



Student Handbook 2021–2022

Allied Health Sciences—CE Faculty and Staff

Student Handbooks constitute Student Policy and are revised as needed.

Please go to TCL.edu for updates.

Program Policies & Procedures

Academic Information

- **Grading Methodology:** The final grade must be 75.00 (70.00 for EMT per DHEC regulations) or more in order to pass the course/program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in the Allied Health Science - CE program and does not meet department requirements.
- **Academic Misconduct:** Health care professionals hold the public trust. Academic misconduct by Allied Health Science - CE students calls that trust into question. Academic integrity is expected. Academic misconduct may result in withdrawal from a course/program.

Attendance Information

- **Absence from an examination or other graded activity:** A 90% attendance rate is mandatory for all classes in Allied Health Sciences – CE for successful completion. Students receiving tuition subsidies must attend the first day of class or tuition subsidies will be withdrawn. Students absent from an examination or other graded activity will receive a “0” grade for the activity unless other arrangements are made with the individual instructor *before the scheduled event*. The student is responsible for notifying the Instructor of the reason for the absence. It is the responsibility of the student to contact the appropriate Instructor by telephone to arrange a make- up of the examination/activity. Messages sent by other students are *not acceptable*. If the Instructor is not available, a message must be left with the Continuing Education registration desk. The Instructor will decide the time and method of make-up examinations on an individual basis.
 - **Clinical absence:** In the event of unavoidable clinical absence, the *student must* provide a doctor’s excuse, death notice, etc., indicating unusual circumstances that would justify the absence or tardiness. Make-up clinical time may be arranged at the discretion of the Program Coordinator. Absences from clinical will result in the student’s inability to demonstrate mastery of the clinical outcomes for a course, and may result in *dismissal* from the course/program.
 - **“No Call/No Show”** for clinical is unprofessional conduct and the student will be withdrawn from the program. “No Call/ No Show” Process:
 1. Student does not show up at clinical site and does not contact both the Instructor and clinical site.
 2. Instructor contacts student informing he/she that they must meet with the Instructor and Program Coordinator prior to returning to clinical.
 3. Instructor notifies Program Coordinator and the Vice President for Continuing Education and Workforce Development that a potential “no call/no show” has occurred.
 4. Instructor and Program Coordinator meet with the student and provide student an opportunity to share his/her account of the events resulting in the potential “no call/no show”. At this meeting the student, the Instructor and Program Coordinator inform the student that:
 - a. he/she did not follow protocol and is dismissed from program.
 - b. that he/she should meet with the Vice President if they feel that actions taken were unfair.

OR

 - c. agree that student did not violate the “no call/no show” policy. - 5. Student may schedule an appointment with the Vice President. At this meeting the student is provided with the opportunity to share his/her account of the events resulting in the potential “no call/no show” and actions taken. If, after meeting with the student and reviewing information related to the event, the Vice President determines:
 - a. that the “no call/no show” policy was not violated the student will remain in the program while the Vice President meets with all program faculty to review the related events and determine what action, if any, should be taken.
 - b. that the “no call/no show” policy was violated the student is dismissed from program on the date of the meeting. The Vice President provides the student with information on the grievance process.
- **Tardiness:** Punctuality is an important element of professional behavior. Students are expected to arrive on time. The clock at the clinical agency/classroom/lab is used to determine tardiness. Three tardies is considered the equivalent of one absence. Should a pattern of tardiness develop, the problem will be handled by the Instructor and may result in an unsatisfactory for the course/program.

- **Jury Duty:** Students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delay in this process may jeopardize the chances of the student being excused by the court. All missed classroom, laboratory/clinical experiences must be addressed with the Vice President of Continuing Education and Workforce Development and the Program Coordinator. The student is responsible for obtaining the missed classroom materials from the course Instructor.
- **Inclement Weather Policy:** During the clinical rotation, if the Technical College of the Lowcountry is closed, or classes are canceled due to inclement weather, then clinical is automatically canceled. School delays or closings will be posted on the college website, www.tcl.edu. If the Technical College of the Lowcountry classes are on a delayed schedule, students should report to their clinical site at

Professional Conduct

Confidentiality Policy: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of the Allied Health Sciences – CE student to maintain the confidentiality of patient information. *Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient.* Students are not allowed to have cell phones or cameras in clinical facilities. See guidelines for appropriate use of social networking. Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees and physicians.

Confidential information includes but is not limited to:

- a. the identity and addresses of individuals served and services they received;
- b. the social and economic conditions or circumstances of any person served;
- c. agency evaluation of information about a person or health facility;
- d. medical data, including diagnosis and past history of disease or disability, concerning a person, and confidential facts pertaining to health facilities;
- e. the identity of persons or institutions that furnished health services to a person;
- f. information identified as confidential by appropriate federal and state authorities;
- g. special care needs to be taken to preserve the dignity and confidentiality of patients, including those patients with infectious diseases or conditions.
- h. the patient has the right to every consideration of his/her privacy concerning his/her own medical care. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly.
- i. the patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential. All patient information shall be regarded as confidential and available only to authorized users. Breach of this policy may result in disciplinary action and/or termination from the course/program.

Guidelines for Appropriate Use of Social Networking Websites: Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Allied Health Sciences – CE Program, clinical sites or The Technical College of the Lowcountry. It is also important to ensure patient information is not made publicly available. The Allied Health Sciences – CE Division has adopted the following guidelines to assist students safely using these sites.

1. Personal Privacy:

- A. We recommend setting your profiles on social networking sites so that only those individuals who you have provided access may see your personal information.
- B. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
- C. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

2. Protection of Patient Information:

- A. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
- B. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- C. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine to whom you are referring based on the context.

3. Professionalism:

- A. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or your colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
- B. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
- C. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture, lab, and clinical assignments is prohibited.

- D. Keep in mind that photographs and statements made are potentially viewable by future employers.
- E. Students may be subject to disciplinary actions within the College for comments that are unprofessional or violate patient privacy.
- F. Keep in mind you are representing The Technical College of the Lowcountry and the Allied Health Sciences – CE Program when you log on a site and make a comment or post a photograph.

4. Conviction of a Crime:

- A. Conviction of a crime (other than a minor traffic violation) may make a student ineligible to take the national certification or licensing examination(s) upon graduation or for application for licensure in South Carolina and other states.
- B. Early notification to the appropriate State Licensing/Credentialing Board is recommended.
- C. Criminal conviction or pending criminal charges of any of the following will likely make the applicant ineligible to apply for licensure:
 - a. crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill)
 - b. crimes involving the distribution of illegal drugs
 - c. crimes that involve Moral Turpitude

It is the responsibility of the applicant to contact the appropriate licensing board for clarification or advisement.

Allied Health Sciences - CE Division Requirements

CPR Certification: Students must have a current American Heart Association Basic Life Support health Care Provider CPR certificate. This certification must be kept current according to the expiration date of the card and maintained throughout the program. It is the student's responsibility to complete CPR certification. Students will not be permitted in the clinical area without current certification.

Health Status: Student health information is kept confidential. Release of health forms to clinical facilities may be required to be eligible for clinical rotations. The Health Science Division retains health files for 90 days after a student graduates or withdraws from a program; students no longer in a program may obtain their records from the division office.

Change in Health Status: Students must notify the Allied Health Sciences Program Coordinator of any changes in health status that occur following admission to the program i.e. pregnancy, injuries, major illnesses or surgery. Documentation from a health care provider that the student is mentally, physically and emotionally capable to undertake the requirements of the program in which they are enrolled will be required on the Changes in Health Status form in order for the student to continue in the Health Sciences program.

Pregnancy: Any student who is pregnant must have her health care provider complete the division Changes in Health Status form regarding her ability to perform all expected clinical functions fully, safely, and without jeopardizing the health and wellbeing of the student, fetus, or patient before registration each semester. In order to resume her class and clinical activities after delivery, the student must bring a written statement from her healthcare provider on the Changes in Health Status form. Students who do not bring these statements will not be permitted to continue their clinical experience. If a student does NOT declare her pregnancy, the Division of Health Sciences will assume that a pregnancy does NOT exist.

South Carolina Law Enforcement Division (SLED): All CNA, ECG, EMT, PCT and Phlebotomy students must have a (SLED) criminal background check done prior to registering for classes. If an arrest record is present, the record will be submitted to the Division Vice President for a class/program eligibility determination. Any conviction may prevent the student from taking a class or participating in a program.

Move/ Transfer: Students will be allowed to move or transfer a resident/client/patient only in the presence of their instructor. Any violation of this policy will be sufficient grounds for immediate dismissal from this program.

Mechanical Lift Operation Policy: Nursing Assistant students are not allowed to operate any mechanical lift until they have reviewed the facility's policy and attended a hands on demonstration on their use and operation. The facility's policy will always be followed in the use of these lifts as well as these additional physical restraints. Students will be allowed to operate a mechanical lift only in the presence of their instructor. Any violation of this policy will be sufficient grounds for immediate dismissal from this course.

Equipment: Students are frequently given assignments that require the use of equipment without direct instructor supervision. Care of this equipment is essential and students are requested to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to the Instructor or Program Coordinator. Students may not remove equipment from any classroom or lab.

Children on Campus: Faculty, staff and students of the College shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The College cannot assume the responsibility for supervision of children of faculty, staff, or students.

Electronic Devices: All pagers, cell phones and other electronic devices that may disrupt the classroom are not allowed in the classroom. No pagers or phones are allowed in the clinical area. No exceptions will be made. Basic calculators are allowed for quizzes/tests/exams.

Smoking Policy: Smoking is prohibited in College buildings including classrooms, libraries, auditoriums, private offices, labs, student/staff/faculty lounges, and any other enclosed indoor area used by the public or serving as a place of work or study. Smoking is prohibited near all doorways leading into the College buildings. Smoking is allowed in the nine (9) designated smoking areas only. These areas are marked with signs and may be found near buildings 12, 10, 9, 22, 13, 16, 19, 3, and 6 on the Beaufort campus.

Allied Health Sciences – CE Student Conduct:

- Food/Drink: Eating or drinking in the classroom is not allowed unless approved by Instructor.
- All pagers, cell phones and other electronic devices that may disrupt the environment must be turned off during lecture and lab periods.
- No pagers or phones are allowed in the clinical area. No exceptions will be made.
- Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing.
- Clinical site assignments are subject to change and registration in a particular section does not guarantee a particular clinical slot.
- Students may not attend clinical on any unit on which they are employed.

Class Dress Code Policy:

- Personal appearance of the Technical College of the Lowcountry Allied Health Sciences – CE students is important. Certain basic regulations must be followed. The Instructor may dismiss any student not adhering to this policy. This dismissal would be counted as an unexcused absence for the day.
- Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene.
- Judicious use of cosmetics should be practiced. Use of scented products is not allowed.

Clinical Dress Code Policy:

- A Technical College of the Lowcountry ID photo/name badge or a clinical facility ID photo/name badge will be worn at all times in the clinical area.
- Smoking, chewing gum, eating food or drinking is not permitted in the clinical area.
- Uniforms must be clean and neatly pressed at all times. Clinical shoes must be closed toe and closed heel. Socks must be worn at all times during clinical.
- While in uniform, hair must be clean, off the face and shoulders and without bows, ornamental clips and ribbons. For males, side burns should be no longer than the tip of the earlobe. Hair, mustache, and beards should be conservatively styled and neatly trimmed.
- Rings are limited to a plain, simple band. Earrings are limited to one small button type on each ear. No other visible body piercing ornaments are allowed.
- Tattoos or other forms of body art must be covered.
- Pierced tongue art is not allowed.
- Fingernails must be clean and short. No fingernail polish is allowed. Acrylic, gel or silk wrap nails are not allowed.
- A black ballpoint pen is to be available at all times along with a note pad.

The following characteristics are expected at all times:

- Refrains from loudness, profanity, sneering, rudeness and sleeping in class or clinical.
- Is truthful.
- Listens receptively.
- Takes advantage of self-learning opportunities.
- Assumes responsibility for course preparation and participation.
- All forms of academic misconduct, including cheating, will result in disciplinary action. Cheating includes copying from another student's test answer sheet.
- Accepts constructive criticism.
- Is consistently punctual.
- Accepts assignments and willingly assists others.
- Communicates in a medically professional manner.
- Approaches client/resident with kindness, gentleness and helpfulness.

Additional College Policies: The College adheres to the Student Code for the SC Technical College System. Copies of the Code are available on the College's website at www.tcl.edu or www.netc.edu/student-services/student-code.html.