at material to help you with the exam.

5 - Nobody is allowed in the room when you are testing. If someone inadvertently comes in the room and leaves without giving you test question answers then that will be ok (small children, spouse, etc.)

6 – Webcams and microphones MUST be kept ON at all times. You cannot cover or block the webcam during the exam.

7 – Do not cover your mouth during the exam

8 – No phones and/or smart watches are allowed to be near the student during the exam

After the exam is complete, the instructor will review all videos for potential cheating. If the instructor deems that cheating has occurred, the student will receive a zero (0) for the exam and may be subject to dismissal from the course with the right to appeal per the Center for Health Professions appeal process (Policy Academic Grade Appeal 3008.1)

The student may also be excluded from admission to all Health Professions programs.

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

Students entering Health Professions programs must be aware that they are entering a profession that increases their risk of exposure to blood-borne diseases such as hepatitis B, hepatitis C, other forms of hepatitis, and human immunodeficiency-virus (HIV) or AIDS.

JUSTIFICATION

Hepatitis B, other forms of hepatitis, and AIDS can be transmitted through needle sticks, contact with an open wound, non-intact skin (e.g. chapped, abraded, weeping, or dermatitis), or mucous membranes to blood, blood-contaminated body fluids, or concentrated virus.

Students will be taught the 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 physician if you are interested in obtaining this vaccine. 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.

DEFINITIONS

Infection control prevents or stops the spread of infections in healthcare settings.

REFERENCES RELIED UPON

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.

RELATED DOCUMENTS AND FORMS

11007 CHP Infection Control Procedures

Approved: June 2023

Next Scheduled Review: June 2025

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

1. Wear gloves when handling body fluids (blood, body secretions, etc...)
2. Use a disposable/surgical mask when the client has a productive cough, or when suctioning the intubation 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. (Bioclusive 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 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 at the end of this handbook 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 Inspector. 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.

And/or

- b) Contact your physician for hepatitis B and/or HIV follow-up. The Centers for Disease Control recommends for hepatitis B exposure:
 - i. If the 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 person should also receive the vaccine series
 - ii. If the exposed person has been previously vaccinated, the person should be tested for antibodies 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.

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

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 exceptions 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.

TB is a serious infection, usually of the lungs, caused by the bacteria *Mycobacterium tuberculosis*.

This may be done through a normal TB skin test, QuantiFERON Gold, or Chest x-ray.

JUSTIFICATION

Hospitals may require a TB skin test before entering the hospital setting.

DEFINITIONS

QuantiFERON-TB Gold (QFT) is a simple blood test that aids in the detection of *Mycobacterium tuberculosis*, the bacteria which causes tuberculosis (TB)

RESPONSIBILITIES

Students are responsible for providing proof of TB before entering the professional program and/or the hospital setting.

NON-COMPLIANCE

1. Non-compliance may result in the student not being able to complete their clinical rotation and may therefore result in an incomplete or failing grade in the class. This may result in dismissal from the professional program.

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

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

All students must complete and sign a Hepatitis Policy Form.

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

Some clinical affiliates may require the Hepatitis B vaccination. Students are responsible for following said procedures/policies of the clinical affiliate. If the student does not follow these procedures/ policies, they are subject to dismissal from the program enrolled.

JUSTIFICATION

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.

RESPONSIBILITIES

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

NON-COMPLIANCE

If a clinical site requires the Hepatitis vaccine and the student refused the vaccine. The student will not be allowed to do clinical rotations at that hospital. This may effect the ability of the student to complete the appropriate health professions program and may result in dismissal from the program.

RELATED DOCUMENTS AND FORMS

HEP B Form

NORTHWEST ARKANSAS COMMUNITY COLLEGE
Hepatitis Vaccine Form
(Nursing Students MUST have the Hepatitis Vaccine)

RELEASE FROM LIABILITY

1. I acknowledge that I have received information concerning the hepatitis B 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 breastfeeding mothers, ~~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 the immunization is completed.

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

_____ I already have current immunization to hepatitis B. **(REQUIRED FOR NURSING) Attach proof of immunization.**

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 to complete your file.

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

Students are to hold all information obtained on a patient 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 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.

JUSTIFICATION

Students in the health professions programs have access to confidential patient information and must comply with HIPAA requirements.

DEFINITIONS

HIPAA - The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge

NON-COMPLIANCE

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

RELATED DOCUMENTS AND FORMS

[HIPAA Privacy Rule - U.S. Department of Health and Human Services](#)

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

Certain NWACC Health Professions students **MUST** have a current HCP-CPR card throughout the duration of the education program.

JUSTIFICATION

All faculty and students who go to clinical setting must have CPR training

DEFINITIONS

CPR - Cardiopulmonary Resuscitation – is an emergency lifesaving procedure performed when the heart stops beating.

RESPONSIBILITIES

It is the responsibility of the student to check and adhere to individual program requirements regarding CPR certification.

NON-COMPLIANCE

Students who are non-compliant with this policy may not be able to complete their clinical rotations.

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

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. Student's may be referred to the Disability Resource Department.

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 ensure that the policy remains current throughout the duration of the respective program. Proof of insurance will be provided on the Personal Injury and/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 to educate and train the 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 exceed his/her limitations.

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

JUSTIFICATION

Students must be in good health in order to take care of sick patients. Students should not attend clinical while sick so that no disease is transferred to a patient.

RESPONSIBILITIES

Students must report to their Clinical Coordinator, Director or faculty member if they are sick.

NON-COMPLIANCE

Non-compliance may result in dismissal from the appropriate program.

RELATED DOCUMENTS AND FORMS

Personal Injury Illness Waiver

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 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 exceed his/her limitations.

If, however, an injury and/or illness/infection does occur during class sessions, lab sessions or 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 assistants, and respiratory therapy students carry some form of health insurance. It is the student's responsibility to ensure 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 in situations 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.

Approved: June 2023

Next Scheduled Review: June 2025

POLICY STATEMENT

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.

JUSTIFICATION

For liability purposes for the college, All injuries and or incidents that happen either on NWACC property or at a clinical affiliate must be documented.

RESPONSIBILITIES

Any person injured must report the incident to their supervisor immediately.

Any person witnessing an injury must report the incident to their supervisor immediately.

RELATED DOCUMENTS AND FORMS

Conference Incident Report Form

Incident Form

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

Date

(Rev. 4/24/08)

Employee's Report of Injury Form

Instructions: Employees shall use this form to report all work-related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work-related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

**Supervisor's Accident Investigation
Form**

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

(Circle one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail. _____

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event: _____

What caused the event? _____

Were safety regulations in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature

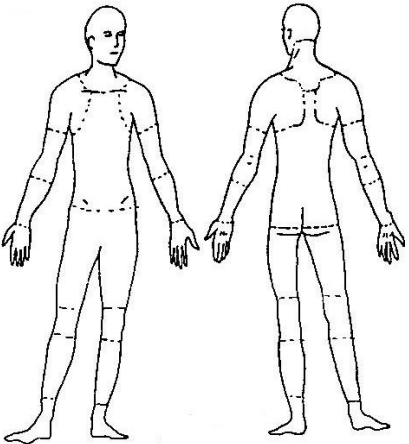
Date

Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss		
Date of incident:	This report is made by: <input type="checkbox"/> Employee	<input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary Months with this employer Months doing this job:

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any): 	

Number of attachment s:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 4: How can future incidents be prevented?**What changes do you suggest to prevent this incident/near miss from happening again?**

- ☐ Stop this activity ☐ Guard the hazard ☐ Train the employee(s) ☐ Train the supervisor(s)
- ☐ Redesign task steps ☐ Redesign work station ☐ Write a new policy/rule ☐ Enforce existing policy
- ☐ Routinely inspect for the hazard ☐ Personal Protective Equipment ☐ Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ☐**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

OSHA & HIPAA Requirements Policy

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

Substance Abuse Policy and Procedures Policy

All students applying for admission into a Health Professions program at 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 NWACC college catalog and must submit for drug testing as required by programs.

Students attending NWACC who are enrolled in a Health Professions Program who demonstrate any of the following behaviors including but not limited to those listed below and for whom the use of those behaviors is suspected to be endangering to their wellbeing and/or the wellbeing of others, within a clinical and/or educational environment and are subject to the Substance Abuse Procedures:

- erratic behavior unsafe behavior
- behavioral changes
- signs such as smell suspected to be related to the use of drugs and/or alcohol

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, anxiolytics, stimulant (amphetamine-type substances, cocaine, and other stimulants), tobacco and other (or unknown) substances.

The following procedure shall be enforced:

1. 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 the 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 the NWACC program if negative. All subsequent tests must be paid for by the student.
2. 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 the 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 the 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.
3. 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.

4. The Division of Health Professions 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 a student fails to adhere to the above policy, he/she may be dismissed, subject to the right of appeal, from any Health Professions program. A failing grade will be rendered in all courses the student is enrolled in.**

Procedure

“For Cause” drug screening for a health professions student in the academic or clinical setting.

1. When an 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 confidentially and respectfully.)
 - 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 through Quest for drugs and/or alcohol screening. The screening facility chosen for students attending clinical education out of the NWA area will be determined on an individual basis as needed.
 - f. Screening may include a breathalyzer, blood test for alcohol, and/or 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 location.
 - h. The student will sign the release statement requesting that the results of the urine and/or blood tests be sent to the NWACC Program Director as well as 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 test 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 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's 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 be dismissed from the program subject to their right to appeal under the NWACC Grade Appeal process.
 - b. Transportation will still be required and may be a taxi or emergency contact person. 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 location.
 - c. The clinical facility or NWACC employees/faculty who observed the behavior will document the student's behavior, and the actions are taken and sign a written statement by both persons verifying the behaviors, and the student's response.
 - d. All documents related to the incident in question will be provided to the Program Director within 48 hours.

11016 - CHP Handbook – Clinical Rotations Policy

Approved: June 2023

Next Scheduled Review: June 2025

Policy Statement

Students are not allowed to change their clinical rotations. Students are also not allowed to contact any clinical site without prior authorization from their Department Clinical Educator (DCE).

Justification

Clinical rotations are set based on the courses that a student is enrolled in. These rotations are designed to enhance and support the didactic course that the student is currently enrolled in.

Responsibilities

Students are responsible for contacting their DCE for any issues related to their clinical rotations.

Non-Compliance

Violation of this policy may result in disciplinary action up to and including dismissal from the professional program subject to the right of appeal.

Exceptions

Dental

Fire Science

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 a break or during lunchtime.

Gratuity

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

Smoking

Smoking and or tobacco products are not allowed on healthcare affiliate premises. This is to include electronic vaping systems.

Parking

Before arriving at the clinical site, students should ask their clinical instructor or Health Care Affiliate Administration where they will be allowed to park or if a parking permit is required.

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 shift, after using a toilet, blowing your nose, covering a sneeze whenever your hands become obviously soiled, and 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 before and after wearing gloves. 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 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 the wastepaper basket. Finally, use a clean paper towel to turn off the faucet, open the door, and turn off the light switch. Failure to follow the 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 the 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 healthcare affiliate safety manuals.

Dress Code Policy

While in the clinical setting, students 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 the NWACC dress code.*** This policy was derived from the NW Arkansas area clinical site policies but may not include all of the individual clinical site’s rules and policies.

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

Name badges—All students will wear NWACC-furnished student name badges and may be required to wear an affiliate name badge in addition.

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 clinical rotations 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 the clinical setting.

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 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 handbooks.

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 an 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 (Policy number 9001) on Inclement Weather 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 canceled.

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.

The 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 the evening, night, and/or weekends.

Students with a Disability

Students with documented disabilities may request accommodations. It is the student's responsibility to contact the Disability Resource Center (DRC) to procure accommodations.

If accommodations are recommended by the DRC during a semester, it is the student's responsibility to provide the letter 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.

Carpools and/or the 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 do not apply 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 do not apply to Health Information Management students at NWACC. The waived policies are:

CPR Policy

CNA/PCA+ PROGRAM

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

1. Personal Injury and/or Illness Waiver Policy

Forms

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 before 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 before 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 one week after the first day of your Health Professions Program classes to complete your file.

NORTHWEST ARKANSAS COMMUNITY COLLEGE
Hepatitis Vaccine Form
(Nursing Students MUST have the Hepatitis Vaccine)

RELEASE FROM LIABILITY

7. I acknowledge that I have received information concerning the hepatitis B 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.
8. 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.
9. I have received information that this vaccination is not recommended for pregnant females, for breastfeeding mothers, ~~for~~ persons with a fever or active infection, and for persons who are allergic to Thimerosal or yeast.
10. 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.
11. I acknowledge that I have read this document in its entirety and I understand it.
12. 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 the immunization is completed.

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

_____ I already have current immunization to hepatitis B. **(REQUIRED FOR NURSING)**
Attach proof of immunization.

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 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 to complete your file.

NORTHWEST ARKANSAS COMMUNITY COLLEGE

Field Trip, 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 the 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	DOB	Date
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Signature of Parent/Legal Guardian (If participant is under 18)	Date
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Name of contact in case of emergency	Phone number
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Received by: (Supporting Department Chair)	Date
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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 the 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 to complete your file.