



Dept. 1 Student Handbook

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Introduction:

This handbook is designed to inform the healthcare student of policies and definitions adopted by all allied health programs at Hutchinson Community College. It is the expectation that you as a HCC healthcare student familiarize yourself with this handbook, as well as the many program policies specific to your chosen discipline and abide by all policies as written. You should also be familiar with policies published in the Hutchinson Community College student handbook and catalog as they apply to expected behavior on our campus.

Hutchinson Community College Allied Health Department Mission, vision and goals:

The Mission of the Allied Health Department is to provide quality education and enhance the educational and employment opportunities of our students in the allied health professions. Furthermore, the Allied Health programs and services will be student centered and focused upon maximizing access to and success in the student's educational and career goals.

Vision:

Developing tomorrow's leaders in Allied Health

Goals:

1. Prepare students with current knowledge and skills necessary for employment utilizing practitioner faculty, experiential curricula, and state-of-the-art facilities.
2. Respond to the changing needs of the health care community by providing continuing education for persons whose skills need upgrading, knowledge base broadened or who seek career advancement.
3. Prepare students through a prescribed course of study to transfer to 4-year institutions or to advance training.

Ethical Principles

As students are involved in clinical training and academic environments, ethical principles are provided as a guide to professional development. HCC Allied Health faculty and healthcare students should continually strive to:

1. Advocate for the rights of all.
2. Maintain confidentiality of student and patient records.
3. Take appropriate action to ensure the safety of patients, clinical training staff, students and HCC employees.
4. Provide care in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.

Ethical Principles: Continued

8. Cooperate in every reasonable manner with the student, academic faculty and clinical staff to ensure the highest quality of client care.
9. Refrain from performing a technique or procedure for which you have not been adequately trained.
10. Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk or injury to the client, self, or others.
11. Strive to achieve and maintain an optimal level of personal health and physical appearance.
12. Uphold school policies and regulations related to academic and clinical performance.

Terms and Definitions

The following is a list of terms and definitions as accepted by all HCC allied health programs. Enforcement or disciplinary actions based on these definitions is the prerogative of program faculty and directors/coordinators as published in each program handbook.

Attendance

Tardy: Arrival to classroom, lab, or training area after the time designated by the schedule or indicated by the instructor, supervisor or preceptor.

Absence: Not present for 30% or more of the scheduled class time, lab session, or scheduled clinical training session.

Excused Absence: Any absence in which the student can verify: illness, illness or death of an immediate family member, jury duty, or legal subpoena.

Immediate Family Member: Spouse, life partner, fiancée, Sibling, Parent, Grandparent or Child of the student. Or any family member whose care is the responsibility of the student.

Irregular Attendance:

- Classroom: Absent from 3 class meetings.
- Clinical Training: Students will follow the clinical training attendance policy as written in their specific educational program's handbook.
- Lab: Absent from 10% of scheduled lab time.
- Online: 7 consecutive days without a log in with course activity.

Procedure for reporting irregular attendance and possible consequences can be found in the HCC Catalog. Policy Number: 1010, Attendance Policy: Warnings and Withdrawals for Irregular Attendance. <http://www.hutchcc.edu/catalog/policy/?id=10>

Disciplinary Actions

Verbal Warning: documented by program faculty, clinical supervisor, or preceptor. Documentation to include date, time and subject of issue spoken directly to the student.

Written Warning: Written letter, e-mail or text provided to the student, addressing issues with student behavior or academic progress.

Plan of improvement: Document created by a program faculty member and the student, listing behavior modifications that will improve behavior, or academic performance.

Probation: Period of time designated by program faculty, in which any further student behavior which would normally result in disciplinary action will result in program dismissal.

Suspension: Period of time in which the student is suspended from access to affiliated training facilities.

Dismissal: Complete program dismissal, resulting in withdraw from all program courses and labs, as well as immediate denial of access to clinical training facilities.

Disciplinary actions are not sequential and will be imposed as deemed appropriate by program faculty. All disciplinary actions may be appealed as stated in the HCC Catalog. Policy Number 1001, Academic Appeal, <http://www.hutchcc.edu/catalog/policy/?id=1>

Violations that are not determined to academic in nature will be adjudicated as described in the student code of conduct. <http://www.hutchcc.edu/catalog/policy/?id=47>

Grounds for Immediate Suspension and Program Dismissal

The following is a list of behaviors that will not be tolerated or excused and thus cause for immediate suspension from training at a partner clinical training facility. Evidence of the behavior will be evaluated by the program coordinator/director who will determine if program dismissal is in order. Students dismissed from their program of study will be withdrawn from all courses associated with that program. All documentation will be forwarded to the Vice President of Student Services and the Vice President of Academic Affairs for review.

- Attendance in any educational environment while under the influence or in possession of alcohol or illegal drugs, or while impaired due to purposeful misuse of medication.
- Possession of any substance or item that is banned from a clinical training facility while attending training or observing at that facility.
- Theft or willful destruction of patient, college or clinical training facility property.
- Unsanctioned use of video and/or audio recording devices within the clinical environment.
- Unsanctioned collection and/or distribution of patient information or any willful violation of HIPAA law.
- Unsupervised performance of an invasive procedure which the student has not been adequately trained and/or successfully demonstrated competency.
- Performance of, or providing an order for any medical procedure outside the scope of practice for the specific discipline in which the student is training.
- Knowingly misrepresenting credentials or level of training.
- Knowingly placing self or others in physical danger.

Grounds for Immediate Suspension and Program Dismissal: Continued

- Verbal, electronic, or physical harassment and/or abuse of a patient, HCC employee or student, or employee or representative of a clinical training facility.
- Unauthorized entrance or unsanctioned escort of unapproved individuals into known restricted areas of the clinical training facility.
- Knowingly falsifying patient information, clinical facility records, or personal or clinical training records.

It is the ethical responsibility of all licensed health care professionals to report any incident that is in violation of ethical standards for their respective profession. HCC Allied Health Faculty will report any ethical violation to the appropriate agency. Furthermore, any such violation will be shared with other HCC program coordinators and may disqualify the student from enrolling in any HCC Allied Health programs.

Policies

The following are policies agreed upon by all HCC allied health programs. As an Allied Health student it is your responsibility to familiarize yourself with each policy and abide by all as written. Failure to comply with any policy listed here or in your program student handbook will result in disciplinary action deemed appropriate by your program faculty.

Clinical Behavior and Dress Code:

It is important that HCC allied health students conduct themselves in a professional manner on campus, in the classroom, the laboratory and clinical training facilities.

Traits of professional behavior include but are not limited to:

- Punctuality and Attendance
- Respect for all members of the educational team, fellow students, clinical affiliate staff, physicians and patients.
- Use of appropriate language.
- Wearing professional Attire appropriate for the clinical setting, classroom or lab.

Dress Code and appearance while in the clinical training environment.

- Students are representing Hutchinson Community College and as such will dress appropriately for a professional setting.
- Practice meticulous personal hygiene
- Professional Dress, if a uniform is not required, to include shirt with sleeves, slacks, closed toe dress shoes
- Clinical training uniforms worn as specified in program student handbook.
- No visible transdermal implants or facial or tongue jewelry.
- Fingernails short clean, no nail overlays or false nails.
- Only natural hair colors
- HCC Student ID must be displayed at all times.

Some of our programs have specific dress and personal hygiene requirements not listed above. Students are expected to follow the clinical training policies specific to their program.

Classroom and Laboratory Dress:

Our classrooms are professional learning environments. The student should wear clothing that is comfortable yet appropriate to such an environment.

In our lab settings students will be required to perform learned skills as well as simulate patients for other students. This will require some physical exertion as well as appropriate physical contact with other students and faculty. If your program does not require clinical uniforms to be worn in the lab, you should dress in clothing that will allow a high degree of body movement and provide sufficient cover throughout all ranges of motion.

Students failing to dress appropriately for class or lab may be asked to change before being allowed to participate in classroom or laboratory activities.

Classroom and Laboratory Behavior

Our classrooms and labs are equipped and designed to promote a positive learning environment for all students. Most classrooms and program laboratories are made available to students as study areas and to provide opportunities to practice skills. In many cases the students are allowed to practice skills or use classroom areas unsupervised. Any time you are using a classroom or lab we ask you to strive to:

- Respect the learning needs of other students
- Continually demonstrate professional behavior
- Refrain from the use of profanity or discourteous behavior
- Utilize lab equipment for its intended purpose only.
- Keep our lab and classrooms clean and organized.
- Treat our equipment with respect, preserving it for future use.
- Uphold all regulations regarding lab and classroom use as published in program handbooks.

Social Media

The use of social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, etc., provides the ability for students to communicate with and receive support from their peers. It is your professional responsibility to be aware that information published on any of these sites is available to the public. Therefore, confidential or sensitive information related to any individual or agency associated with your training cannot be disclosed.

HIPAA law must be followed at all times. Personal Health Information concerning clients/patients must not be shared verbally, in writing, or posted in any online forum or web page, even without specific patient identifiers.

Cell Phone Use

Clinical Training Facility

Use of cell phones or other electronic devices while in a clinical training facility will be for educational purposes only and must be approved by the supervising instructor/preceptor. Any time an electronic device is approved for use in a clinical facility that device must be placed on "airplane mode." If the device is not needed for an educational activity, it must be turned off and stored in a safe place. Any use of a recording, or photography device is prohibited.

Students may at times need to communicate with a family member in an emergency. Please leave the clinical instructor's contact information and/or the nursing unit's phone number with the family member in this event.

Any violation of this policy will result in the student being asked to leave the premises immediately and considered absent from clinical training.

Classroom or Laboratory

Cell phones may be incorporated in a learning activity during class or lab times. At such times students should remain on task using their device only for the activity. During class time in which cellphones are not being used for an activity, your phone should be placed on vibrate only and stored out of site. It is considered disrespectful to your instructor and fellow students to read and/or respond to text messages, posts, tweets or phone apps, during class time. In the event you receive an emergency call or text quietly exit the classroom or lab to respond. If your situation requires multiple calls or texts, remain outside the classroom or lab until your business is complete.

Access to Technology

Having consistent and reliable access to a computer and the Internet promotes effective communication with peers, instructors and Allied Health staff, and in many courses will be required for assignment submission and exams. As a student it is your responsibility to maintain records, complete assignments and communicate effectively electronically. Prior to beginning any allied health program have a plan in place that gives you consistent access to a computer that is connected to the internet.

There are a number places that offer "free" internet access (students are responsible for verifying hours and computer availability):

- On HCC Main Campus and Hutchinson Area; Rimmer Learning Center, Parker Student union, Davis Hall and Peel Center Computer Labs, the Hutchinson Public Library
- Newton Campus: Learning Center Computer Labs, local library and area businesses.
- McPherson Center: Computer Labs, Local library and area businesses.

Allied Health courses offered online promote distance learning and participation; Internet is compulsory. Students participating in these courses must have access to minimum hardware and software requirements. It is the student's responsibility to maintain a minimum level of capability and flexibility with computer equipment, and the internet. In the event you are having a technology problem contact the HCC Information Technology Services department for assistance. Your online instructors are healthcare educators; they will not be able to help you with these types of issues. You will be expected to resolve technology issues in a timely manner. Your instructors will not accept excuses for absence, missed assignments, or un-received course communication due to technology or internet service issues.

Submitting Assignments

Material assigned to students is done to provide additional learning, assess student knowledge and understanding of material, expose students to new ideas, provide an opportunity to practice learned skills, and garner needed data for program and college assessment. In the interest of professionalism, it is your responsibility to complete and submit all course work to the best of your ability. Group assignments foster teamwork and provide an alternative method of reinforcing a specific skill or concept. As a group member you will be evaluated on your ability to work cooperatively.

Assignments have a specific due date and time. All work submitted will be reviewed by the instructor. It is the prerogative of the instructor to accept a late assignment for credit.

Any materials submitted for a grade will be subject to the HCC Academic Honesty Policy, Policy Number 1002: <https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=12&doctype=hb - doc2>

Helpful Links

Tuition and Financial Aid - <http://www.hutchcc.edu/cost>

Transfer Information - <http://www.hutchcc.edu/catalog/policy/?id=32>