



Elgin  
Community  
College

Bright Choice. Bright Future.

# Health Professions Policies & Procedures Manual

Revised 5/2022

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## **Elgin Community College Mission Statement**

The mission of Elgin Community College is to improve people's lives through learning.

## **Health Professions Mission Statement**

The mission of Health Professions is to provide a quality education that supports the development of health and wellness practitioners.

## **Health Professions Vision Statement**

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

## **Health Professions Discrimination Statement**

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the student's beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

## **Castlebranch\***

\*Does not apply to Massage Therapy students

Upon admission to their program of study, health professions students are required to set up a [Castlebranch](#) account using their program-specific code. Once done, follow Castlebranch's instructions to submit the criminal background check and to select a location for completing the drug testing requirement.

All other program forms are uploaded by the student to their private document management Castlebranch account. No forms are submitted to the program director or dean's office. These forms include but are not limited to completed Health Professions medical form, CPR card, medical insurance card, signed Health Professions Policies & Procedures manual agreement form, student handbook agreement form, etc.

# Criminal Background Checks and Drug Testing

## Administrative Procedure 3.406 Criminal Background Checks and Drug Testing of Health Professions Program Students

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018; June 7, 2021

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations have established regulations that require Elgin Community College to conduct criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and Joint Commission regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 45 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

Health Professions students may be required to complete additional criminal background checks and drug tests prior to or during clinical rotations if requested by the clinical agency.

In addition, students:

- A. will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- B. will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division
- C. will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
- D. must notify the Health Professions Division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the start

of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs

- E. who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission
- F. who refuse to be tested will be denied admission to the Health Professions Division
- G. with a positive drug test will be referred to the Student Assistance Program at ECC
- H. with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation
- I. with a second positive drug test will be permanently dismissed from the Health Professions Division
- J. whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result
- K. must have a drug test repeated annually while in the Health Professions Division and may be required to submit to a random drug test if there is cause
- L. who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- M. who refuse to repeat the drug test within the 24-hour time period will be denied admission to the Health Professions Division.

[Reference Illinois Department of Public Health – Disqualifying Offenses](#)

## Health Insurance\*

\*Does not apply to Massage Therapy students

All students are required to show proof of health insurance. It may be provided through a private insurance company (i.e., family coverage) or purchased through the state at [Get Covered Illinois](#). Scan and upload documentation to your CastleBranch account.

## Physical Examinations\*

\*Does not apply to Massage Therapy students

The **Health Professions Personal Medical History Form** must be completed and uploaded to CastleBranch before the start of the student's first semester in attendance. Your health provider must thoroughly complete the form, and both you and the physician need to sign it.

## Hepatitis B Immunization\*

\*Does not apply to Massage Therapy students

Health professions students should have started/declined the hepatitis B series by the start of classes. Each student must provide either proof (titer) of the immunization, the date of the first dose, or sign the declination statement found on the **Health Professions Personal Medical History Form**. Scan and upload documentation of the HBV vaccine series/titer results to your CastleBranch account.

## Other Immunizations\*

\*Does not apply to Massage Therapy students except proof of COVID vaccine/testing as required by ECC

Check the **Health Professions Personal Medical History Form** for the testing/immunizations required. Proof of current immunization dates for Tdap, Tetanus, COVID, positive titer results for Measles, Mumps, Rubella, Varicella, and evidence of annual Flu vaccine and Tuberculin testing. Scan and upload documentation of the titer results to your CastleBranch account.

## Pregnancy Policy

In the event that you are pregnant or might become pregnant, it is strongly urged that you schedule a private, confidential appointment with the program director.

## CPR\*

You are required to upload your BLS for Healthcare provider cardiopulmonary resuscitation certificate (CPR) to Castlebranch by the start of classes. Classes are offered through hospitals and the American Heart Association and must have hands-on testing.

\*Massage Therapy students submit proof to the program director by clinic start

# ECC Student Code of Conduct\*\*\*

## [Administrative Procedure 4.402 Student Code of Conduct](#)

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010;

August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018;

\*\*\*For Health Professions students, the Student Code of Conduct also applies to all off-campus instructional sites, off-campus supervisors, clinical instructors, preceptors, and personnel. It also includes all clinical program documents, student handbooks, published policies, rules and regulations of instructional sites, and any records.

## Definitions

- Elgin Community College herein referred to as “College”.
- College Premises includes all land, buildings, facilities, or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.
- College Official includes any person employed by the College, performing assigned administrative or professional duties.
- College Community includes any person who is a student, faculty member, College official, visitor, or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.
- Organization means any number of persons who have complied with the formal requirements for recognition through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to [elgin.edu](http://elgin.edu).

## Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member of the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state, and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College fall into these categories:

- A. Acts of dishonesty, including but not limited to the following:



1. Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to [Administrative Procedure 4.407](#) Academic Integrity)
  2. Providing false information to any College official, faculty member, or office
  3. Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
  4. Tampering with the election of any College recognized student organization.
- B. Intentionally disrupting the orderly processes and operations of the College:
1. Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
  2. Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities on campus or while attending off-campus events.
  3. Intentionally interfering with the lawful rights of other persons on campus.
  4. Inciting others to perform acts prohibited by paragraphs (a), (b), or (c) of this section.
- C. Intentional participation in demonstrations within the interior of any College building, structure, or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See [Administrative Procedure 6.202](#) Use and Rental of Campus Hallways, Atriums and Grounds and [Administrative Procedure 6.208](#) Facilities Usage Regulations)
- D. Unauthorized entry into or occupation of any room, building, or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities. (See [Administrative Procedure 6.208](#) Facilities Usage Regulations)
- E. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited to the use of social media and electronic communication.
- F. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to [Administrative Procedure 3.403](#) Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy and Procedure for more detailed information.
- G. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to [Administrative Procedure 3.402 Notice of Nondiscrimination](#) for more detailed information.

- H. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
- I. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- J. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
- K. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to College premises.
- L. Violation of published College policies, administrative procedures, rules, or regulations.
- M. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities.
- N. Use, possession, distribution, or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
- O. Use, possession, or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
- P. Smoking in areas which are not designated by the College refer to [Administrative Procedure 3.801](#) Smoking and Tobacco Use on Campus.
- Q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices, or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
- R. Conduct which is disorderly, reckless, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
- S. Theft or other abuse of computer time or services, including any violation of the [Acceptable Usage Guidelines for Electronic Student Services](#), which can be found in all computer labs.
  - 1. Use of computing facilities to view or share pornography or send obscene or abusive messages.
- T. Abuse of the Disciplinary Hearing Process, including but not limited to:
  - 1. Failure to obey the summons of a judicial hearing committee or College official

2. Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
3. Disruption or interference with the orderly conduct of a disciplinary proceeding
4. Request of a disciplinary proceeding knowingly without cause
5. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
6. Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
7. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
9. Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

## Disciplinary Procedures

Complaints: Any member of the college community may file charges against any student for misconduct using [Administrative Procedure 4.401](#) Complaint Procedure.

## Appeal

Following the adjudication of the complaint, the student or group, or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using [Administrative Procedure 4.408](#) Appeal.

## Record of Complaint and/or Appeal

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

# Health Professions Privacy Policy

HIPAA is defined by the [Health Insurance Portability and Accountability Act of 1996](#).

The HIPAA privacy and security rules mandate federal protections for individually identifiable health information and give patients certain rights with regard to that information.

HIPAA defines protected health information (PHI) as anything that ties a patient's name or social security number to that person's health, healthcare, or payment for healthcare, including radiographs, charts, or invoices. Ensuring the privacy and security of PHI is a legal imperative, but it also protects everyone on the healthcare team, not just the patient/student.

The issue of privacy is extremely important for all patient records, both paper and electronic.

**Elgin Community College health professions students/staff will, under all circumstances, protect all student/patient information and will not share anything that is seen, done, or heard with regard to conditions on any student/faculty/patient/staff, whether on campus or in the clinical setting. This means no outside discussion, taking video/pictures/audio recordings, and/or posting program-related information on any form of social media.**

**Students who break this policy will be dismissed from their health professions program.**

# ECC Academic Integrity Policies

## [Administrative Procedure 4.407 Academic Integrity](#)

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018 August 4, 2020

### Calculation of Time Periods:

For the purposes of this policy, the term “days” will refer to any day the college is open (e.g. Monday through Friday or Monday through Thursday during the summer). The Vice President of Teaching, Learning, and Student Development may extend timelines under certain circumstances (e.g. when faculty are not available for consultation).

### I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and accountability. Academic integrity means being honest and responsible regarding any work submitted as one’s own while in a college course. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. The purpose of academic assignments is to help students learn. The grade a student receives in a course should reflect that student’s efforts. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own, and if students consult others’ work, those consulted sources must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course, as well as any sanctions imposed by the Director of Student Success and Judicial Affairs or the Student Disciplinary Committee, as applicable.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as the Write Place staff.

### II. Acts of Academic Dishonesty

The below definitions provide an overview of common areas of academic dishonesty. This is not an exhaustive list and does not limit the college from determining that other behaviors qualify as acts of academic dishonesty.

- Cheating  
at its most basic level is the unauthorized use of outside assistance. Cheating includes the use

of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

- **Plagiarism**

is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- A sequence of ideas, arrangement of material, the pattern of thought of someone else, even though it may be expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without appropriate acknowledgment in their work.
- Part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism; or
- A previously submitted work, even if modified, for a present assignment without obtaining prior permission from the instructors involved.

### C. Fabrication

is the invention or counterfeiting of data and/or research. [In Health Professions, this includes patient data.]

D. Complicity occurs when a student provides assistance in any act that violates the academic integrity policy. Students are guilty of being accomplices to academic dishonesty if they: [In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]

- Allow their work to be copied and submitted as the work of another
- Prepare work for another student and allow it to be submitted as that student's own work
- Keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- Purchase work from another source; or
- Fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied.

### E. Multiple Submissions

occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which

instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

#### F. Misconduct in Research

occurs when a student violates professional guidelines or standards in research, including college standards and the [Student Code of Conduct Administrative Procedure 4.402](#).

#### III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of **the** sanctions listed below as a direct consequence of the academic dishonesty, the instructor must document the violation using the [Academic Integrity Violation form](#) (found on the accessECC Portal under “Search for...” and “forms”). The form must be sent to the student via the ECC student email account, the Academic Dean, the Assistant Vice President/Dean of Student Services & Development, and the Director of Student Success & Judicial Affairs. This enables the AVP/Dean of Students and Director of Student Success & Judicial Affairs to monitor multiple offenses across classes and semesters. [In Health Professions, these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the [Student Code of Conduct Administrative Procedure 4.402](#), which lists behavior for which a student may be subject to disciplinary sanctions by the College.]

##### Instructor Sanction Options:

- Completion of the “Writing with Integrity” course through the Write Place
- Disciplinary warning or probation
- Suspension
- Expulsion

Instructors have the discretion to use the offense as a “teachable moment,” which may include a verbal warning or re-doing an assignment in response to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of being emailed the violation form from their instructor. Should the student choose to appeal the allegation of violation (see section IV below), the student must be allowed to continue actively participating in the class while the appeal is in progress, as long as the student remains in compliance with the College’s [Student Code of Conduct Administrative Procedure 4.402](#).

All students who receive an Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified through the student's ECC email to attend the meeting. The Director may or may not determine that additional sanctions beyond those imposed by the instructor are appropriate. Students will remain restricted from future course registration and will be unable to obtain official ECC transcripts until they have met all meeting/sanction requirements. If a student does not attend the meeting with the Director, the case may be referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity policy recorded with the AVP/Dean of Student Services & Development shall result in administrative sanctions as outlined in the [Student Code of Conduct Administrative Procedure 4.402](#), which may include but are not limited to:

- Completion of the "Writing with Integrity" course through the Write Place
- Disciplinary warning or probation
- Suspension
- Expulsion

#### IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge but not the sanction. If the violation appeal is approved, the sanction would change accordingly. A student who appeals the charge should continue active participation in the course while the appeal is under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the Academic Integrity Violation form. If an extension is required, it may be granted by the Vice President of Teaching, Learning & Student Development.

##### **Step 1: Division Review**

The purpose of step one is to allow for an independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Integrity Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and the student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, the Dean will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.



4. If the Dean denies the appeal, the student will be notified of the decision and rationale via their ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member is dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning & Student Development within five (5) days of the notification. The appeal must include all necessary and supporting documentation.

## **Step 2: Vice President/Committee Review**

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days of receiving the written appeal, the Vice President of Teaching, Learning, & Student Development will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision, and determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days of that decision, and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee ("Committee"). The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The Committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If, for any reason, ECCFA is unable to do so, the Vice President will appoint the Committee members by the end of the ten (10) days. The faculty members will elect the chair of the Committee.
5. The Committee will hold a formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the faculty member). All Committee hearings shall be confidential.
6. The Committee shall review the evidence and make a written recommendation to the Vice President within three (3) days of the last hearing. The Vice President may accept or modify

the Committee's recommendations and may determine additional sanctions or responses, as deemed necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Committee of his or her decision within five (5) days of receiving the Committee's recommendation.

7. If the Academic Integrity Appeal is upheld (it is determined that the student was not in violation of the Policy), the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

## **Bloodborne Pathogen Exposure Policy**

**Policy Statement:** In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

**Definitions:**

**Blood:** human blood, human blood components, and products made from human blood.

**Bloodborne pathogens:** pathogenic microorganisms that are present in human blood and can cause disease in humans.

**Other potentially infectious materials include:** Body fluids and tissues

**Contaminated:** The presence of or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated sharps:** any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

**Exposure Incident:** Mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

**Parenteral:** Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered personal protective equipment.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for bloodborne pathogens.

Policy:

All students will be instructed on current bloodborne pathogen educational information. Students who do not complete bloodborne pathogen training will not be allowed in the clinical or lab area.

Students will wear appropriate personal protective equipment provided by the facility, such as, but not limited to gloves, gowns, laboratory coats, face shields or masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

Post-Exposure Procedure:

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Students must notify their clinical instructor immediately of any exposure or possible exposure.
4. The student should seek medical attention immediately to determine what type of follow-up is necessary.
5. Follow-up documentation will be submitted to the appropriate ECC Program Director, which includes the route of exposure and the circumstances related to the incident. Refer to the attached Bloodborne Exposure Report Form.

## Bloodborne Exposure Report Form

Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Name: \_\_\_\_\_ HP Program: \_\_\_\_\_

Phone: \_\_\_\_\_

Exposure Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Exposure: (ie. facility & department or unit) \_\_\_\_\_

Type of Exposure: (ie. needle stick, mucous membrane, bite etc.) \_\_\_\_\_

Type of Device: (ie. manufacturer, safety device, type of needle etc.) \_\_\_\_\_

Body fluid or substance involved: \_\_\_\_\_ Body part(s) exposed: \_\_\_\_\_

Incident Details: (Explain in detail what occurred)

Personal protective equipment used: \_\_\_\_\_

Was first aid performed?                      YES                      NO (Check one)

Describe action taken & if so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Comments:

Facility contact to whom incident was reported:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit copy of completed form to both the Program Director and Dean of Health Professions

All students are required to read and sign the Health Professions Consent and Release form  
before participating in any lab activities.

# Clinical Incident Policy

A clinical incident occurs when there is a violation of professional standards, requirements and/or if an incident of unsafe patient care. Following safety practices at the clinical sites and Elgin Community College is the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate personnel.

## Procedure

1. The student will notify the clinical instructor, health practitioner, or program faculty and complete the ECC Incident Report Form.
2. Once signed by all parties, a copy of the Incident Report Form will be submitted to the Dean of Health Professions.

## Clinical Incident Report Form

The Incident Report Form must be completed in addition to any forms required by the facility.

Student Name: \_\_\_\_\_ HP Program: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Incident Date/Location: \_\_\_\_\_ Time: \_\_\_\_\_

Incident Details: Explain in detail what occurred and who was notified

Outcome: Describe actions taken and by whom.

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Comments:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit copy of completed form to both the Program Director and Dean of Health Professions

# Health Professions Dismissal Policy

Students are responsible for maintaining appropriate standards of conduct as described in the Health Profession Policies and Procedures Manual and program-specific student handbooks.

A written warning may be issued for infractions of program policies or professional standards. A copy of the written warning will be kept on file in the program director's office.

Students who continue to violate program policies or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from their health professions program.

When behavioral/affective reasons warrant immediate action, a student may be dismissed from their health professions program without a written warning.

Students who have been dismissed from a health professions program are prohibited from applying to any other health professions program at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

## Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program policies or professional standards.
2. The program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from a health professions program will not be permitted to attend any further program-specific courses.

## Due Process/Student Appeal of Dismissal

The student has the right to appeal the decision to the Dean of Health Professions. The student must submit the appeal in writing within ten (10) school days of receiving the Notice of Permanent Dismissal. The Dean of Health Professions will inform the student of their decision in writing within ten (10) school days of receiving the appeal. The Dean's decision is final.



# Health Professions Policies & Procedures Agreement

This manual provides information regarding the policies and procedures in effect for ECC Health Professions programs. Students will be informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

☐ I have received a copy of the Health Professions Policies & Procedures Manual.

☐ I am aware that it is my responsibility to ask questions about the contents of the manual and have those questions answered to my satisfaction.

☐ I understand that failure to follow any of the policies & procedures in the manual may result in my dismissal from ECC health professions programs.

Student (signature) \_\_\_\_\_ Date \_\_\_\_\_

Student (print name) \_\_\_\_\_

When completed upload to Castlebranch\*

\*MAS students complete and submit to the program director.