

# **Nursing Assistant Program**

## *Student Handbook*





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### **Welcome**

Welcome to the Nursing Assistant Program at Illinois Central College (ICC). On behalf of the Nursing Assistant Faculty, we would like to congratulate you on your choice to pursue a certificate and become a Certified Nursing Assistant (CNA). Please remember that, along with all the resources the College has to offer, we are here to help you to be successful.

The 2022-2023 Nursing Assistant Program Student Handbook, the ICC Student Rights & Responsibilities, and the current College Catalog will provide policies and procedures for which you will be held responsible to follow and accountable to adhere. If you have questions regarding the policies of the Nursing Assistant Program, please contact your instructor, program director, or the Dean of Health Careers. You may contact us directly. We look forward to helping you achieve your goals.

Jessica Blackmore, RN, BSN  
Nursing Assistant Program Director

#### **East Peoria Campus**

1 College Drive  
East Peoria, IL 61635

#### **Peoria Campus**

5407 N. University St.  
Peoria, IL 61635

#### **Pekin Campus**

Riverway Business Park  
225 Hanna Drive  
Pekin, IL 61635



## **ICC's Mission:**

**"Through learning, minds change.  
We believe by changing minds, we can change the world."**

## **ICC's Core Values:**

At ICC we have principles and ideals that guide our daily actions. Identified by staff and students, we call these our Core Values. These values reflect the mission, purpose, philosophy, and beliefs of Illinois Central College. In many cases, our personal values will be consistent with ICC's Core Values. Living the Core Values helps ICC to succeed in its mission.

Our Core Values are:

- Learning
- Community
- Integrity
- Responsibility
- Excellence

The values should always be listed in this order. We can remember the order by thinking:

- ICC begins first and foremost with **LEARNING** through a **COMMUNITY** of learners and teachers.
- **INTEGRITY** supports the work we do by emphasizing honesty, ethical behavior, and trustworthiness.
- By taking **RESPONSIBILITY** for our work and our actions, we help our students, colleagues, and college achieve...
- **EXCELLENCE!**

# TABLE OF CONTENTS

<b>Nursing Assistant Program Mission.....</b>	<b>1</b>
<b>Nursing Assistant Program Goals .....</b>	<b>1</b>
<b>Additional Resources .....</b>	<b>1</b>
Professional Regulation.....	1
Resource Information .....	1
<b>Nursing Assistant Program Administration .....</b>	<b>2</b>
<b>Core Performance Standards (Criteria of Admission and Progression).....</b>	<b>3</b>
<b>Academic Honesty .....</b>	<b>5</b>
<b>Academic Policies .....</b>	<b>6</b>
Grading .....	6
Late Homework.....	6
Tests and Examinations .....	6
Withdrawal from Program .....	7
Written Assignments and Documentation .....	7
<b>Attendance Policy.....</b>	<b>7</b>
IDPH Minimum Requirements .....	7
ICC Requirements .....	7
<b>Cell Phone Usage.....</b>	<b>9</b>
<b>Civility.....</b>	<b>9-10</b>
<b>Clinical Practicum .....</b>	<b>10</b>
Clinical Attendance .....	10
Clinical Dress Standards .....	10
Clinical Evaluation .....	11
CPR .....	12
Facility Access .....	12
Personal Items .....	12
Clinical Preparation .....	12
Transportation.....	13

Employment.....	13
<b>Confidentiality/HIPAA .....</b>	<b>13</b>
Confidentiality .....	13
HIPAA .....	13
Social Media Policy .....	14
<b>Background Check, Health/Immunization Requirements .....</b>	<b>15</b>
Criminal Background Check for Nursing Assistant Students .....	15
Health/Immunization Requirements .....	17
Insurance Responsibility.....	17
<b>Drug Screening .....</b>	<b>17</b>
<b>Health Concerns .....</b>	<b>17</b>
<b>Lactation Accommodations .....</b>	<b>18</b>
<b>Success Strategies .....</b>	<b>18</b>
Academic Success Center .....	18
Library .....	18
Readmission Standards .....	18
Student Counseling .....	18

## **Health Careers Policies and Protocols**

## **Nursing Assistant Program Mission**

The mission of the Nursing Assistant Program is to provide the resources, curriculum, and clinical experiences to enable the graduates to attain entry-level employment as nursing assistants in long-term care facilities, hospitals, and other health care settings. The Nursing Assistant Program is regulated by the Illinois Department of Public Health (IDPH). The Nursing Assistant Program is run with the support of two full time program directors and over 50 adjunct faculty.

## **Nursing Assistant Program Goals**

Upon completion of the Nursing Assistant Program, a student will:

- Communicate effectively in the health care setting, both verbally and in writing.
- Correctly perform basic nursing skills, personal care skills, and basic restorative skills.
- Maintain confidentiality and respect resident's rights.

## **Additional Resources**

### **Professional Regulation**

The Illinois Department of Public Health (IDPH) is the regulating agency for Basic Nurse Assistant Training Programs. IDPH may be contacted as follows:

- Illinois Department of Public Health (IDPH), Nurse Aide Registry Information, 535 W. Jefferson St., Springfield, IL 62761 (844)789-3676

### **Resource Information**

Southern Illinois University at Carbondale (SIUC) is contracted to manage and administer the Nursing Assistant State Exam. SIUC has developed a website for students, faculty, and administrators seeking information:

[www.nurseaidetesting.com](http://www.nurseaidetesting.com)

The site offers students:

- Access to an online practice exam
- Access to information regarding testing locations and dates
- Access to skills videos (covers all the manual skills required for certification)
- Exam status

## **Nursing Assistant Program Administration**

- Dean of Health Careers

Wendee Guth, RN, MS, CNE

Peoria Campus, Cedar

- Nursing Assistant Program Director

Jessica Blackmore, RN, BSN

Peoria Campus, Cedar

- Nursing Assistant Full Time Faculty

Lari LaBello, RN, BSN

Peoria Campus, Cedar

- Lead Adjuncts

Joseph Cook RN, MSN

Peoria Campus, Cedar

## **Core Performance Standards (Criteria of Admission and Progression)**

In order to enroll in (or remain in) the Illinois Central College Basic Nurse Assistant Training Program, a student must be able to meet the following Core Performance Standards and must not pose a threat to the well-being of clients, other students, staff, or themselves. A Certified Nursing Assistant (CNA) must possess capabilities and abilities in the areas of communication, motor, sensory, problem-solving, behavioral skills, and professionalism; therefore, these are the expectations for participation in the Nursing Assistant Program.

The student must possess the following capabilities and abilities:

### **■ Communication**

- Adequate command of English language in order to read and retrieve information from lectures, textbooks and other teaching and learning resources.
- Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
- Effectively adapt communication for intended needs of diverse audience.
- Interact to establish rapport with diverse population.

### **■ Motor**

- Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
- Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull.
- Use hands repetitively; use manual dexterity; sufficient fine motor function.
- Must be able to walk and stand for extended periods of time.
- Perform CPR.
- Travel to and from academic and clinical sites.

### **■ Sensory**

- Auditory ability sufficient to hear verbal communication from patients and members of the health team; includes ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure.
- Visual acuity to acquire information from electronic medical record or written documents.
- Comfortable working in close physical proximity to patient.



## ■ Critical Thinking

- Address problems or questions to the appropriate persons at the appropriate times.
- Adhere to policies and procedures; including, but not limited to safety and infection control.
- Use sound judgment in decision making.
- Function effectively under stress.
- Adapt to changing environment and inherent uncertainties.
- Respond appropriately to emergencies.

## ■ Behavioral Skills and Professionalism

- Adhere to policies and procedures required by academic and clinical settings.
- Adhere to Illinois Central College Nursing Assistant Program Policies (per Nursing Assistant Program Handbook).
- Maintain patient confidentiality and abide by the guidelines set forth in the Health Information Portability and Accountability Act (HIPAA).
- Assume the role of a health care team member.
- Function effectively under supervision.
- Accept criticism and reflect upon provided feedback to improve performance and practice.
- Display caring and compassion for others.

If you have concerns that you do not meet these Core Performance Standards, please **do not register for classes**. You may contact Nursing Assistant Program Director with questions.

# Academic Honesty

Academic honesty/integrity consists of truthful representation in all academic contexts. All members of the academic community, students and faculty, have a responsibility to ensure that academic honesty/integrity is maintained.

Nursing Assistant students have responsibility for:

1. Refraining from cheating, copying homework/tests, and plagiarism.
2. Refusing to aid any form of academic dishonesty.
3. Notifying faculty about observed incidents of academic misconduct (anonymity of student reporting incident of academic dishonesty will be protected).
4. Signing to agree to comply with Academic Honesty and Integrity Policy.

Nursing Assistant Faculty have primary responsibility for:

1. Upholding and enforcing principles of academic honesty and integrity and informing students of these principles.
2. Minimizing opportunities for academic dishonesty in their courses.
3. Confronting students accused of academic dishonesty in a way that respects student privacy.
4. Affording students accused of academic dishonesty the right to appeal any resulting disputes (as directed in *ICC Student Rights & Responsibilities*).
5. Assigning appropriate grade to a student who engages in academic dishonesty.
6. Reporting all instances of academic dishonesty to the Nursing Assistant Program Director and/or Dean of Health Careers.
7. Protecting the anonymity of any student reporting an incident of academic dishonesty to the extent permitted by due process required for the accused and other legal documents.

## Prohibited Acts

Cheating (obtaining an exam prior to its administration; use of unauthorized aide during the exam; knowingly aiding another student with academic work)

Plagiarism (deliberate or unintentional use of an idea or phrase from another source without proper acknowledgement of that source)

## Consequences of Academic Dishonesty

- Faculty and instructors retain the responsibility and authority to investigate. Investigations will be led by the Nursing Assistant Program Director and/or Dean.
- After thorough review, consequences can be severe. Proven acts of academic dishonesty may result in dismissal from the program.

# Academic Policies

## **Grading**

The Nursing Assistant Program subscribes to the following grading scale, unless otherwise specified in the course syllabus:

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60-69%
F	=	below 60%

Course grades will be computed per course syllabus. A “C” or better is required in all Nursing Assistant Program courses. To receive a “C” or better, the student must meet the following criteria:

- The student must maintain a grade average of 70% or better in HLTH 112 and HLTH 116. Students with <70% in HLTH 112 or HLTH 116 will not be allowed to proceed to clinical practicum and are advised to withdraw from the program.
- The student must demonstrate satisfactory clinical performance and meet all clinical requirements in the course as stated in the course syllabus.
- The student must successfully perform all 21 manual skills as designated by IDPH.
- The student must meet course requirements with specified and scheduled time limits.

## **Late Homework**

Faculty reserve the right not to accept late homework. Any grade reductions are up to the instructor's discretion.

## **Tests and Examinations**

Tests and examinations may be announced or unannounced. Students will be notified of the date and time of the final examination.

If the student is tardy on the date of the test, instructor discretion followed on procedure for student to take test, make up, or receive a zero. Unapproved absence can result in a zero for test.

In case of approved absence, the student will make arrangements with the instructor for make up. The type of make-up test will be at the discretion of the faculty.

Students are encouraged to review test results individually with faculty before class, after class, or at the discretion of the instructor.

### **Withdrawal from Program**

The student who wishes to withdraw from the program should follow these steps:

- Meet with the Nursing Assistant Program Director for an exit interview.
- Use the following link to see the steps for withdrawal: <https://icc.edu/students/student-records/> Once you enter the link scroll down and select the instruction box that says "Dropping/Withdrawing from Classes."

### **Written Assignments and Documentation**

All written assignments must be neat, grammatically correct, and appropriately documented according to faculty instruction. Faculty will return illegible assignments to be redone.

Faculty reserves the right not to grade assignments submitted beyond the due date/time.

The student is responsible to document patient care completely and accurately. The student shall not falsify or enter inaccurate data on patient records.

## **Attendance Policy**

Due to guidelines from Illinois Department of Public Health (IDPH), Nursing Assistant students must attend a required number of hours of lecture/lab/clinical. Any student not attending the minimum number of hours will be violating IDPH standards and will be withdrawn from the course/program at that time.

### **IDPH Minimum Requirements**

- 80 hours of lecture/lab
- 12 hours of Alzheimer's class
- 40 hours of clinical

### **ICC Requirements**

Students are expected to attend **ALL** scheduled lecture/lab, Alzheimer's, clinical, and CPR classes, and successfully complete each with a "C" or better (≥70%).

**ICC requirements exceed IDPH requirements.** Lecture/lab/clinical\* and CPR faculty adhere to strict attendance policy and monitor individual student attendance. In cases of emergency, when absence is unavoidable, students are encouraged to arrive late or leave early to avoid missing an entire class session. \*Please see the Clinical Practicum section on page 10 for specifics on clinical hour info and attendance requirements.

Faculty members have the right to send students home due to illness from lecture/lab or clinical if the instructor determines it is appropriate to maintain student and patient safety.

Absence is missing a class. If a student is going to be absent, the student **MUST** notify the faculty member by telephone (or instructor preference), prior to absence, or within 24 hours in cases of emergency situations. Failure to call when absent can potentially result in homework and test grades of zero for that missed day. Instructor rules and guidelines will be followed.

Tardiness is considered being late for class, lab, or clinical and not being present at the start of any of the prior mentioned.

If the student notifies instructor prior to absence or tardy:

- Make-up assignments will be given at the discretion of the instructor. The instructor also determines the due date of any make-up work.
- If the student is tardy on the date of the test, instructor discretion followed on procedure for student to take test, make up, or receive a zero.
- If a student is absent for the entire duration of test, instructor discretion followed on procedure for student to take test, make up, or receive a zero. The student must arrange to make up the test prior to the next class or per the instructor directives. If the test is not made up in the designated time frame, the student will receive a **zero** for the exam.
- Isolated incidents of tardiness will be discussed with the instructor and a plan will be made to prevent more. Habitual tardiness (**consistent lateness > 2 times**) will count as one day absence and require student to meet with the Program Director.
- Continual tardiness (after meeting with Program Director) will result in meeting with faculty and Program Director to discuss student status in program and may result in student withdrawal/dismissal.
- Repeated absence (more than twice) will likely result in dismissal from program because of student's inability to meet IDPH requirements.

If a student fails to call/report tardy from class/clinical:

- Instructor discretion and rules will be followed for any late work, including tests. Make-up opportunities are not guaranteed.
- Student will potentially receive zeros for clinical performance due to tardiness and lack of responsible behavior.

If a student fails to call/report absence from class/clinical:

- Student will earn zero for homework, quiz/test grade, or clinical score for that missed day or as expressed by instructor rules.
- One unexcused absence will earn a written warning from faculty to student, with student written success plan. Student completion of additional assignment might be required, at the discretion of the faculty member.
- Missing twice will require a student meeting with the Program Director to discuss student status in the program, with the option of withdrawal/dismissal from the course/program.
- Repeated absences (more than twice) will likely result in dismissal from the course/program because of student's inability to meet IDPH requirements.

**Any absence will decrease the student's ability to successfully complete the program, and may result in the need to withdraw from the class.**

**All outside appointments and work responsibilities must be scheduled at times other than class times. Due to IDPH requirements, attendance policies (as stated above) apply to all absences.**

## **Cell Phone Usage**

- All personal electronic devices, such as cell phones, smart gadgets/watches, and pagers, shall be placed on silent mode during class time.
- Personal electronic devices, such as but not limited to cell phones, smart gadgets, smart watches, and pagers, will be turned off and placed at the front of the room during testing opportunities.
- If allowed by the instructor, personal electronic devices, such as cell phones, tablets, and laptops may be utilized during designated class time **for learning purposes only**. (e.g., taking notes on PowerPoints, reviewing reference material, charting data, etc.)
- If a faculty member questions student use of an electronic device, the faculty member reserves the right to remove the device from student use, or ask for it to be stored for the duration of class/lab/clinical. The device will be returned to the student at the conclusion of the session.
- Disciplinary action needed for violations or repeated instances will be determined by instructor or Program Director.

Regarding the clinical setting:

- Clinical facilities and faculty are not responsible, or liable, for safe storage of cell phones or any smart devices\*. Phones must be stored in silent mode or turned off. Instructor rules, clinical facility guidelines and expectations must be followed for cell phone usage.
- Cell phones are not permitted to be used, or stored on students, at any time while on the clinical floor.
- Students will be given emergency contact information prior to clinical. It is the student's responsibility to make sure family, spouse, child's school, etc., know where to reach them during clinical hours in case of emergency.
- Students shall refrain from personal (nonemergency) cell phone use during assigned clinical.

\*This applies to all personal electronic devices (such as tablets, smart gadgets, smart watches, and laptops).

## **Civility**

A student is expected to maintain a respectful, professional, positive attitude towards fellow students, faculty, and health care professionals **at all times**. Disruptive, disrespectful, threatening behavior or causing unsafe situations in classroom, lab, or clinical will result in referral to Program Director, and an appointment will be required prior to rejoining class. Time

missed due to appointment with Program Director might be unexcused and count towards the IDPH hour guidelines. A student of concern form may be created, at any time deemed necessary, by instructors or program director. This form is sent to the Health Careers Dean and the Dean of Students. An appointment might be necessary to meet with all parties to discuss concerns or issues. A zero-tolerance contract may be drafted by Program Director and faculty members for any reason deemed necessary. Any disruptive/unprofessional behaviors or violation of zero tolerance contract may result in dismissal from the program.

## **Clinical Practicum**

The clinical practicum experience is intended to give students the opportunity to demonstrate proficiency in the health care setting, under the direct supervision of a qualified instructor. All clinical facilities have the right to refuse or dismiss a student from participating in the clinical experience. IDPH requirements are a minimum of 40 hours in the clinical setting. ICC Nursing Assistant Program requires 48 hours of clinical practicum, the minimum IDPH requirements will not provide enough time or opportunities for points to pass our program. Multiple classes' clinical schedules offer AM & PM offerings; students will be notified of this at registration, orientation, and on the first day of class. Students in these sections will be split between each time frame. We will attempt to meet all student requests. Clinical placement is not guaranteed.

### **Clinical Attendance**

- Clinical practicum attendance is mandated by IDPH.
- **All clinical absences result in a zero for the day**, this can impact passing score needed to complete successfully.
- Absences may result in unsuccessful completion of the class. Please read attendance policy carefully, located on page 7.

### **Clinical Dress Standards**

The student is expected to follow the policies of the dress code, which is supported by the agencies in which clinical experience is obtained.

- The uniform represents Health Careers at Illinois Central College. It must be **cecil blue**, clean, wrinkle-free, and in good repair. Dress length should be adjusted to best suit body height and size, but should cover the knee. Pants should also be adjusted to best suit body size, should reach the ankle, but not be so long as to touch or drag on the floor. No crop pants allowed. No undergarments should be exposed.
- Uniform includes ICC patch sewn on left sleeve. Uniform is to be worn **ONLY** to clinical experience.
- A clip-on picture ID is a required part of the uniform. Students will be instructed where to report to obtain their clinical picture ID. It is the student's responsibility to have picture taken. Replacement IDs may be obtained for a fee of \$10.00.
- Shoes should be leather or vinyl and clean. Canvas tennis shoes, canvas sneakers, thongs, and clogs are not permitted. Neutral or white nylons are required for female

students wearing skirts/dresses, and white socks are required for male and female students wearing pants.

- A watch with a second hand must accompany uniform. Smart watches are not permitted.
- Other necessary items are a pen and pocket notebook.
- Jewelry is limited to: wedding bands only on ring finger; one earring per earlobe (small gold, silver, or pearl post; no hoops/dangles/rings allowed). No visible body piercing (including, but not limited to, tongue, nose, eyebrow) is permitted. Body piercing jewelry must be removed. Piercing(s) cannot just be covered with bandages/gauze.
- Visible tattoos must be covered by bandages or as instructed.
- Hair must be of neutral/natural color, clean, neat, appropriately styled, and worn away from the face and off the collar. Male students are expected to keep beards and mustaches trimmed, neat, and clean.
- Makeup should be minimal and in good taste. Only neutral/natural colored makeup is allowed. Fingernail polish is not acceptable; nails must be short, only slightly longer than end of finger. No acrylic nails, gel, shellac or tips are permitted.
- Cologne/perfume should not be worn.
- Cigarette breath, halitosis, and body odors are most distasteful. Deodorants, mouthwash, and breath fresheners are recommended. **Smoking is NOT allowed during clinical.**
- Gum chewing is not permitted in the clinical setting.
- Noncompliance with dress code policy will result in the possibility of unsatisfactory clinical scores, possible dismissal from clinical for the day, or a meeting with the Program Director.

### **Clinical Evaluation**

The ICC Nursing Assistant Program Clinical Evaluation tool is used daily while in clinical. Evaluation in clinical is based on the Big Three categories:

- Resident Rights
- Infection Control
- Safety

The student will receive a rating daily in the clinical setting. A cumulative score are needed for successful completion of clinical. If a student does not meet or exceed the minimum clinical score specified in the clinical tool, the student is rated as unsatisfactory and receives an “F” grade for the course. Failure to pass in the clinical setting results in an “F” in HLTH 112, regardless of the grade the student has achieved in the classroom portion of the course. The student is eligible for program readmission if desired.



## **CPR**

- CPR for the Healthcare Provider must be successfully completed prior to clinical practicum.
- Students not completing CPR for the Healthcare Provider prior to clinical will not be allowed to attend clinical. Failure to successfully complete CPR will result in dismissal from the program.

## **Facility Access**

- Students are not allowed in the hospital or long-term care facilities in a student capacity except during assigned clinical hours.

## **Personal Items**

- The clinical facilities and instructors/staff are not responsible for personal items.
- The clinical facilities do not provide safe storage for handbags. Only enough money for meals should be brought to the clinical facilities.

## **Clinical Preparation**

- The student must:
  - Arrive at the clinical location in uniform.
  - Be punctual reporting to assigned clinical unit. Students are expected to report to clinical area 5-10 minutes prior to scheduled starting time, properly attired, and prepared to carry out preclinical assignment.
  - Follow policies, procedures, and student affiliation guidelines of the clinical agencies. Students are responsible for performing skills which they have learned and practiced. If a student is asked to perform a skill for which they have not been taught or allowed to practice, it is the responsibility of the student to notify the clinical instructor of this fact. Students whose behavior indicates lack of preparation or unsafe practice may be dismissed from the clinical site.
  - Report observations and clinical care given to the clinical instructor.
  - Obtain instructor approval before recording daily care and observations.
  - Report off daily to clinical personnel and the instructor before leaving the clinical area.

Violations of any of these responsibilities may subject the student to disciplinary sanctions in accordance with the procedure in the *ICC Student Rights & Responsibilities*.

### **Transportation**

- The student is responsible for transportation to clinical facilities and must abide by parking policies of the facility.
- Faculty will try to accommodate students who share rides, or access public transportation, when making assignments.

### **Employment**

The student's primary focus should be the program of study. Students are expected to not work the shift immediately preceding clinical practicum. The student is not to wear ICC uniform in their place of employment. The College assumes no responsibility for work performance related to skills learned as a part of the Nursing Assistant curriculum. Students are held personally liable and responsible for their own actions at work.

## **Confidentiality/HIPAA**

### **Confidentiality**

Nursing Assistant Program students have additional responsibilities because of the confidential role they must assume during their clinical education. These additional responsibilities include:

- Maintaining personal honesty/integrity and professional ethical behavior.
- Maintaining strict confidentiality by discussing information related to clients, facility personnel, and facility operation in appropriate learning situations in classroom or conferences only.
- Adhering to Health Insurance Portability and Accountability Act (HIPAA).

### **HIPAA**

Purpose: Law that requires patient information to be kept confidential; law gives patients more rights about how their personal and health information is used and gives them opportunities to restrict use of patient information (and sue if rights are abused).

- Protects individuals' medical records.
- Gives patients more control over their health information.
- Limits use and release of health records.

Protected information, which may be disclosed only to appropriate personnel for purpose of treatment, payment, and operation of health care includes:

- Name, address, and phone
- Dates (birth date, admission date, discharge date, date of death)
- Fax number
- Email address
- SSN & driver's license number
- Health plan beneficiary number

Highly confidential information (must have patient's authorization for release) consists of:

- Mental health notes/treatment/disability
- Alcohol and drug abuse
- HIV/AIDS; sexually transmitted infections
- Genetic testing
- Child abuse or neglect/adult abuse
- Sexual assault

### **Social Media Policy**

The following guidelines are intended to minimize the risks of using social media (Social Media Policy adapted from the NCSBN *White Paper: A Nurse's Guide to the Use of Social Media* August, 2011):

- Nurses (Nursing Assistant Students) are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.

- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse (nursing assistant student) has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work-related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.
- Do not make disparaging remarks about employers or coworkers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so, and follow all applicable policies of the employer.

## **Background Check, Health/Immunization Requirements**

### **Criminal Background Check for Nursing Assistant Students**

All students enrolled in a Basic Nurse Assistant Training Program in the State of Illinois are required to undergo a Fingerprint Criminal Background Test through the IDPH approved vendor. Nursing Assistant students must undergo FeeAp fingerprinting. Specific information will be provided during registration.

A student enrolled at the College who has been convicted of committing or attempting to commit certain crimes specified by applicable law may be ineligible to continue in a Health Careers Program at Illinois Central College. Disqualifying offenses are determined by Health Care Worker Background Check Act.

### **Policy:**

ICC is committed to providing a safe environment for students, patients cared for by students, faculty, and clinical site employees. The fingerprint criminal background check will be conducted through the company designated by IDPH and is paid for by the student. The student will be notified if they have a disqualifying conviction and need to apply for a waiver; or if granted/denied a waiver by IDPH. If a student has a “disqualifying conviction-no waiver granted,” the student must withdraw from the class. The student can either seek another type of training or seek a waiver and take the class at another time once waiver is granted.

**Procedure:**

- Students will sign and date a disclosure and authorization form (at registration) for a Fingerprint Criminal Background Check.
- Within one week of registration meeting, a Nursing Assistant Program Director will research each student on IDPH Portal Database.
- If a student already has a FeeAp background check on record, no additional background check is required. The student will be notified by a Nursing Assistant Program Director.
- If a student has UCIA background check on file, a FeeAp background check must still be initiated.
- Once databases are checked, the Nursing Assistant Program Director will generate a LIVESCAN Request Form for each student. The student must pick up the LIVESCAN Request form prior to visiting the fingerprint location.
- The student is responsible for completing the background check requirement prior to the beginning of classes.
- Positive Results:
  - The Nursing Assistant Program Director will access the electronic report from the designated company.
  - A student who has a positive Criminal Background Check will be notified immediately by phone. No messages regarding the results will be left on answering machines or with another individual. If the student cannot be reached by phone, the Nursing Assistant Program Director may send an official letter of notification.
  - The student will be informed if they must withdraw from the course/program.
  - If a student is required to withdraw, it is the student's responsibility to formally withdraw. Students failing to withdraw will receive an "F."

### **Health/Immunization Requirements**

At the time of initial program registration, students will be provided with health requirement information and necessary forms for complying with those requirements. College policies are attached in **ICC Health Careers Policies and Protocols** section of this handbook. Completed forms must be submitted to IWIRC by the designated due date in order to continue in the program. No student will be allowed to proceed to the clinical setting without meeting all health and immunization requirements.

Readmission students must have a current physical examination (within one year) and immunization records on file at IWIRC by designated due date. Drug testing will need to be repeated. It is the student's responsibility to review all records with IWIRC or the Nursing Assistant Program Director to verify all requirements are met.

### **Insurance Responsibility**

Students should possess personal health insurance at all time while enrolled in the program. The student is financially responsible for any and all expenses resulting from injury or illness occurring during clinical or laboratory education experiences.

## **Drug Screening**

All Illinois Central College Health Careers students are required to participate in drug screening at IWIRC. Results will remain confidential and will be maintained at IWIRC. Students with positive drug screen will be required to withdraw from the Nursing Assistant Program. If a student is required to withdraw, it is the student's responsibility to formally withdraw. Students failing to withdraw will receive an "F."

## **Health Concerns**

A student that experiences a medical condition (including pregnancy), physical/mental illness, surgery, injury, or is taking a prescription/nonprescription medication that limits or interferes with their ability to meet classroom, laboratory or clinical objectives, may continue in the program provided that the student:

- Submits a written statement from a physician regarding nature of the health problem, the nature and duration of the restriction, and the student's ability to continue in classroom, laboratory, and/or clinical without restrictions to the program to the Nursing Assistant Program Director.
- Notifies clinical facility.
- Meets all clinical and classroom objectives and skill requirements.

Students who fail to provide a signed release where required will be unable to attend classroom, laboratory, and/or clinical.

## **Lactation Accommodations**

Illinois Central College will provide a readily available, private space suitable for the lactating or breastfeeding student to use. It is the student's responsibility to discuss this need with the Program Director, so that such space may be provided and appropriate breaks can be planned.

## **Success Strategies**

### **Academic Success Center**

The Academic Success Center offers free drop-in tutoring for Nursing Assistant students. The Academic Success Center also provides assistance with Blackboard, Microsoft Office, internet research, APA format, ESL computer programs, and study skills. No appointment needed.

Locations: East Peoria Campus, Library Upper Level, (309) 694-5768  
Peoria Campus, Student Center S210 (309) 690-6833.

### **Library**

The ICC Library has an extensive collection of materials specific to Health Careers. ICC subscribes to many electronic resources, including eBooks and nursing journals. It is recommended that the student utilize the library resources/services.

### **Readmission Standards**

A student who is unsuccessful in completing a course and/or earns a grade lower than a "C" in HLTH 112 or HLTH 116, or who has withdrawn from the program, may seek readmission through the Nursing Assistant Program Director. A student who successfully completed HLTH 116, but was not successful in HLTH 112, may re-register for HLTH 112 the following semester. However, the student who is unsuccessful in HLTH 116, but successful in HLTH 112, will not be allowed to proceed to clinical. With permission of the Nursing Assistant Program Director, a student may petition for an "incomplete" in HLTH 112; re-take HLTH 116; and complete clinical as a "late completer."

### **Student Counseling**

The Nursing Assistant Program utilizes the Student Counseling Form in a manner for faculty to aid and assist the student in identifying an incident/problem situation; identifying the importance of correcting the problem; identifying potential consequences if problem is not resolved; and, identifying methods to resolve the problem. The collaboration between faculty and student develops knowledge, skills, and attitudes that will enhance academic and/or clinical performance.

# **Health Careers Policies and Protocols**



## POLICIES AND PROTOCOLS

<b>DRUG SCREENING.....</b>	<b>2</b>
DRUG SCREENING FAQs .....	3
<b>BACKGROUND CHECK/FINGERPRINTING.....</b>	<b>4</b>
<b>PHYSICAL EXAMINATION AND IMMUNIZATIONS.....</b>	<b>5</b>
POLICY STATEMENT .....	5
REQUIRED IMMUNIZATIONS.....	6
PHYSICAL EXAMINATION FORM .....	7
<b>HEALTH INSURANCE/FINANCIAL RESPONSIBILITY WAIVER .....</b>	<b>8</b>
<b>STUDENT CHEMICAL IMPAIRMENT POLICY AND PROCEDURES .....</b>	<b>9</b>
STUDENT CHEMICAL COMPLIANCE CONTRACT.....	11
AUTHORIZATION FORM FOR STUDENT CHEMICAL IMPAIRMENT TESTING .....	12
<b>COMMUNICABLE DISEASE PROCEDURE .....</b>	<b>13</b>
CLINICAL TUBERCULOSIS (TB) EXPOSURE PROCEDURE.....	14
STUDENT TB EXPOSURE FORM .....	15
TB EXPOSURE ASSESSMENT STUDENT QUESTIONNAIRE .....	16
<b>CLINICAL BLOOD AND BODY FLUID EXPOSURE .....</b>	<b>17</b>
STUDENT EXPOSURE REPORT FORM.....	18
<b>ACCIDENT/INCIDENT/INJURY REPORTING PROCEDURE.....</b>	<b>20</b>
ACCIDENT/INCIDENT/INJURY REPORT .....	21
<b>PROFESSIONAL CONDUCT POLICY .....</b>	<b>23</b>
ACKNOWLEDGEMENT .....	25
<b>SOCIAL NETWORKING POLICY .....</b>	<b>26</b>
ACKNOWLEDGEMENT .....	26
<b>UNDERSTANDING OF PROGRAM POLICIES.....</b>	<b>27</b>

Students are required to carry personal health care insurance at all times while enrolled in a Health Careers Department program at Illinois Central College (ICC). In addition to carrying personal health care insurance, ICC requires all students enrolled in a health career program to complete drug screening, background check/fingerprinting, physical examination and immunizations as explained herein.

Drug screening and background check/fingerprinting, submission of physical examination, and up-to-date immunizations MUST be successfully completed prior to student start of academic health career program. No student will be permitted on clinical without being 100% compliant. Compliance is monitored. Any student not in compliance will not be allowed to enter or continue in the health career program. These records must remain or be maintained current for the duration of the student's enrollment in any health career program at Illinois Central College.

Students' medical records (drug screening, background check/fingerprinting, physical examination, and immunization records) are maintained on file at Illinois Work Injury Resource Center (IWIRC). Required drug screening and background check/fingerprinting must be performed at IWIRC. It is recommended that required physical examination and required immunizations be completed at IWIRC; however, the student may choose his or her own healthcare provider and submit the documents to IWIRC.

**Illinois Work Injury Resource Center (IWIRC)**

736 SW Washington Street, Suite 2A  
(Washington and State Street)  
Peoria, Illinois 61602

Phone: (309) 497-0300  
Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.

The student is responsible for all fees incurred. ICC will bill the student for the cost of drug screening (\$44) and fingerprint/background check (\$36), both performed at IWIRC. Payment for physical examination and immunizations conducted at IWIRC must be paid at time of service. Payment to IWIRC may be by debit card, credit card, or money order (no cash accepted). Please note – prices are subject to change at any time.

**Maintain copies of your records. It is recommended you keep a copy of all information submitted.**

Questions? Contact ICC Health Careers Department: phone (309)690-7532 or email [stephanie.becker@icc.edu](mailto:stephanie.becker@icc.edu)

## DRUG SCREENING

As per the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Act Amendments of 1989, Illinois Central College (ICC) is committed to maintain a safe and healthy academic environment. In compliance with existing state and federal law, ICC prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. Even though the Illinois Cannabis Regulation and Tax Act (effective January 1, 2020) allows for persons over the age of 21 to use cannabis, no person shall use or possess any cannabis product, marijuana, or any substances containing THC (tetrahydrocannabinol), recreational or medicinal, while on any college property or while participating in an ICC Health Careers Department program and its associated clinical experience.

ICC adheres to all policies of clinical facilities with which the College affiliates for student clinical education. Students admitted to a health career program must have a current negative drug screen prior to beginning program. It is recommended the drug screen be completed within 10 days of receiving this information.

At time of service, the student will sign consent for drug screen provided by Illinois Work Injury Resource Center (IWIRC).

1. The student will provide a urine specimen for the drug screen. The specimen itself will be collected at IWIRC, under that facility's procedures and control.
2. If the initial drug test indicates a positive result, the student will be given an opportunity to refute the results. The student may also have the same specimen retested, at the student's expense. A second test must be done within 48 hours of receiving the results, at the student's expense.
3. If the positive test is not due to justifiable prescription drug use, the student must withdraw from the health career program for a minimum of one semester. The student must be retested (expense paid by student) proving drug free before he/she will be admitted into a health career program.

NOTE: A student will not be able to complete the health career program if he/she cannot be placed in a clinical site due to a failed drug screen.

4. If the testing facility determines that a student has tampered with a sample during the testing, the student will be immediately dismissed from the program and will not be considered for readmission to an ICC Health Careers Department program.
5. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require additional drug testing, in compliance with that facility's policies and requirements.
6. Students shall also be subject to additional testing as required by ICC, on a for cause basis or as deemed necessary for the administration of student clinical education experiences.
7. A student in the program who has tested positive may be dismissed from the program. Whether any student may remain in the program will be determined at the sole discretion of ICC.
8. Student health information will be maintained at IWIRC. All reasonable efforts will be made to maintain confidentiality of results. Results will be shared with the ICC Health Careers Department assistant, who monitors student health compliance. Students will forfeit course/program admission if this requirement is not met or if drug screen result is positive.
9. A student not in compliance will not be allowed to enter or continue in the program. While enrolled in an ICC Health Careers Department program, ICC will continuously monitor individual student compliance.

The student is responsible for all costs incurred, and the amount will be billed to the student's ICC account.

It is recommended that students keep a copy of all information submitted. Program director/faculty are not allowed to accept student health records or information.

**DRUG SCREENING FAQs*****Why do I need a drug screen?***

As part of the clinical affiliation agreements, healthcare facilities require drug screenings for students who utilize their sites for learning opportunities.

***When do I have to complete the drug screen?***

Students who do not have results that have cleared before the first day of clinical will not be permitted to begin their clinical rotation.

***Will I have to repeat the drug screen?***

You may have to repeat the drug screen depending on the facility you are assigned for clinical rotations. Timeframes and expiration may vary from site to site.

***Where do I go to get the drug screen?***

IWIRC. Drug screens completed by any other vendor will not be accepted. If the clinical site provides the drug screen as part of the onboarding process, you should not obtain your own drug screen and you should follow the protocol as directed by the clinical site.

***Who views my drug screen results?***

Drug screen results are maintained confidentially between IWIRC and the ICC Health Careers Department assistant who manages clinical compliancy. Drug screen results may be shared with the Dean of Health Careers, Program Director, or external clinical facilities for placement purposes only.

***What if I fail the drug screen?***

Any student who tests positive for a prohibited drug will be given the opportunity to contest the results. If the failure is due to justifiable prescription drug use, specific prescription documentation must be provided. If the positive test is not due to justifiable prescription drug use, the student:

1. Must withdraw from the health career program for a minimum of one semester.
2. Must be retested (expense paid by student) proving drug free before he/she will be admitted into a health career program.

NOTE: A student will not be able to complete the health career program if he/she cannot be placed in a clinical site due to a failed drug screen.

***What is a negative dilute?***

Dilution is the process of reducing the concentration of drug or drug metabolites in the urine sample. This is accomplished by adding fluid to the sample or by drinking large amounts of fluid to dilute the specimen, called "internal dilution." Drug testing laboratories routinely test samples to detect dilution.

A dilute specimen can be caused by two circumstances. The first circumstance is caused by an individual diluting the urine with water, or other liquid, by actually pouring it into the specimen at the time of collection. The second method of obtaining a dilute specimen is by consuming too much fluid, especially liquids that contain diuretics, prior to collection (e.g., coffee, soda pop, medications, etc.). This may be inadvertent or may be on purpose on the part of the donor.

A student whose drug screen result is dilute negative will be required to complete another drug screen at their own expense.

## BACKGROUND CHECK/FINGERPRINTING

At the request of clinical agencies who accept students from the College, students enrolled in an ICC Health Careers Department program will be required to submit to a criminal background check and fingerprinting. Students may not use similar reports on file at other agencies to satisfy this requirement. Failure to consent to release information or to cooperate appropriately with regard to the process shall result in the student not being able to enter or progress in the health career program. Criminal history background information is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal charges, and any dispositions; including sentencing, correctional supervision, and releases.

### Policy

Illinois Central College (ICC) is committed to providing a safe environment for students, patients cared for by students, and employees. Therefore, ICC will conduct a criminal background check and fingerprinting of all students who will be enrolled in an ICC Health Careers Department program. The fingerprinting will be conducted at Illinois Work Injury Resource Center (IWIRC), Peoria, Illinois. The student is responsible for costs incurred and will be billed by ICC.

Students may be withdrawn from course and program if this requirement is not completed or results are disqualifying. Students who have disqualifying convictions may have the option to obtain a Health Care Worker Waiver.

### Procedure

1. Student will be provided the authorization form for the fingerprint/background check from the Health Careers Department assistant. The student must complete the authorization, providing all necessary biographical information.
2. Consent will be provided at time of service, at IWIRC, to complete background check/fingerprinting. Results will be made available to select ICC Health Careers Department employees.
3. Omission of required information, or false or misleading information provided by the student, on the criminal background check or in any communication with the College may result in disciplinary action or dismissal from the health career program at ICC.

### Dealing with Disqualifying Convictions

1. Fingerprint/background check results will be kept confidential and will be maintained separate from the student's admission/academic file.
2. The Health Careers Department assistant will access the electronic report.
3. A student who has a disqualifying conviction will be notified. No messages regarding the results will be left on answering machines or with other individuals.
4. If the student has a disqualifying conviction but wishes to remain enrolled in the health career program, the student must submit an application for a Health Care Worker Waiver. A waiver is not guaranteed. A waiver does not guarantee certification or licensure. An application for the waiver is available online at: [http://www.idph.state.il.us/nar/WAIVER\\_APPLICATION.pdf](http://www.idph.state.il.us/nar/WAIVER_APPLICATION.pdf)
5. If a student with a disqualifying conviction is unable to obtain a Health Care Worker Waiver, the student will be dismissed from the health career program. Academic advisers at ICC will offer assistance to redirect the student to another career path.

For more information regarding Health Care Worker Background Check, go to:

<http://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry>

## PHYSICAL EXAMINATION AND IMMUNIZATIONS

Illinois Central College (ICC) recognizes the following regarding students enrolled in Health Careers Department programs. These facts are taken directly from the recommendations of the Advisory Committee on Immunization Practices (ACIP) for Health Care Workers and the Hospital Infection Control Practices Advisory Committee (HICPAC). These facts led to the guidelines currently in place under the CDC and recognized by OSHA. These facts also provide the basis for ICC's policy regarding Health Careers student immunizations.

Enforcement of this policy allows ICC to fulfill contractual obligations required by health care facilities that provide clinical learning experiences for Health Careers students.

- Because of their direct contact with medical patients or infective material from medical patients during clinical experiences, Health Careers students are at risk for exposure to and possible transmission of vaccine-preventable diseases during clinical experiences.
- The risks for percutaneous and permucosal exposure to blood and blood products are often highest during the professional training period: therefore, vaccination should be completed during training and prior to students having any contact with blood.
- Optimal use of immunizing agents safeguards the health of both health care workers and those in training and protects patients from becoming infected through exposure to infected care providers.
- Any health care worker who is susceptible can, if exposed, contract and transmit certain vaccine-preventable diseases. Therefore, all medical institutions should ensure that those who work within their facilities are immune to those diseases for which immunization is strongly recommended in ACIP/HICPAC guidelines.

### POLICY STATEMENT

In order to adhere to CDC/OSHA recognized guidelines, it is the policy of Illinois Central College that all enrolled Health Careers students will comply with physical, immunization, and tuberculosis requirements as detailed in the attached document. No exceptions will be made to this policy and no waivers given except in the event of pregnancy and breastfeeding. In those instances, a temporary reprieve will be granted for immunizations during the duration of the pregnancy and or breastfeeding if and only if a student is able to provide medical documentation of such condition. In addition, a student requesting a temporary reprieve of immunization requirements due to pregnancy or breastfeeding must prove that their immunizations are up to date through the onset of the condition.

#### **Physical Examination:**

Physical examination performed by a healthcare provider expires after 24 months. The examination must remain current for the duration of the student's enrollment within the health career program.

See attached form to have health care provider complete and sign - submit completed physical examination form to IWIRC.

#### **Immunizations:**

Immunizations are required for students enrolled in Health Careers Department programs, and must be maintained current for duration of the student's enrollment within a health career program.

Documentation of immunizations must be submitted to IWIRC. Additional immunizations/titers may be contractually required by specific agencies for student clinical experiences. Additional immunization costs are the student's responsibility.

## REQUIRED IMMUNIZATIONS

Student must complete immunizations at IWIRC, or provide documentation of the following completed immunizations to IWIRC, to participate in assigned clinical experiences.

### Seasonal Flu Vaccine (Influenza)

Flu vaccine is a seasonal vaccine. Students must submit documentation of evidence of receiving a flu vaccine. *Likely to be administered after October 1st of each academic year.*

### Tuberculosis Testing

(2-step TB Skin Test: 2 separate TB skin tests/read 1-2 weeks apart)

Students must show proof of a 2-step tuberculin skin test in the past along with an annual 1-step test thereafter following the 2-step. If students have NOT had a 2-step tuberculin skin test, one must be completed prior to the start of the health career program. Once the 2-step test is completed, a 1-step tuberculin skin test is required every year thereafter while the student is enrolled in a health career program.

### Tdap

Students are required to submit proof of a current Tdap vaccination within 10 years of the start of their respective health career program.

### MMR

Students must submit proof of 2 MMR vaccine injections in the past or show immunity to Measles, Mumps, and Rubella in the form of a laboratory titer.

(If born before Jan. 1, 1957: Exempt from the MMR requirement at this time)

### Varicella (Chickenpox)

All students must show evidence of immunity to the varicella (chickenpox) virus. Evidence of immunity may include documentation of two doses of varicella vaccine or blood tests that show you are immune to varicella (immunity to varicella test).

### Hepatitis B

The 3-injection Hepatitis B vaccine series is REQUIRED. Students must show proof of at least the first injection in the series prior to the start of the health career program. Students must then follow through with the remaining injections in the series and provide proof of the injections.

(1st vaccination ■ 4 weeks, 2nd vaccination ■ 5 months, 3rd vaccination)



## PHYSICAL EXAMINATION FORM

## RETURN THIS FORM TO:

IWIRC Illinois Work Injury Resource Center  
736 SW Washington Street, Suite 2A  
Peoria, Illinois 61602

Phone: (309) 497-0300  
Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.

## TO BE COMPLETED BY STUDENT (PLEASE PRINT)

ICC Health Careers Program:

Name:

ICC Student ID #:

TO BE COMPLETED BY HEALTH CARE PROVIDER  
PHYSICAL EXAMINATION

Allergies (drug, latex, environmental, food): \_\_\_\_\_

DOB: \_\_\_\_\_ SEX: \_\_\_\_\_ HT: \_\_\_\_\_ WT: \_\_\_\_\_ BP: \_\_\_\_\_ Pulse: \_\_\_\_\_ Resp: \_\_\_\_\_ Temp: \_\_\_\_\_

Eye Exam (Snellen Chart) Rt. \_\_\_\_\_ Lt. \_\_\_\_\_ ☐ Glasses ☐ Contacts (please check one if exam with corrected vision)

Are there abnormalities of any of the following (please check Yes or No):

Head, ears, nose, throat	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing/use of device?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eyes, visual acuity	<input type="checkbox"/> Yes <input type="checkbox"/> No	Respiratory/lungs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Integumentary/skin	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cardiovascular	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gastrointestinal/rectal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Neurological	<input type="checkbox"/> Yes <input type="checkbox"/> No
Genitourinary/Pelvic	<input type="checkbox"/> Yes <input type="checkbox"/> No	Musculoskeletal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Metabolic/endocrine	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Current medical condition or history of the following illnesses (please check and comment if applicable):

- ☐ Rheumatic Fever \_\_\_\_\_
- ☐ Hepatitis \_\_\_\_\_
- ☐ Diabetes \_\_\_\_\_
- ☐ Kidney/Urinary condition \_\_\_\_\_
- ☐ Epilepsy/Seizures \_\_\_\_\_
- ☐ Seizure-free for 6 months? ☐ Yes ☐ No Date of Last Seizure \_\_\_\_\_
- ☐ Heart Disorder/Attack/Disease \_\_\_\_\_
- ☐ Tuberculosis/Asthma/Other respiratory disorder or disease \_\_\_\_\_
- ☐ Varicosities \_\_\_\_\_
- ☐ Mental Illness/Condition (diagnosed) \_\_\_\_\_
- ☐ Abnormal Menstrual History/Pap/Pelvic \_\_\_\_\_
- ☐ Skeletal or muscular injury/condition \_\_\_\_\_
- ☐ Abdominal or Inguinal Hernia \_\_\_\_\_
- ☐ Other current medical condition: \_\_\_\_\_

Please list current prescription and frequent-use OTC medications: \_\_\_\_\_

Please list surgical procedures/dates: \_\_\_\_\_

Do you have any recommendations, precautions, or limitations for this student in their role in patient contact? ☐ Yes ☐ No

If Yes, please comment: \_\_\_\_\_

Based on your findings, should this student be restricted from patient contact? ☐ Yes ☐ No

**VERIFICATION: Your signature below indicates that you have completed the Physical Examination Form and that this student is able to participate in the Health Careers Department program at Illinois Central College.**

Healthcare Practitioner's Signature \_\_\_\_\_ Print Last Name: \_\_\_\_\_

Clinic/Office Name and Location \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_



## HEALTH INSURANCE/FINANCIAL RESPONSIBILITY WAIVER

Students are required to carry personal health care insurance at all times while enrolled in a Health Careers program. Students are financially responsible for any and all expenses resulting from injury, illness, and positive drug screenings occurring during classroom, clinical, and/or laboratory courses.

I understand that I am responsible for maintaining my own major medical health insurance throughout the course of being enrolled in an Illinois Central College Health Careers Program. I further understand that I will be financially responsible for any medical care, treatment, or examinations that a clinical affiliate provides to me while in a student capacity at that facility.

By signing below, I am verifying that I either 1) carry major medical insurance or 2) will accept responsibility for the cost of any and all medical care, treatment, or examinations provided to me while in a student capacity at the program clinical affiliates.

PRINT Full Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Health Careers Program: \_\_\_\_\_

Signature: X\_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT CHEMICAL IMPAIRMENT POLICY AND PROCEDURES

Illinois Central College policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on College property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with College policy. (See the College Catalog and Student Rights and Responsibilities Handbook). In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College's Health Career Programs.

### Procedure

All Health Careers students will be required to sign and adhere to the Illinois Central College Student Chemical Compliance Contract.

When a faculty member or a clinical agency representative observes a student engaging in behaviors or presents with signs that are often associated with drug or alcohol misuse or abuse the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implemented:

1. Seek corroboration regarding the observed student behavior, if possible.
  - a. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve the student from the clinical assignment.
  - b. Should the observed behavior occur on campus, the faculty member should use their discretion in allowing continued participation in the learning activity.
  - c. Immediately notify program director/coordinator and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
  - d. Upon request, the student will undergo a drug screen and breath alcohol test. The drug screens and breath alcohol tests will be completed at the student's expense. A student who refuses to be tested or who otherwise fails to cooperate in required tests shall be dismissed from the Health Careers program.
    - i. If the student is at a hospital clinical site the student will be taken to the emergency department/occupational or employee health as designated by agency. An instructor, fieldwork educator, Program Director/Coordinator, or designee must remain with the student while the student is at the testing facility and complete and sign an authorization form. The student must present a photo ID.
    - ii. If the student is at a non-hospital clinical site out of the Peoria area the student will need to go to the emergency department of a local hospital by calling a cab, friend, or family member to transport the student to the facility.
    - iii. If the student is at a non-hospital clinical site in the Peoria area the student will need to call a cab, friend, or family member to transport to:  
  
Illinois Work Injury Resource Center (IWIRC)  
736 SW Washington Street Suite 2A  
Peoria IL 61602  
(309) 497-0300  
  
Should IWIRC be closed, the student may go to the UnityPoint Emergency Department.
2. Upon receipt of written documentation, a conference consisting of, but not limited to, the involved student, faculty member and/or agency representative, Program Director/Coordinator, Dean of Health Careers and Dean of Student Services or their designee will be held. The purpose of the conference is to present and discuss documented observations of behavior(s) and test results.

3. If results are negative, Illinois Central College will be responsible for costs incurred by the student. If results are positive, the student will be responsible for costs incurred.
4. A student who tests positive for illegal drugs and/or alcohol will be administratively withdrawn from the Health Careers program.

**Eligibility for Professional Licensure/Certification**

Students should understand that the use/abuse of drugs and alcohol is prohibited by laws and standards in the health professions, and that a person with a history of such use/abuse may be denied certification or licensure, or placed on a probationary status. Faculty will assist students with providing required documentation for professional licensure application process.

Students and faculty are reminded of the professional ethical responsibility of reporting knowledge of substance use/abuse by healthcare personnel.

**STUDENT CHEMICAL COMPLIANCE CONTRACT**

I, \_\_\_\_\_, agree to undergo a drug screen and breath alcohol test upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Director/Coordinator.

I understand that the payment for the drug screening and breath alcohol test, evaluation, treatment and follow up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator and follow all procedural steps of the Illinois Central College Chemical Impairment Policy. Written evidence of my treatment program, ability to return to the health program (evidence of exhibiting positive student behaviors), and my follow up care plan will be submitted to the Program Director/Coordinator.

I further understand that random drug screens and breath alcohol testing may be a part of my treatment and follow up program.

Date: \_\_\_\_\_

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

Agree \_\_\_\_\_

or

Disagree \_\_\_\_\_

Program  
Director/Coordinator/  
Faculty Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

## AUTHORIZATION FORM FOR STUDENT CHEMICAL IMPAIRMENT TESTING

Student's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Date: \_\_\_\_\_

**Requested Service: (circle all that apply)**

- ☐ Alcohol and Drug Testing: Non – DOT
- ☐ Urine Drug Screen: Collection with results
- ☐ Breath Alcohol Test

**Purpose: (circle one)**

- ☐ Reasonable Suspicion    ☐ Random

**Billing Information:**If Positive for chemical impairment, please bill:

Student or submit to student's personal health care insurance company

If Negative for chemical impairment, please bill:

Illinois Central College  
Attn. Risk Management Room 236A  
1 College Dr.  
East Peoria, IL 61635  
(309) 694-5398

Printed name of ICC  
Authorized Employee: \_\_\_\_\_

Signature of ICC  
Authorized Employee: \_\_\_\_\_

## COMMUNICABLE DISEASE PROCEDURE

Illinois Central College places a high priority on safety and the need to prevent the spread of dangerous chronic communicable diseases on its campus. This procedure is designed to promote the health and regular attendance of students. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all students, therefore, strict confidentiality must be maintained.

Communicable diseases may be referred to as “contagious, infectious or transmissible to others.” Students are reminded not to come to campus or participate in class, labs, or clinical/internships if feeling ill or experiencing any symptoms of illness. Students identified with an acute communicable disease or exposed to a communicable disease that places others at risk may need to quarantine for a recommended period of time until symptoms subside and temperature is normal without fever-reducing medication.

Students with identified **chronic** communicable diseases may not be excluded from the College as long as, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

### **Procedure in the event of potential risk to others:**

1. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and to others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with appropriate information; however, these persons shall not further disclose such information.
2. The program director/coordinator shall investigate, as the situation warrants, the health status of any student known to have a communicable disease. In addition, the health status of any student in a Health Careers program identified to the program director/coordinator by public health officials as being strongly suspected of having a communicable disease will be investigated under proper guidelines identified by the public health officials. The program director/coordinator shall investigate and then refer the case to the Dean of Health Careers. As the situation warrants, a task force shall be formed and may include the following individuals: the Dean of Health Careers, Vice President of Human Resources, Program Director/Coordinator, Manager-Risk, Safety & Benefits, Vice President of Student Success, and the Coordinator of Public Relations and Public Information officer.
3. After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:
  - a. The nature of risk
  - b. The duration of the risk
  - c. The potential harm to other parties
  - d. Possibility of transmission of the disease
4. The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance accommodations and specific description of the notifications suggested.
5. After a recommendation is made by the task force and an action set forth, the Vice President of Student Success will inform appropriate College officials of that recommendation and action.
  - a. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.
  - b. Whenever a decision is made that might have an adverse effect on the educational placement of a student and the student disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.

## CLINICAL TUBERCULOSIS (TB) EXPOSURE PROCEDURE

Due to the fact it can take several weeks to confirm TB, the clinical site will collect the names of those potentially exposed. The bacteria that cause TB are very slow growing and can take weeks to identify in the laboratory. The sputum smear is a fast laboratory result, but it is not specific for tuberculosis; other closely related bacteria can be smear positive also. Not all smear positive patients are diagnosed with tuberculosis. There are many more instances of ruled out TB that are not confirmed than there are actual instances of culture positive TB; people that are exposed are not necessarily infected.

Procedure in the event of exposure:

1. Report TB exposure at clinical site/fieldwork to Program Director/Coordinator. The Program Director/Coordinator will then notify the student(s) and ICC Risk Management (309-694-8911 or 309-694-5398).
2. Complete ICC Health Careers Student TB Exposure Report Form (see attached).
3. Obtain TB skin test at ICC IWIRC as soon as possible after the exposure is reported. Each exposed student (except those with documented positive reactors) will receive a baseline TB skin test. A baseline test is not required for anyone with a documented negative TB skin test within the preceding 3 months prior to the exposure.
  - a. If the TB skin test is negative, the test will be repeated 12 weeks after the exposure.
  - b. If the TB skin test is positive, reactions of 10 mm or greater or students who are experiencing symptoms suggestive of TB will be referred for a chest X-ray.

NOTE: THOSE WITH POSITIVE TEST RESULTS PRIOR TO EXPOSURE DO NOT REQUIRE SKIN TESTING OR X-RAYS UNLESS EXPERIENCING SYMPTOMS SUGGESTIVE OF TB.

These students do need to complete the ICC Health Careers TB Exposure Assessment Questionnaire.

Return forms to:

Program Director/Coordinator

**and**

Illinois Central College  
Risk Management, Room 236A  
1 College Drive  
East Peoria, IL 61635  
Phone: (309) 694-5398  
Fax: (309) 694-8563

## STUDENT TB EXPOSURE FORM

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Phone # \_\_\_\_\_ Program \_\_\_\_\_

Date of Exposure \_\_\_\_\_ Time \_\_\_\_\_

Describe the circumstances surrounding the exposure:

Is this a confirmed case of TB? \_\_\_\_\_ YES, per the following:☐ Health Department☐ Hospital☐ MD

Date of the last TB Montoux Test \_\_\_\_\_

Results of last TB Mantoux Test: ☐ Negative ☐ Positive

If positive, date and results of most recent chest x-ray: \_\_\_\_\_

**If the student has had a negative TB test within past three months, no immediate TB testing is needed. Follow-up TB test is required in 12 weeks.**

Date TB Test Due \_\_\_\_\_ (Continue to Section B)

**Section A**

If over 3 months since last TB test, TB test should be done ASAP

Date Administered \_\_\_\_\_

Date Read \_\_\_\_\_ By: \_\_\_\_\_

Results: ☐ Negative ☐ Positive**If positive**, refer to health department or personal physician for chest x-ray.**Section B**

Follow-up 12 week testing

Date Administered \_\_\_\_\_

Date Read \_\_\_\_\_ By: \_\_\_\_\_

Results: ☐ Negative ☐ Positive**If positive**, refer to health department or personal physician for chest x-ray.



## TB EXPOSURE ASSESSMENT STUDENT QUESTIONNAIRE

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Program: \_\_\_\_\_ Birthdate: \_\_\_\_\_

## I. Have you recently experienced any of the following symptoms?

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Anorexia – loss of appetite?
<input type="checkbox"/>	<input type="checkbox"/>	Weight loss – other than dieting?
<input type="checkbox"/>	<input type="checkbox"/>	Night Sweats?
<input type="checkbox"/>	<input type="checkbox"/>	Low Grade Fever?
<input type="checkbox"/>	<input type="checkbox"/>	Cough – productive?
<input type="checkbox"/>	<input type="checkbox"/>	Spitting blood or bloody sputum?

If “yes” to any of the above, please explain.

II. For any of the symptoms above, have you consulted a physician? Yes ☐ No ☐III. Are you currently taking any TB medications? Yes ☐ No ☐Have you taken any TB medications in the past? Yes ☐ No ☐

If yes, when? \_\_\_\_\_

For how long? \_\_\_\_\_

IV. When did you have your last TB Skin Test (PPD)?

Where? \_\_\_\_\_

Was the test: Negative ☐ Positive ☐V. When did you have your last chest x-ray? \_\_\_\_\_  
(Date)

## CLINICAL BLOOD AND BODY FLUID EXPOSURE

The following procedure must be followed after an accidental exposure to blood or body fluids in a clinical setting. This procedure is to be followed by all Illinois Central College Health Careers students in any clinical location. **NOTE: Dental Hygiene students are to follow Dental Clinic procedure as noted in Dental Hygiene student handbook.**

1. In the event of a needle stick, force the wound to bleed if possible by squeezing. Then wash the exposed area thoroughly with soap and water. In the event of mucous membrane exposure (eye, nose, mouth, etc.), flush mucous membranes with water as soon as possible.
2. **IMMEDIATELY notify ICC clinical supervisor. Notify ICC Risk Management, (309) 694 5475 and Program Director/Coordinator.** If the exposure occurs at a facility where no ICC clinical supervisor is present, notify the facility personnel and follow their instruction. **It is the student's responsibility to adhere to the ICC procedure.**
3. Complete the facility's incident report and the ICC Student Exposure Report Form provided. The ICC clinical supervisor should complete the applicable portion of the form and send the completed form to ICC Risk Management at the address/fax listed on the back of the form. If no clinical supervisor is present, it is the student's responsibility to obtain a copy of the facility's incident report that was completed and send a copy of it to ICC Risk Management at the address/fax listed in item 10.
4. A blood sample is typically drawn from the student and the patient who is the source of the exposure. The blood from the student and the source is tested for HIV, Hepatitis B, and Hepatitis C.
5. If **off-campus** and blood can be drawn at the clinical facility request blood draws there. In this instance, a copy of all the results should be sent to the student's personal physician **AND** an additional copy of all the results need to be sent to ICC Risk Management at the address/fax listed in item 10.
6. If **on-campus** or at a facility where a blood sample cannot be drawn, **YOU MUST NOTIFY THE PROGRAM DIRECTOR/COORDINATOR IMMEDIATELY** to arrange for the student and the source to have blood drawn.

**During morning or afternoon** clinical students may go to any of the Peoria or East Peoria Unity Point/Proctor First Cares, or call Risk Management at (309) 694-5398 for assistance.

**During evening hours** please send student and source to:

Unity Point/Proctor First Care  
3915 W. Barring Trace  
Peoria, IL 61615  
(Across Route 150 from Sam's Club)  
Hours: 8am-10pm  
Phone: 309-689-3030

The facility should forward ALL lab results to the student's personal physician and to ICC Risk Management at the address/fax listed in item 10.

7. Payment:
  - a) ICC will cover the entire cost of the source's blood work.
  - b) **The student is financially responsible for any medical care, treatment or examination that was provided to the student at that facility.** (Signature of an Acknowledgement of Health Insurance / Financial Responsibility form is required.)
8. The program director/coordinator will contact the student approximately a week after exposure to make sure the student has received blood work and the source's blood work and also to give post-exposure counseling from the facility in which the exposure occurred. The student should then follow-up with their personal physician for the appropriate follow-up treatment. **Follow-up treatment and laboratory testing with the student's personal physician is HIGHLY recommended in all occurrences.**
9. **The student is ENTIRELY responsible for obtaining all follow-up treatment and for all medical bills associated with the follow-up treatment.**
10. **Mailing Address/Fax Information:**

Illinois Central College  
Risk Management 236A  
1 College Drive  
East Peoria, IL 61635  
Phone: (309) 694-5398  
Fax: (309) 694-8563

## STUDENT EXPOSURE REPORT FORM

Student Name:		ICC Student ID#:	
Program:		Phone Number:	
DOB:		Gender:	
Date/Location of Exposure		Time:	
Date Exposure Reported:		Time:	
Student's Personal Physician:			
Description of exposure incident, including details of where, when, how, as well as the route of entry and areas of body affected:			
What type of personal protection was being used?			
Name the person to whom you were exposed (if known):			
List names of witnesses to the incident (and contact information):			
Describe factors contributing to the incident:			
Dates of Hepatitis B Vaccinations:	#1	#2	#3
Locations of Hepatitis B Vaccinations:	#1	#2	#3
Student Signature:			

**Supervisor's Section:**

Supervisor's description of the exposure:	
What action was taken?	
Did unsafe conditions or actions contribute to the incident? If yes, please explain in detail.	
What follow up or specific corrective action has or will be taken to prevent a recurrence?	
ICC Supervisor's Signature:	Date:

**PLEASE SEND THIS COMPLETED REPORT TO:**

Illinois Central College  
Risk Management Room 236A  
1 College Drive  
East Peoria, IL 61635  
Phone: (309) 694-5398  
Fax: (309) 694-8563

## ACCIDENT/INCIDENT/INJURY REPORTING PROCEDURE

A student who is injured during a clinical/fieldwork experience should:

1. Notify clinical/fieldwork instructor and program director/coordinator.
2. The instructor/supervisor completes the clinical facility incident report.
3. The instructor/supervisor completes the ICC Health Careers Student Accident/Injury Report.
4. The instructor notifies ICC Risk Management (309) 694-5398.
5. If medical attention is needed the student may choose to receive care at the clinical facility or from the student's personal physician, with the student responsible for any and all medical expenses resulting from the injury.
6. If the student is injured while in on-campus laboratory activity, the student is to notify the instructor immediately. The instructor will complete the ICC Health Careers Student Accident/Injury Report. The student is responsible for any and all medical expenses resulting from the injury.

**ACCIDENT/INCIDENT/INJURY REPORT****\*\* PRINT LEGIBLY & COMPLETE ALL SECTIONS OF THE FORM \*\***

Person's Information			
Name of Individual Involved:	DOB:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Phone #:
ID #:	Classification: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Visitor		
Accident/ Incident/ Injury Information			
Date of Occurrence:	Time of Occurrence: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Facility Location (Building and Room #):	
Body Part Injured: (Be specific Left or Right/Upper or Lower)			
Description of Accident, Incident, or Injury in Detail:			
Witness Name: _____ Witness Phone: _____ <i>(Additional space is provided on back of the form.)</i>			
Treatment:			
Other Action Taken (person transported to hospital, Sent to IWIRC etc.):		Transported by:  Signature X_____	
Campus Police called: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Officer's Name:			
Injured Person Refused Attention: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Injured Person's Signature:			
Staff Information			
Person Completing this Report:		Phone #:	
		Date Report Completed:	

-over-

Additional Space (if needed) to describe Accident, Incident, or Injury:

Follow-up Information	
Staff Member Conducting Follow-up:	Date:
Follow-up Comments:	

**\*\* RETURN ALL COMPLETED REPORTS TO BOTH:**

**RISK MANGEMENT & BENEFITS**  
East Peoria Campus, Room 236A  
Fax# (309) 694-8563

**and**

**CAMPUS POLICE**  
East Peoria Campus, Room 105A  
Fax # (309) 694-5242

## PROFESSIONAL CONDUCT POLICY

### IN CLASSROOMS/LABORATORY/CLINICAL/FIELDWORK SITES

This policy for professional conduct is to assure a standardized professional image of all Health Careers Program students and to promote a recognizable image across all Program settings. Any violation will be handled immediately so as to not affect ICC's use of the clinical site for future students.

In accordance with these expectations, when participating in classroom experiences, laboratory exercises, and/or assigned to clinical sites, students enrolled in Programs must adhere to the following **Professional Conduct Policy**. This policy is in addition to the **Student Code of Conduct outlined in the College catalog**. **Program-specific attendance policies and program-specific clinical/fieldwork expectations/attire/conduct will take precedence over the general Health Careers conduct guidelines presented here.**

Appropriate professional conduct is a significant component of the Health Careers Programs (the "Program") of Illinois Central College. Students of the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and Illinois Central College (the "College") in a respectful manner, and observe all rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided. Students placed at clinical sites and in clinical must realize the privilege of this experience, its responsibilities, and the reflection on Illinois Central College and its numerous health career programs.

**The Professional Conduct Policy includes, but is not limited to:**

1. Being prepared for the learning environment and actively participating in appropriate ways that will ensure learning of key components.
  - a. Be on time.
  - b. Refrain from excessive absenteeism.
  - c. Remain in assigned area of clinical experience, leaving only with permission.
2. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable).
3. Demonstrating respect and courtesy to patients/clients and their families
4. Demonstrating respect and courtesy to peers/classmates, instructors, college staff, supervisors, and all other members of the health care provider team in classroom, labs, and clinical sites.
5. Cooperating with all faculty, staff and peers without insubordination.
6. Providing safe care and/or services on a non-discriminatory basis.
7. Wearing uniform, name badge, student ICC patch at all times at clinical/fieldwork sites for student to be identified as an ICC Health Careers student. The student is allowed to identify himself or herself as a student ONLY during assigned clinical hours.
8. Wearing of uniform, student ID name badge and student patch is prohibited on non-assigned, nonclinical days, during outside employment, or in other facets of personal life. The ICC student ID should only be worn during ICC academic related activities.
9. Demonstrating and maintaining professional behavior by not exchanging personal contact information with patients/clients, not communicating with patients/clients outside of the clinical experience, and/or not accepting gifts from clients/patients.



10. Performing procedures and/or services only authorized by ICC faculty and/or ICC delegated supervisor in accordance with accepted professional standards.
11. Observing the rules of classroom/laboratory and clinical facility regulations including but not limited to:
  - a. Proper use of equipment and other property.
  - b. Not removing equipment or other property from facilities.
  - c. Not distributing, possessing and/or being under the influence of illegal drugs or controlled substances.
  - d. Not distributing, possessing and/or being under the influence of alcohol.
  - e. Complying with all current health requirements, drug testing, and criminal background check requirements.
  - f. Not possessing or using any type of weapon.
  - g. Complying with cell phone or other electronic device (iPod, iPad, etc.) usage consistent with the policies of classroom syllabi, laboratory rules, and clinical site regulations.
  - h. Refraining from smoking and the use of tobacco products, including e-cigarettes, at all clinical/fieldwork sites. Student will adhere to the College smoking policy on College premises.
12. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data.
13. Maintaining proper dress, appearance, hygiene, and decorum in accordance with the standards set by the clinical site, Program and professional standards **including but not limited to:**
  - a. Hair clean. In direct patient care, hair shoulder length or longer must be pulled back for safety and to prevent the spread of infection.
  - b. Mustaches and beards must be clean, well-trimmed, and neat.
  - c. Fingernails trimmed and clean. No polish, artificial nails including wraps, decorative printing, shellac, extensions, decals, or jewels. Nail length is limited to ¼ inch above the fingertip.
  - d. Makeup that is conservative and appropriately complements professional appearance.
  - e. Offensive body odor and poor personal hygiene are not acceptable. Smoke odors are not allowed.
  - f. Perfume, cologne, aftershave colognes, scented lotions, and smoking by-products should be avoided altogether as some individuals may be sensitive.
  - g. Jewelry that undermines the professional image or creates a safety hazard is prohibited. Wearing an excessive amount of jewelry is prohibited. Jewelry must be removed from facial and tongue piercing or replaced with a very small clear stud. Earrings should be small studs, with no more than two piercings per ear worn.
  - h. Wristwatches with a second hand are appropriate.
  - i. Clothing will be clean, neatly pressed, properly fitted, and in good repair. Extreme styles and appearance, including low cut tops, tops that expose the abdomen, and short skirts/shorts that when seated expose the upper thigh are not acceptable for classroom, laboratory, or clinical settings. Clothing which is too tight or too loose fitting negatively impacts the professionalism of the students and should be avoided. Undergarments will be worn at all times but will not be exposed during normal movement. Pant hem lines must not touch the ground.
  - j. Student uniforms will consist of the Program's designated scrub color when scrubs are required as Program uniforms.
  - k. Stockings or socks will be worn with Program uniforms.

- l. Leather or impervious shoes that are white will be permitted. Open-toe shoes are not permitted. Casual sandals (flip flops, sport sandals, etc.) and slippers are not permitted.
- m. Tattoos will be concealed and covered to maintain a professional appearance. If a tattoo is unable to be covered by clothing, it is covered by a bandage.

Disciplinary action for a violation of proper dress will include an initial verbal warning. On second offense, the student will be sent home and may return only when appropriately attired. That day will count as an absence.

The penalty for violating the Professional Conduct Policy will be discipline up to and including suspension or dismissal from the Program. Due to the sequential design of the curriculum in most Health Careers Programs, any period of suspension or dismissal may result in a delay in program completion.

*If the disciplinary action is suspension or dismissal from the Program, documentation will be completed by the Program Director/Coordinator and submitted to the Dean/Associate Dean of Health Careers and Dean of Student Services. The student may provide a written appeal of the disciplinary action to the Health Careers Dean/Associate Dean within 10 business days of the discipline imposed. The student will not be permitted to participate in the Program during the appeal process.*

All Health Careers Programs require completion of current health requirements, drug testing, and fingerprint background check, as a condition of program participation. Drug testing will precede clinical experience in all cases and will be required prior to admission to some Programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the Program.

Positive fingerprint background checks revealing non-waiverable offense will lead to immediate dismissal or non-admittance to the Program. Offenses requiring a waiver may be permitted if waiver is issued prior to admission to the Program.

### ACKNOWLEDGEMENT

I acknowledge receipt of the Health Careers **Professional Conduct Policy**. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the **Professional Conduct Policy** may result in my suspension or dismissal from the Program. I understand that I will not receive a refund of tuition or fees or book, supplies, instruments, or equipment purchased should I be dismissed from the Program due to violating this policy.

Student Signature

---

Printed Student Name:

---

First

Last

ICC Student ID #

---

Date:

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## SOCIAL NETWORKING POLICY

Professional behavior is expected as outlined in the standards of each healthcare profession. Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Twitter or other social sites, and/or engaging in any other social networking, including contributing to or through any of the other online media.

### PERSONAL EXPRESSION

Personal blogs and social networking contain the views of a particular student, not the views of the college and/or clinical education setting (hospital). However, readers may not immediately appreciate this concept and a student may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, students must refrain from discussing and sharing photos related to their clinical experiences while using social networking sites.

### PROTECT CONFIDENTIAL/TRADE SECRET INFORMATION

When posting blogs and/or contributing to, or through, any social networking site, students must refrain from disclosing confidential, proprietary, sensitive and/or trade secret information of the clinical educational setting and third parties.

### BE RESPECTFUL AND EXERCISE COMMON SENSE

All blogs and social networking contributions must comply with this Health Careers policy. When posting a blog and/or contributing to, or through, any social networking site, be respectful of others. Assume faculty, other students, co-workers, hospital personnel, patients, and potential future employers are reading your blogs and contributions.

The Health Careers Program will determine, in its sole discretion, whether a particular blog or social networking use violates the policy. As with all other policies, violation of this policy may result in discipline, including dismissal from the Program.

## ACKNOWLEDGEMENT

**I have read and agree to comply with the terms of this policy which outlines my responsibility to Illinois Central College Health Careers and respectful social networking. I understand that violation of this policy may result in disciplinary action, including dismissal from the Program.**

Student Signature

---

Printed Student Name:

---

First

Last

ICC Student ID #

---

Date:

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## UNDERSTANDING OF PROGRAM POLICIES

I, undersigned, have read and understand the policies as stated in the Health Careers Handbook. As a Health Careers student, I accept the responsibility to abide by all policies as outlined in this handbook.

I understand that if I have not complied with health requirements, I will not be allowed to attend clinicals until the requirements are met.

### STATEMENT OF CONFIDENTIALITY

I, undersigned, have read and understand Confidentiality and accept my responsibility to maintain confidentiality, including avoiding any disclosure within social media, as a Health Careers student in the health care setting.

### CORE PERFORMANCE STANDARDS & CRITERIA OF ADMISSION AND PROGRESS

I, undersigned, have read the Core Performance Standards & Criteria of Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed.

### ACADEMIC WORK

I, undersigned, understand during my enrollment as a Health Careers student, give my permission to the program faculty and coordinator/director to use my academic work from courses within the program for education purposes, curriculum design and improvement, and program accreditation. I understand that my name will be removed from the academic work prior to its use.

Student Signature \_\_\_\_\_

Printed Student Name: \_\_\_\_\_  
First Last

ICC Student ID # \_\_\_\_\_

Date: \_\_\_\_\_