

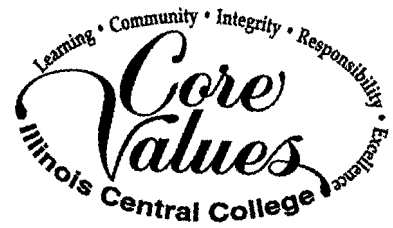
Respiratory Therapist Program
Student Handbook
2025-2026

TABLE OF CONTENTS

Contents

StudentHandbook 2025-2026	1
WELCOME.....	1
General Information	3
CORE PERFORMANCE STANDARDS	5
CRITERIA OF ADMISSION AND PROGRAM PROGRESSION	8
GRADUATION.....	8
ADDITIONAL PROGRAM REQUIREMENTS	11
STUDENT RESPONSIBILITIES AND EXPECTATIONS	14
STUDENT CODE OF CONDUCT	14
STUDENT POLICIES	14
STUDENT COMPLAINTS/GRIEVANCES.....	16
STUDENT SERVICES.....	16
CAMPUS POLICE REGULATIONS	16
CODE OF CLASSROOM CONDUCT	17
CLASSROOM TESTING PROCEDURES	19
EVALUATION OF STUDENT ACHIEVEMENT	19
ACADEMIC HONESTY AGREEMENT	19
CLINICAL EDUCATION.....	22
CPR.....	24
CRITICAL INCIDENT REPORT FORM.....	27
SKILL PROFICIENCY/ TESTING REMEDIATION FORM.....	28
DAILY CLINICAL SITE STUDENT EVALUATION.....	31
STUDENT EVALUATION – END OF SEMESTER – FRESHMAN STUDENT	32
YOUR SMART GOALS WORKSHEET	34
INSERT HEALTH CAREERS PACKET	36
Health Careers Policies and Protocols	30

WELCOME



ICC's Mission:

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

Respiratory Therapist Program Mission

The mission of the Respiratory Therapist Program is to prepare graduates to enter the professional practice of respiratory care by providing the resources, curriculum, and clinical experiences to assume primary clinical responsibilities for respiratory care modalities.

Welcome

Welcome to the Respiratory Therapist Program at Illinois Central College (ICC). On behalf of the program faculty, we would like to express our pleasure that you have chosen ICC to make your dream of becoming a respiratory therapist a reality. We recommend that you utilize the faculty, staff, and academic resources, readily available to you, to enhance your opportunity for success.

The 2025-2026 Respiratory Therapist Program Handbook, the ICC Student Rights & Responsibilities Handbook, and the Current College Catalog will provide policies and procedures for which you will be held responsible to follow and accountable to adhere. In some cases, you will find that the requirements for the Respiratory Therapist Program may exceed the requirements of the College. It is recommended that you keep current editions of academic college references available as resources. If you have any questions regarding policies and procedures of the Respiratory Therapist Program, please contact your faculty member, Program Director, Clinical Coordinator, or the Dean. You may schedule an appointment by calling (309) 690-7530. We look forward to assisting you in being successful in meeting course objectives, graduate competencies, and program and professional standards.

*Wendee Guth, RN, MS, CNE
Dean of Health Careers*

*Dr. MaryBeth Cregger, EdD, RRT
Respiratory Therapist Program Director*

*Sondra Schaffer, BSHCA, RRT
Respiratory Therapist Clinical Coordinator*

This Respiratory Therapist Program Student Handbook serves as a resource to familiarize you with the mission, policies and procedures specific to the Respiratory Therapist Program. It is to be used in conjunction with the 2025-2026 ICC College Catalog and the 2025-2026 ICC Student Handbook.

The College reserves the right to change any provision or requirement stated in this Student Handbook at any time.

RESPIRATORY THERAPIST PROGRAM FACULTY

	Phone	Email address
Program Director Dr. MaryBeth Cregger, EdD, RRT	(309) 690-7559	mary.cregger@icc.edu
Director of Clinical Education Sondra Schaffer, BSHCA, RRT	(309) 690-7576	Sondra.schaffer@icc.edu
Medical Director Patrick Whitten, MD	(309) 672-5682	

CLINICAL AFFILIATES

HOSPITALS:

Carle Bro-Menn Regional Medical Center

Virginia and Franklin
Normal, Illinois 61761

(309) 454-1400 (hospital)
(309) 454-0736 (department)

Graham Hospital

210 W. Walnut Street
Canton, Illinois 61520

(309) 647-5240 (hospital)
(309) 649-6851 (department)

OSF Divine Mercy Continuing Care Hospital

500 W. Romeo B Garrett Avenue
Peoria, IL 61605

(309) 680-1500

OSF Saint Francis Medical Center 530 N.E. Glen Oak Avenue
Peoria, Illinois 61637

(309) 655-2000 (hospital)
(309) 655-2317 (department)
Lead therapist cell phone: (309) 655-7434
Lead therapist digital pager through operator:
111-3291

Carle Methodist
221 N.E. Glen Oak Avenue
Peoria, Illinois 61636

(309) 672-5522 (hospital)
(309) 672-4876 (department)
Charge phone for 2nd and 3rd shifts:
(309) 677-7873

Lockers:
Available in department

Carle Pekin
600 S. 13th Street
Pekin, Illinois 61554

(309) 676-8791 (hospital)
(309) 353-0397 (department)

Lockers:
Available in department

Carle Proctor
5409 N. Knoxville Avenue
Peoria, Illinois 61614

(309) 691-1000 (hospital)
(309) 691- 1041 (department)

HOME CARE AGENCIES:

Complete Home Respiratory Care (309) 689-5038
First Choice Home Care (309) 344-6000
OSF Home Care (309) 683-9368

Each clinical affiliate will designate staff members of the respiratory care department to serve as clinical preceptors if Clinical Instructors are not present. The clinical preceptors and clinical faculty will be responsible for making students' clinical assignments,

evaluating students' clinical performance, guiding learning, facilitating the mastery of clinical skills, and teaching application of theories and principles in the clinical setting. The director of clinical education and college faculty will assist the clinical preceptors in the performance of the duties listed above.

ACCREDITATION INFORMATION

The Respiratory Therapist Program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC). Address of the CoARC: 264 Precision Blvd.
Telford, TN 37690
www.CoARC.com

General Information

Learn about Illinois Central College.

- [Accreditation Information](#)
- [Mission, Vision, Core Values and Philosophy](#)
- [Institutional Learning Outcomes](#)
- [Tuition & Fees](#)
- [Financial Assistance](#)

PHILOSOPHY

The Respiratory Therapist Program strives for excellence in teaching and performance. Standards of performance for students are established within the program to ensure the attainment of skills and competencies at a level high enough to satisfy clinical, laboratory, and other delegated responsibilities. Advancement in the program will be dependent upon the attainment of such competencies by the student. Since quality patient care is the goal of the program, students must achieve an adequate competency in all areas of the curriculum: general education, didactic, and clinical courses.

GOALS

The goals of the Respiratory Therapist Program are for students to:

1. Comprehend, apply, and evaluate clinical information relevant to the roles of advanced level respiratory therapists
2. Demonstrate technical proficiency in all skills necessary to fulfill their roles as advanced level respiratory therapists
3. Display professional behavior consistent with employer expectations as advanced-level respiratory therapists

The overall goal of the Respiratory Therapist Program is to prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT's).

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Respiratory Therapist Program abides by the policy as established by Illinois Central College:

Illinois Central College is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools. It is the policy of this College that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran's status, shall be discriminated against in employment, in educational programs and activities, or in admission. Inquiries and complaints may be addressed to the Title IX/Civil Rights Equity Coordinator, Illinois Central College, 1 College Drive, East Peoria, Illinois 61635-0001, (309) 694-8460 or email Title9@icc.edu.

COUNSELING

Student counseling is available. Counseling Services are available to help students with personal or academic problems. Call (309) 694-5281. Offices are located at East Peoria and Peoria campuses.

EMERGENCY CLOSINGS

Classes will meet as scheduled unless inclement weather or other emergency circumstances create conditions which necessitate closing the College. The administration will notify faculty, staff, and students of the closing of the College as soon as possible through the following: email, text message, and/or phone message through the MyAlert system; radio stations; television channels; and the College website. For campus closings call 694-5ICC.

Current students are automatically enrolled in MyAlert to receive emergency notifications through text messages, calls, and emails. Please keep this information up-to-date in your ICC account. You can opt out of receiving text or voice calls by replying unsubscribe. Learn more about [emergency notifications and closings](#).

EMERGENCY MESSAGES OR EMERGENCY NOTIFICATION

For medical emergency, Campus Police or program faculty members will attempt to locate students in class and provide a message. Non-emergent messages will not be delivered. In non-emergent cases (change of plans for transportation, etc.), schedules will not be released to a third party without the student's prior written consent. Students are encouraged to provide family members or childcare provider with their schedules for use in non-emergent situations. The use of cell phones and pagers is prohibited during class, laboratory, and clinical experiences.

FINANCIAL ASSISTANCE

Financial assistance available to College students includes state and federal grants, ICC Educational Foundation scholarships, local and state scholarships, long-term loans, and employment opportunities. Students who need assistance should contact the Financial Assistance office.

Note: The program offers the Stan Bugaieski and Respiratory Therapist Student Club scholarships to qualified students. Application may be made through the Financial Assistance Office.

Tutoring for required classes and financial assistance to purchase necessary equipment and supplies are available for qualified students. Personalized assistance is also available to students having difficulty with any class because of the need to improve study skills or basic academic skills. For more information, contact the Coordinator of Special Academic Services: Peoria Campus, Arbor Hall Room 102, (309) 690-6881.

HEALTH CAREERS FEE

A Health Careers fee is billed to the student's account, separate from tuition, during the first semester of entering a Health Careers program. This fee covers costs for the fingerprinting and student liability insurance. Additional costs, such as for drug screening and vaccinations, are required by specific agencies designated by the College for student clinical experiences. These costs are the student's responsibility.

LEARNING RESOURCES

The library located at ICC East Peoria and ICC Peoria Campuses has a collection of medical, allied health, and related subject reference materials. The library is linked electronically with many public, special, and academic libraries in Illinois.

Students are automatically provided a free email account, access to online courses, and a student login to the College's network. Details on obtaining and using these services are available on the ICC website at www.icc.edu.

STUDENT SERVICES

The College provides numerous student services including, but not limited to:

Academic Advisement

Learning Labs

Counseling Services

Office for Access Services

Academic Placement Testing

Transfer Center

Career Services

Adult Re-Entry Services

Veterans Affairs

Child Care

Student Activities

Testing Center

Learn more about all of the services provided by the College on our website: www.icc.edu, our students by visiting the Passport for Success Canvas site.

SMOKING REGULATIONS

Illinois Central College is a smoke-free campus. **Smoking or use of tobacco products/devices is not permitted on campus. Smoking or use of tobacco products/devices is not allowed during clinical.** Based on federal guidelines, the use of marijuana products are not permitted on campus or in the clinical setting under any circumstances.

Substance Use Policy

As a federally funded institution, the use or possession of any illicit drugs, including marijuana, is strictly prohibited, regardless of state laws permitting recreational or medicinal use.

If a student appears impaired in the classroom or clinical setting, or if there is a noticeable odor of marijuana or other substances, the student may be immediately removed from the environment for the safety of patients, peers, and staff. The student may be required to undergo drug testing at their own expense.

The student will not be permitted to return to the clinical setting until they present documentation of a negative (clean) drug screen. Continued enrollment in the program may be contingent upon compliance with institutional and clinical site policies regarding substance use and professional conduct.

RESPIRATORY THERAPIST CORE PERFORMANCE STANDARDS

ESSENTIAL SKILLS

Core performance or technical standards are nonacademic criteria for admission and continued program participation. They are directly related to the curriculum and utilize performance criteria that can be applied to all program applicants and participants. These standards are essential functions a student must demonstrate in order to fulfill program and professional certification requirements.

The performance standards are used to assist in determining whether accommodations or modifications are necessary for a student to meet program requirements. A student who identifies potential difficulties with meeting the performance standards should communicate their concerns to the Program Director. The student has the responsibility to identify and document any disability and to request reasonable and appropriate accommodations as needed. All students must be otherwise qualified and able to perform independently in all areas. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made.

The skills and abilities necessary to meet curriculum requirements are listed below. For further information regarding Core Performance Standards and accommodations, visit Access Services.

- **Hearing** – Able to hear and understand patients and staff; assess and monitor patient sounds
 1. Communicate and interact with patients, staff, and families from a variety of cultural backgrounds.
 2. Follow verbal instructions.
 3. Use a stethoscope to hear heart and breath sounds.

4. Detect and discriminate between sounds of normal conversation.
 5. Hear percussion sounds during patient assessment.
 6. Ability to hear sounds of a variety of equipment alarms.
- **Mobility** – Mobile and strong enough to support and move patients. Able to work remaining in a standing position for 60-90 minutes. Able to move quickly from place to place to perform patient care.
 1. Support and transfer patients safely from bed to wheelchair, and modify patient position in bed.
 2. Move in and out of treatment areas.
 3. Respond to emergency situations in a timely manner.
 4. Reach equipment and parts of patient's body.
 5. Reach above shoulder height to manipulate equipment.
 6. Reach below waist level to manipulate equipment.
 - **Motor Skills (fine and gross)** – Perform multiple motor tasks simultaneously. Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients. Able to lift 40 pounds.
 1. Operate and manipulate equipment; multiple operations may be required.
 2. Prepare blood collection syringes; draw venous and arterial blood samples.
 3. Manipulate a syringe and needle to prepare medications.
 4. Administer aerosols, suction patients, and adjust pressure gauges.
 5. Lift and transport oxygen cylinders; attach regulators; move in and out of treatment areas.
 6. Push/pull hospital beds; transport patients.
 7. Lift and move patients safely.
 8. Perform airway management and CPR.
 - **Visual** – Able to monitor and assess patient and equipment function; to provide safe and effective respiratory care.
 1. Read written instruction/orders.
 2. Read fine print, monitors, and gauges.
 3. Differentiate color/character of sputum for signs/nature of infection/disease.
 4. Chart (type) procedures and observations within the electronic health record.
 5. Ability to see and discriminate between a variety of equipment visual alarms.
 6. Ability to observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, etc.).
 - **Tactile** – Able to assess patient's response to therapy tactilely. Distinguish textures, degrees of firmness, temperature differences, pulse rate, vibrations, and strength.

ESSENTIAL FUNCTIONS

The respiratory therapist student must have the abilities and skills necessary to provide competent patient care. These skills and abilities include: observation, communication, motor ability, conceptualization, integration and quantification, and behavior/social acceptability. Technological compensation can be made for some handicaps in certain areas, but a student should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a student's judgment must be mediated by someone else's power of observation and selection.

All individuals, including persons with disabilities, who apply for admission to the Respiratory Therapist

Program must be able to perform specific essential functions with reasonable accommodations. Essential functions are the basic activities that a student must be able to perform to complete the curriculum and function as a respiratory therapist. A respiratory therapist student must be able to perform these essential functions:

- **Communication:** Students must be able to communicate orally and in writing with patients and members of the healthcare team. Students also must be able to read and comprehend written material in English.
- **Intellectual and Cognitive Abilities:** Students must be able to measure, calculate, reason, analyze, synthesize, integrate, and apply information. Problem solving, a clinical skill required of therapists, requires all these intellectual abilities.
- **Behavioral and Social Attributes:** Students must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive and effective relationships with patients and other healthcare workers. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are personal qualities that are required.
- **Ethical Standards:** A student must demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff, patients, visitors, and family.

STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence, and represent it accurately.
- Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they care for, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts, and refuse to conceal illegal, unethical, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state and federal laws that govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Refrain from indiscriminate and unnecessary use of resources.

CRITERIA OF ADMISSION AND PROGRAM PROGRESSION

PROGRAM OUTCOMES

The Illinois Central College Respiratory Therapist Program uses the following criteria to measure the effectiveness of the program:

1. **Retention/Graduation Rates:**
At least 70 percent of the students entering the program will graduate.
2. **Program Satisfaction:**
Graduates will evaluate the program with at least a 3 on a Likert scale of 1 to 5 satisfaction level.
3. **National Examination Results:**
Graduates will have a passing rate on the NBRC exams equal to or higher than the national average.
4. **Employer Evaluation:**
The results of the Respiratory Therapist Graduate Employer Follow-Up Survey will indicate at least a 3 on a Likert scale of 1 to 5 satisfaction evaluation of the graduate.
5. **Student Evaluation Surveys:**
All students will evaluate the program with at least a 3 on a Likert scale of 1 to 5 satisfaction level annually.
6. **Faculty Evaluation:**
All faculty will evaluate the program with at least a 3 on a scale of 1 to 5 satisfaction level.

PROGRAM GRADE REQUIREMENTS

The Respiratory Therapist Program subscribes to the following grading scale, unless otherwise specified in the course syllabus.

A	=	93 - 100
B	=	84 - 92
C	=	75 - 83
D	=	66 - 74
F	=	or below 66

*Grades are rounded per the LMS. Grades are also weighted by the LMS, examinations hold the highest weight (70%), with quizzes, assignments and other categories holding lower weights. See each course syllabi for information on weighted grades per course.

A "C" or better grade is required in all core program courses in order to be retained and graduate from the program. To receive a "C" or better grade, the student must meet the following criteria:

1. Maintain a grade average of 75% or better.
2. Demonstrate satisfactory clinical performance and meet all clinical requirements in each course with a clinical practicum.
3. Meet all course requirements within specified time limits.

Laboratory performance evaluations will be announced and scheduled well ahead of time. Checklists are used to evaluate student performance and students may review the checklist before the evaluation. Laboratory performance evaluations must be completed satisfactorily before attempting the corresponding clinical performance evaluation. A minimum number of each procedure must be completed prior to graduation from the program.

GRADUATION

The student must fulfill the graduation requirements of Illinois Central College. To attain an Associate in Applied Science Degree in Respiratory Therapy, the student must complete the current requirements defined in the *ICC College Catalog* and is responsible for applying for graduation, paying any required fees, and verifying with their academic advisor that graduation requirements are met.

APPLICATION FOR DEGREE/CERTIFICATE

To receive a diploma, a student must complete an Application for Degree/Certificate. Students may attain an application from the Student Services Center or online at icc.edu/students/graduation/.

Students complete the application form and submit it (see below) by the date listed to the Student Service Center to: East Peoria Campus, room L211 or Peoria Campus, Arbor Hall.

When you expect to complete your program of Study	Deadline to submit Application for Degree/Certificate
Fall Semester (December)	October 1
Spring Semester (May) *projected program completion	March 1
Summer Semester (July)	June 1

After the application is processed, a student will receive by mail an Official Degree Review. This form will list any course requirements that must be met before receiving degree/certificate from Illinois Central College. Applications for Degree/Certificate are accepted up to one month after deadline date, but the student will be assessed a late fee.

WITHDRAWAL FROM PROGRAM

Students who wish to withdraw from the program are expected to do so through the Program Director. The student may do so at any time until 75% of the class has elapsed. Withdrawals are accepted online, by mail, fax, or in person to the Program Director.

If a student is not able to successfully complete a course, it is recommended that the student withdraw before the posted withdrawal date. Failure to withdraw may result in an "F" posting on the student's transcript.

Students withdrawing from the program should meet with the Program Director prior to explore opportunities for success and discuss options for readmission.

COURSE WITHDRAWAL FOR NON-ATTENDANCE

Students who are identified as non-attenders by their instructor will be withdrawn from the class at midterm. Students recorded as non-attenders will be notified by mail that they have been administratively withdrawn from the class without refund of tuition. Instructors have individual and often varying policies regarding non-attendance withdrawals. Students must not assume they will be withdrawn if they never attend or stop attending a class. If space is available, and if approval from department and instructor are obtained, students may re-enroll in a class from which they have been withdrawn.

ADMINISTRATIVE WITHDRAWAL

The College may administratively withdraw students from a course(s) for good and sufficient cause such as flagrant disruptiveness, unsafe practice in clinical assignments, plagiarism, etc., when deemed such withdrawal is necessary. Faculty members may recommend to their Dean, through written statement, that students be administratively withdrawn. Prior to any such withdrawal, students will be notified action is pending and will be afforded the opportunity for a hearing. Students who stop attending a course will be recorded as non-attendees and will be notified by mail that they have been administratively withdrawn from the class (without refund of tuition and fees). Non-attendance without official withdrawal constitutes a failing or unsatisfactory grade. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date. Refer to the *ICC College Catalog* for the withdrawal procedure.

It is the responsibility of the student who wishes to withdraw from the program to:

1. Meet with the Program Director to withdraw from courses.
2. Meet with the Program Director to explore opportunities for success and discuss options for readmission.

PROGRAM READMISSION

A student who has been admitted to a Health Careers program and who (a) received a grade lower than “C”, or (b) received an unsatisfactory grade in a program course, or (c) has withdrawn, may seek readmission by initiating a written request through the Program Director. A student may be readmitted to the program only once and may repeat such a course only once.

A written request for readmission must be initiated through the Program Director. A student who has failed a first semester course must complete the entire application process and apply for readmission for the following fall. A student who has failed a core course beyond the first semester (theory or clinical) may be readmitted only once during the entire program. The Program Director will evaluate requests on an individual basis. Readmission is based on space availability, date of request, GPA (2.0 or higher), and is not guaranteed in any semester. Students are readmitted in order of dated requests. If not readmitted within one year, the student will be required to repeat the entire sequence.

The student who withdraws from the program and seeks readmission within one year will be required to demonstrate retention of previously learned skills and knowledge or may be required to repeat the entire program sequence. The student must adhere to the readmission policy of the College and the Respiratory Therapist Program.

Students accepted for readmission may be enrolled in an Independent Study Course – RESP 255. This will be developed in conjunction with input from the student, faculty, and Program Director in order to meet the specific needs of the student. This course is contractual and is subject to credit hour tuition.

A readmitted student will be subject to policies, procedures, and curriculum that are current at the time of readmission and must have a completed physical examination form in addition to meeting all compliance for the Health Careers student prior to attending lab activities and clinical experience. It is the student’s responsibility to assure that all health requirements are met. In addition, a criminal background check and drug screen will be required.

All readmission requests must be evaluated by the program director and director of clinical education to best meet the educational needs of the student. They are subject to review and may not be accepted.

For additional services and information, refer to the *ICC College Catalog* and website.

ADDITIONAL PROGRAM REQUIREMENTS

HEALTH PROBLEMS

A student with pre-existing, controlled behavioral health or medical condition, including but not limited to back problem, hypertension, diabetes, or seizure disorder, should notify the Program Director and Clinical Instructor to ensure safety needs are met.

A student who develops a behavioral health or medical condition (including pregnancy), or is taking prescription or nonprescription medication that may affect academic or clinical performance may continue in the program provided the student:

1. submits a written statement from a physician regarding the nature of the condition, the nature and duration of restriction, and the student's ability to continue in the program to the Program Director;
2. notifies current Clinical Instructor;
3. if absent for two (2) or more subsequent clinical days, provides a release from attending physician before returning to clinical education experiences;
4. meets all clinical and academic objectives and requirements.

In case of prolonged absences because of illness, accident, or hospitalization, students should notify the Program Director so proper notification can be made to instructors. In addition, it is the student's responsibility to contact instructors about possible make-up work.

At any time throughout the program, a faculty member may request the student leave the clinical area because of an altered state of health that, in the professional judgment of the faculty member, renders the student unable to perform assigned duties safely and effectively. The time missed will be counted as an absence and the student will be counseled at that time regarding the situation and the necessary steps to return to clinical or for clinical reinstatement if necessary.

Clinical agencies reserve the right to determine if a student may practice in their facility while under a physician's care. Students who fail to provide a signed release where required will be unable to attend classroom, laboratory, and/or clinical.

Any condition that restricts the student's ability to perform program objectives or necessitates alternate assignments may result in an alteration of the student's graduation date until such time as assignments are completed. Student options include (1) program withdrawal with request for readmission into program sequence or (2) continuation in program sequence with possible extension of educational period or (3) return to class or clinical with documentation from physician.

PREGNANCY AND ACCOMMODATIONS FOR BREASTFEEDING AND/OR EXPRESSING MILK

The declaration of pregnancy is voluntary. Should the student choose to inform program faculty, the Program Director and Director of Clinical Education will discuss privately with the student to determine an appropriate success plan, clinical plan, and return to class/clinic.

Illinois Central College recognizes the importance and benefits of breastfeeding for both mothers and their infants, and seeks to promote a family-friendly environment in which to learn. The following procedures will be allowed:

1. Any student who wishes accommodations to breastfeed or express milk in the educational setting should inform the Program Director.
2. The Program Director shall be responsible for identifying space suitable for such use, including providing privacy, lighting, and electricity needs. Private space does not need to be fully enclosed or permanent, but must be readily available during the time the student needs the space.
3. In the clinical setting, the Program Director will ensure a space/time suitable for such use in compliance with clinical agency guidelines.

PROFESSIONAL ORGANIZATIONS

American Association for Respiratory Care

The American Association for Respiratory Care is a national professional organization for therapists, physicians, and students in the field of pulmonary medicine. We strongly recommend that the student become a member of the organization. Membership includes:

- A. Two monthly journals:
 - 1. *Respiratory Care* – Educational in nature
 - 2. *AARC Times* – Job opportunities, articles of interest, legislative news, etc.
- B. Reduced fees to AARC-sponsored meetings and NBRC exams
- C. Literature from manufacturers

Illinois Society for Respiratory Care

The Illinois Society for Respiratory Care is a chartered affiliate of the American Association for Respiratory Care. Participation in the organization is strongly recommended.

Lambda Beta

Lambda Beta is the national honor society for respiratory therapy schools. The top 25% of each graduating class are eligible for nomination to join based on academic achievement, ethics, and community service.

LICENSURE AND CERTIFICATION

The Respiratory Therapist Program prepares the student to become eligible to take the NBRC registry examinations. The program does not guarantee the graduate will become a registered respiratory therapist.

Eligibility for Professional Licensure/Certification

The student 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. Where a problem exists, faculty will support and assist the student throughout the application process.

Students as well as faculty are reminded that it is their ethical responsibility to report knowledge of substance use/abuse by health students or personnel.

Licensure

The following personal history information must be provided when applying for licensure in the State of Illinois.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? *If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? *If yes, attach a copy of the certificate.*
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? *If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.*

5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by licensing authority in Illinois or elsewhere? *If yes, attach a detailed explanation.*
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? *If yes, attach a detailed explanation.*

If the student has any questions about licensure in Illinois, he/she should contact the Illinois Department of Financial and Professional Regulation (IDFPR) before program completion:

Illinois Department of Financial and Professional Regulation
320 W. Washington 3RD Floor
Springfield, IL 62786

CREDENTIALING

Credentialing is completed and maintained through the NBRC (National Board for Respiratory Care). Program graduates are eligible to complete the credentialing process and earn the RRT status. For more information regarding credentialing: www.nbrc.org

STUDENT RESPONSIBILITIES AND EXPECTATIONS

This handbook is published annually as part of the *ICC College Catalog* and the *ICC Student Handbook*. See “Code of Classroom Conduct” and “Clinical Education” sections of this handbook for further explanation of policies. The responsibilities of respiratory therapist students include:

- * Attending classes regularly and communicating absences to instructors.
- * Operating motor vehicles safely and legally.
- * Intelligent care of equipment and facilities.
- * Actions characterized by honesty. Contrary actions, such as plagiarism or giving unauthorized help on examinations, may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from the program and/or College.
- * Refraining from:
 - giving false or misleading information to any College official or tampering with any College record;
 - possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician;
 - giving, exchanging, or selling any drug to another person;
 - possessing or consuming any alcoholic beverage on campus;
 - giving, exchanging, or selling alcoholic beverages to another;
 - using the College name or emblem in an unauthorized or unseemly manner.

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or College authorities.

If students are in doubt about any particular matter, they should consult the Dean of Students.

In accordance with the ICC Student Handbook, additional policies regarding specific information may be found here:

Student Code of Conduct

- [Purpose and Authority](#)
- [Jurisdiction and Definitions](#)
- [Student Rights & Responsibilities](#)
- [Prohibited Student Conduct](#)
- [Violations of Laws](#)
- [Student Conduct Process](#)
- [Standard of Proof and Sanctions](#)

Student Policies

- [Student Policies and Procedures](#)
- [Animal/Pet Policy](#)
- [Free Speech Policy](#)
- [Other Campus Policies](#)

ADDITIONAL STUDENT RESPONSIBILITIES AND EXPECTATIONS

Respiratory therapist students have additional rights and responsibilities because of the sensitive and confidential role they will be assuming during their education. These additional responsibilities pertain to both classroom and clinical components of the program, and include:

1. Personal Honesty/Integrity and Professional Ethical Behavior

- a. Follow the American Association for Respiratory Care's Code of Ethics and the Illinois Respiratory Therapist Act.
- b. Be accountable for own actions. The student is to inform the instructor of any error or accident that occurred in the clinical practicum.
- c. Complete a clinical incident report in the event of potential error (e.g., medication) and take action to prevent future error.
- d. Matters relating to academic honesty or contrary action such as cheating, plagiarizing, flagrant disruptiveness, unsafe practice in clinical assignments, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment or test and also recommending the student be given a failing grade for the course and/or subject to dismissal. Violations of these responsibilities may subject the student to disciplinary actions in accordance with the procedure published in the *ICC Student Handbook*.

2. Maintaining Confidentiality

- a. Discuss information related to patients in appropriate learning situations in classroom or conferences only.
- b. Read hospital records of assigned patients only. Students must obtain instructor's permission to read hospital records other than those of their assigned patients. When accessing a computerized patient medical record, the institution reviews and records who has accessed those records.
- c. Refer to patients by initials in written assignments.
- d. It is the responsibility of every student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.
- e. It is strictly prohibited to copy, fax, photograph, or otherwise duplicate any portion of a patient's medical record.
- f. During clinical experiences, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting.
- g. Students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under federal or state laws, such as the Health Insurance Portability and Accountability Act (HIPAA).
- h. Students should recuse themselves from caring for any family members or friends for ethical reasons
- i. The integrity of data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.
- j. Additional responsibilities include:
 - being prepared to participate in clinical education;
 - following policies and procedures of the clinical education centers;
 - being punctual reporting to assigned clinical area;
 - completing preclinical preparations to provide safe and competent care to patients; students whose behavior indicates lack of preparation or unsafe practice may be

dismissed from the clinical education center;

- notifying clinical instructor of absence prior to scheduled clinical experience.

- k. Social Media - The program has a student organization, which may include a Facebook or other social media platform that periodically posts information about the program as well as pictures taken of program-related activities (e.g. lab, field trips, etc.). If you have a request to not be included in these posts, please notify the faculty. Students need to recognize that they are on the brink of entering a profession and should use good judgement in posting on public forums (e.g. Facebook) at all times. The preservation of patient and client confidentiality is of utmost importance. Students found to have breached this confidence are not only subject to possible dismissal from the program but may find themselves open to legal action as well. Students should avoid discussions involving faculty, clinical instructors, other students, healthcare providers, 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. Violations of these responsibilities may subject the student to disciplinary actions in accordance with the procedure published in the *ICC Student Handbook*.

3. Student's Right to Privacy & Access to Records

According to the Family Education Rights and Privacy Act of 1974, students have the right to (1) inspect and review their educational records; (2) request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; (3) restrict disclosure of information to other individuals or entities; (4) file a complaint with the Family Education Rights and Privacy Act Office if the College fails to comply with the requirements of the Act.

The College considers the following public information: (1) student's full name; (2) affirmation of student enrollment status (full/part-time) and class level; (3) dates of attendance, graduation, degree(s), certificate(s) earned, and honors received; (4) pertinent information relating to participation in officially recognized activities and sports.

Student schedules, grades, and other academic information will not be released to parents or guardians without written consent of the student. To restrict disclosure of public information or to authorize release to specified individuals, contact the Enrollment Services Office.

4. Student Complaints/Grievances

- [Student Grievance Process](#)
- [Formal Complaints](#)

5. Student Services

- [Student Services](#)
- [Student Life](#)

6. Campus Police Regulations

- [Campus Police Overview](#)
- [Alcohol & Drug Policy](#)
- [In Case of Emergency](#)
- [Violations of College Regulations](#)

CODE OF CLASSROOM CONDUCT

CLASSROOM BEHAVIOR

In an effort to maintain a classroom environment conducive to teaching and learning, the following guidelines have been established for all students while in attendance in classroom and conference:

1. **Academic Honesty:** Consists of truthful telling and truthful representations in all academic contexts. All members of the academic community, students, and faculty, have a responsibility to ensure that academic honesty is maintained (see Academic Honesty Agreement).
2. **Attendance:** Classroom attendance is expected. Students should arrive to class on time and remain in class the entire scheduled time. In the event of an emergency causing the student to be late or leave early, it is expected that the student discusses this situation with the instructor as soon as possible.
 - The student will contact the instructor in advance of an absence and schedule make-up work if allowed by the instructor. Make-up work, including quizzes, may not be allowed **unless the student notifies the instructor prior to absence**. The student is responsible for acquiring missed notes, handouts, and assignments. Excessive absence (more than five percent of total class meetings according to *ICC Student Handbook*) will require a conference with faculty to discuss the situation and consequences.
 - Regular attendance at all class meetings is essential to the learning process and expected of all students. Attendance records are maintained. Faculty may establish attendance policies specific for their classes. It is the student's responsibility to be aware of attendance policies and make-up procedures.
 - Excessive absence is the most common cause of failing grades and may hinder the student from completing course objectives. A student who does not satisfactorily complete the objectives for a course will be withdrawn from the program. Habitual tardiness and/or absenteeism will be cause for a Student Success Plan and may result in dismissal from the program.
 - All outside personal appointments (e.g., physician, dentist, etc.) and work hours should be scheduled at times other than during assigned experiences, including class, laboratory, and clinical. There is no differentiation between excused or unexcused absences.
 - The Respiratory Therapist Program has established a point system for absences and tardies/leaving early from class. Refer to your individual course syllabi for specific information and each instructor's policy.
 - In case of prolonged absences because of illness, accident, or hospitalization, students must notify the Program Director. It remains the student's responsibility to contact faculty regarding make-up work.
 - For absences due to illness greater than 2 days, students are required to submit documentation of physician's permission to return to class and/or clinical. Any limitations or restrictions must be documented.
3. **Attentiveness:** It is respectful to refrain from participating in side conversations during class or conference. Failure to be attentive is disrespectful to the instructor, guest presenter, and peers.
 - **Cell phones and electronic devices:** Cell phone use is NOT permitted in class unless directed by the instructor for teaching purposes. All electronic devices, such as cell phones, smart watches, and gadgets are expected to be in "silent mode" and put away while in class. Cell phones may not be used as a calculator during testing. Texting during class is not allowed. If a faculty member suspects electronic device use during class time, the faculty has the right to request the student to turn the device off and place it in the possession of the instructor until the end of class. The device will be returned after class. These policies also apply to texting, photographing, or recording with the cell phone.
 - **Laptop use in class:** laptop or other electronic device in class for note taking purposes is allowed, however, at the discretion of the instructor. If the device is found to be distracting to

other student or is being used for other purposes, the student will be asked to refrain from using it.

- **Food and Drink:** Individuals are responsible for cleaning up after themselves. Eating and drinking is not permitted during lecture or when guest speakers are presenting during conference or class.
 - **Guests and Children:** To ensure each student's ability to concentrate and learn, children are not allowed to attend any classroom, laboratory, or clinical. Children may not be left unsupervised in common areas on campus.
 - **Sleeping:** Sleeping in class or clinical is not tolerated. You will be dismissed and an absence will be documented.
 - **Unrelated and Other Activities:** Students will not work on other projects, such as clinical paperwork, assignments, or unrelated classroom activities during class or conference.
4. **Attitude:** It is expected that each student maintains a civil, professional, positive attitude in class. Maintaining a positive attitude will enhance the learning environment. Students are encouraged to discuss academic concerns with the faculty member teaching the course before or after class or during scheduled office hours.
 5. **Evaluation:** Any student receiving less than 75% on an exam or failing to demonstrate proficiency of any clinical skill will be required to remediate and complete a "Student Success Plan" form with the grading instructor.
 6. **Late Penalty:** Late homework or assignments are at the discretion of the instructor. Credit may not be given for late submissions of homework and/or assignments.

Unannounced quizzes may be given in any class and make-up is rarely allowed. Each instructor, within College policy, will determine if an exception may be made. Students entering class late may be allowed to take the quiz, but additional time will not be given. Students leaving early from class are responsible for any missed information, notes, assignments, and announcements made after their departure.

Exams must be made up within one week. The type of exam will be at the discretion of the instructor. **Any exam taken late is subject to 5% reduction in the grade and must be taken outside of class time in the Testing Center.** It is the student's responsibility to set this up with the instructor. If the exam is not made up within one week, no make-up test will be given.

7. **Other:** You MUST obtain permission from the instructor before recording class lectures. No video recording will be permitted.
8. **Tardiness/Early Departures:** Attendance for class entirety is expected. Tardiness and early departures are disruptive to student learning and reflect on professionalism and respectfulness. The Respiratory Therapist Program utilizes a point system for tardies/leaving early. Refer to each course syllabi for instructor policies.

Excessive tardiness or early departures will require a conference with faculty to discuss the situation and consequences.

CLASSROOM ASSIGNMENTS AND GRADING

It is expected that all assignments be completed independently by each individual student unless specific direction is provided for group work by the faculty member. All assignments must be neatly presented, grammatically correct, and appropriately documented according to faculty instruction. Illegible assignments will not be graded. The student is required to type all written assignments. When references are used in completing an assignment, they should be properly documented using APA format. Late submission of an assignment may result in a percentage of grade reduction each day as stated in the assignment or the syllabi. Assignments will not be accepted after one week from due date. When a student is submitting an assignment in the absence of a faculty member, the student is

responsible for obtaining a signature and date from an ICC employee indicating the actual time of submission to the faculty member.

Online submissions of written work may be entered into the Safe Assign database for a plagiarism check. Submissions with scores greater than 25% will be reviewed, returned to the student and points deducted.

Final grades are calculated from a combination of homework, exams, quizzes, attendance/professional development, and final exam for specific subject areas contained within a course. Grades are rounded to the one-hundredth per the Learning Management System (Canvas). For example, 92.99% = B. Grading scales are listed in each course syllabus.

An incomplete grade (I) may be given, by arrangement with the faculty and the Program Director, only when fully justified by serious circumstances such as prolonged illness, accident, or hospitalization. Incomplete grades are not given for such reasons as unjustified failure to complete the required course work by the end of the semester or failure to appear for a final exam.

CLASSROOM TESTING PROCEDURES

The program faculty established these guidelines to promote a conducive testing environment and to ensure student success on course exams. These procedures are subject to change at the discretion of the program faculty. Testing procedures will be as follows:

1. Faculty will utilize a different seating chart during each test period.
2. Students will take scheduled tests during assigned course section time.
3. Students who are tardy for scheduled test may forfeit their opportunity to take the exam.
4. Students will place backpacks, purses, and personal items at the front of the room prior to test time.
5. Students will place cell phones and all smart/electronic devices, including watches, on silent mode and leave with personal items at front of room.
6. Students will not use cell phones for the purpose of calculating during exams.
7. Students will not be permitted to have food or drink on desk during testing.
8. Students will not be permitted to wear hats, sunglasses, scarves or hoods during testing.
9. Faculty will have facial tissues available for use, if needed, during exam.
10. Faculty will allow sharpening of pencils only before testing begins (extra pencils will be available).
11. Faculty will not permit bathroom breaks during exam.
12. Students, when finished with exam, may remain quietly in assigned seat or quietly exit to a designated area without disturbing peers.

Reviewing of tests is considered to be a learning opportunity and is encouraged. Students are encouraged to discuss questions to learn from mistakes. If a student has a specific concern regarding a test question, the discussion will take place after the class, not during the review. Evidence-based rationale and cited references will be required to support the matter of student interest.

EVALUATION OF STUDENT ACHIEVEMENT

The program faculty have established an evaluation of student achievement for respiratory therapy courses. This evaluation is stated in each course syllabus.

ACADEMIC HONESTY AGREEMENT

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

- **Respiratory Therapist students have responsibility for:**
 1. Refraining from cheating and plagiarism.
 2. Refusing to aid any form of academic dishonesty.
 3. Notifying faculty about observed incidents of academic misconduct. The anonymity of a student reporting an incident of academic dishonesty will be protected.

- **Respiratory Therapist 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 the *ICC Student Rights & Responsibilities Handbook*).
 5. Assigning an appropriate grade to a student who engages in academic dishonesty.
 6. Reporting all instances of academic dishonesty to the 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 requirements.

- **Consequences of Academic Dishonesty**
 Regardless of how alleged acts of academic dishonesty are brought to light, faculty and instructors retain the responsibility and the authority to investigate all allegations, although the Respiratory Therapist Program Director and/or Dean of Health Careers may lead these investigations. Because consequences for academic dishonesty can be severe, the decision to penalize a student for such infractions must be the result of a thorough review. The procedures to be used for adjudicating suspected acts of academic dishonesty are determined by the nature of the misconduct and the seriousness of the offense. Acts of academic dishonesty will result in disciplinary action and/or dismissal from the program. Violations of academic honesty may subject the student to disciplinary actions in accordance with the procedure published in the *ICC Student Handbook*.

ACADEMIC MISCONDUCT

Matters relating to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a failing grade for the assignment, test, or course. **Based on the severity of the offense, the Program Director and Dean may recommend dismissal from the college.**

A common form of academic dishonesty is *plagiarism*. This is the use (whether deliberate or unintentional) of an idea or phrase from another source without proper acknowledgment of that source. The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any major or unique idea which the student could not or did not arrive at independently. These precise indications of sources must be given regardless of whether the material is quoted directly or paraphrased. Direct quotations, however brief, must be enclosed in quotations marks as well as be properly documented.

Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent, is plagiarism.

Obtaining an examination prior to its administration or use of unauthorized aides during the examination are clear acts of academic dishonesty. It is also academically dishonest to knowingly aid another student in performing an act of academic dishonesty. Thus, in cases of inappropriate collusion of academic work, the provider of inappropriately used material is guilty of academic dishonesty as well as the actual perpetrator.

Listed below are examples which may involve confusion on the student's part:

1. Sharing information in the preparation of an assignment or paper, unless approved by instructor.
2. Submitting the same paper for two different courses with slight modification.
3. Submitting the same paper by two different students.
4. The illegitimate use of written material or obtaining of information from other students while an examination is in progress.

In brief, any act which represents work not one's own is an academically dishonest act. If a student is ever in doubt about an issue of academic dishonesty, or has any hesitation about a contemplated course of action, the student should consult a faculty member. The penalties for academic dishonesty can negatively affect the entire educational experience at Illinois Central College.

Artificial Intelligence Use Policy:

Acceptable and Unacceptable Uses of AI Policy

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. Any assignment that is found to have used generative AI tools in unauthorized ways will have points deducted based on instructor's digression. When in doubt about permitted usage, please ask for clarification from your instructor.

CLINICAL EDUCATION

GENERAL INFORMATION

Transportation to the clinical facility is the responsibility of the student. Carpooling arrangements will be taken into consideration when possible. The student should have a contingency plan for transportation in case of car problems or bad weather.

Appropriate parking areas at each facility will be identified. Students are expected to report to the clinical area five to ten minutes prior to the scheduled starting time, in proper attire, and prepared to carry out clinical assignments.

Students are not allowed in the hospital or other clinical affiliates in a student capacity except during assigned clinical hours and assigned patient record review. Students may request approval from the Director of Clinical Education to be on site during "off hours" to complete clinical related paperwork. Student uniforms must be worn when attending assigned clinical hours or other student assignments; however, they are not to be worn on non-clinical days, while working at a job, or in other facets of personal life.

Students are responsible for being able to carry out procedures that they have learned and practiced. Such procedures are to be carried out under the direction and supervision of the clinical preceptor. If a student is asked to carry out a procedure for which they have had no instruction or practice, it is the responsibility of the student to notify the clinical preceptor of this fact.

Students may not work with unstable patients or critical situations unsupervised. Caution is expected when carrying out duties.

CLINICAL EVALUATION

Your progress toward achieving the competencies required will be frequently evaluated through the direct scrutiny of your preceptors and by a variety of assessment methods. Clinical evaluations include affective, cognitive, and psychomotor skills. Students are evaluated informally each clinical day, and formally in writing at midterm and end of term. Students will have the opportunity to review and discuss all evaluations privately. Refer to each clinical course syllabus and lesson plan for specific details on the evaluation process.

~~Students are given the opportunity to evaluate each clinical site, clinical preceptors, and each clinical rotation. This may be completed in Trajecsys or via hard copy. The student may request a meeting with the Director of Clinical Education and/or the Program Director to discuss any evaluation. At the end of each semester all student evaluations are collected and reviewed. A summary is provided to each clinical site~~

ABSENT/TARDY

Clinical preceptors must be notified well ahead of time if a student is unable to attend a clinical session. If a student is unable to attend a clinical shift for any reason, they must notify the following:

1. The Director of Clinical Education
2. The clinical site
3. The clinical instructor assigned to that location and shift

Students must give notice as soon as they are able. We understand emergencies arise; however, communication is essential. Refer to course syllabi, Canvas, and clinical sites for appropriate contact information. If there are last-minute emergencies, notify the instructor as soon as possible.

Clinical Absences:

1 absence= No points deducted

- 2 absences= 5 points deducted from next exam grade
- 3 absences= 10 points deducted from next exam grade
- 4 absences= A full letter grade drop on the next exam

Clinical Tardies:

1 tardy=No points deducted

More than 1 tardy= 1 point deducted per minute from the next exam grade.

** The point of student absences and tardiness will reset after each exam.*

In addition to the above point system, Clinical absences in excess of one (1), require make-up. Absences of two (2) or more are considered excessive and may result in a Student Success Plan and a potential drop of a letter grade, as well as make-up of clinical time missed. No student may schedule their own make-up or be on a clinical site without prior approval.

DRESS POLICY

The student will follow the dress code policy in the clinical facilities wherein a uniform is required. Part of being a professional is looking like a professional. People judge you very quickly on your appearance.

Navy blue uniform lab coat

Navy or white scrub top; or navy or white turtleneck; or navy or white polo shirt

Navy blue uniform slacks or skirt (cotton/polyester blend)

White duty shoes or white non-permeable material athletic shoes (no clogs)

Patch (purchased at ICC bookstore)

Photo ID obtained by Health Careers

Supplies Required

- | | |
|--------------------|-----------------------------------|
| Stethoscope | Watch with second hand or digital |
| White socks/nylons | Scissors |
| Black pen | Calculator |
| Pocket notepad | Clinical notebook |

1. The uniform must be clean and wrinkle-free. Hem of skirt or culottes should be at mid-knee length or below; hem of pants should be at top of shoes. The uniform should fit (not too tight or not too loose). Undergarments should not show through the uniform. Shoes must be clean and closed-toe; no sandals or clogs. Uniform scrub pants must not touch the floor and the shoe must be visible.
2. Jewelry must be limited to an engagement ring and wedding ring. No more than two small post earrings per ear. Body piercing jewelry is not allowed. Tattoos must be covered. One small, job related pin/button might be worn.
3. To maintain asepsis when working in the clinical facilities, the student's hair must be clean, neat, and worn away from the face. Hair color must be a natural shade such as brown, black, blonde, etc. Hair colors such as pink, blue, orange, etc., are unacceptable. Male students may wear beards and mustaches that are clean, neat, and well-trimmed (2 inches or less).
4. Students must keep nails clean and short (not visible from palm side). Artificial nails are not permissible; clear nail polish is permitted except in delivery and surgery rooms. Nails must be kept neat, clean, and trimmed to ¼-inch length, not visible from underside of palm, and no nail adornments are permissible. It is the student's responsibility to be aware of each clinical agencies policy on nails.

5. Makeup should be used in moderation. Cologne, perfume, scented lotions or oils, and aftershave should never be worn.
6. Lab coats may be removed while in an isolation room to facilitate patient care in the patient's room only.
7. Cell Phone/Electronic Device Usage: Student will follow policies, procedures, and student affiliation guidelines of the clinical agency regarding personal electronic devices. Due to clinical affiliate policy, disruptiveness to patient care, and interference with the operation of medical devices, cell phones are not permitted in patient care areas. In addition, personal electronic devices may influence patient confidentiality and display lack of professionalism.

Personal (non-emergency) cell phone use during assigned clinical is limited to non-clinical areas only. This applies to all personal electronic devices such as tablets, wearables, smart gadgets, and laptops.

In the event of an emergency, students are encouraged to provide family members with the phone number(s) of the clinical sites and clinical instructors. It is the student's responsibility to make sure that the family, spouse, child's school, etc., know where to reach the student during clinical sessions in case of emergency. They should be given the telephone number of the department to which the student is assigned. The information should be kept current when clinical sites are changed.

8. **Smoking or use of tobacco products/devices is prohibited on the premises/grounds of clinical education sites based on clinical agency guidelines/policies.** Deodorant, mouthwash (alcohol-free), and breath freshener/mints are recommended to control body odor, cigarette breath, or halitosis. Gum chewing is not permitted. Student must ensure that their clothing (uniform) and hair do not smell of tobacco.

Non-compliance with dress code policy will result in dismissal from the clinical site resulting in an absence, and a Student Success Plan or a Counseling Form.

EMPLOYMENT

The student's primary focus should be the program of study. ***Students may not work the shift immediately preceding assigned clinical experience to ensure that work hours do not conflict with scheduled clinical hours and to enhance student's peak level of performance.***

Students carrying a full-time course schedule should be employed no more than 16 hours per week. Employment of more than 16 hours per week should be accompanied by corresponding reduction of course schedule. Generally, the student should plan to study three hours for each semester hour of course credit.

CPR

Students are required to have a current AHA CPR Basic Life Support card before being allowed into the clinical setting and throughout the duration of the program.

PROFESSIONAL CONDUCT

The Respiratory Therapist Program will strictly enforce all ICC standards and guidelines as outlined in the *ICC College Catalog* and *ICC Student Handbook*. Specific attention should be paid to the "Code of Conduct" and "Disciplinary Procedures." Honesty, integrity, and civility are fundamental characteristics expected of all Health Career students. Each individual student is responsible for their own actions. Students are to complete assignments accurately following principles learned in the classroom and the policies and procedures of the clinical facility. Students should not willfully perform or assist with any procedure or act which is detrimental to the safety or well-being of the patient. Students should only perform those procedures in which they have been adequately prepared. Students should maintain trust and confidentiality of patients at all times. Enthusiasm and cooperation are stimulating factors which contribute to interpersonal relationships. Students are expected to work collaboratively with other health care providers for the patient's welfare.

CRITICAL CARE GUIDELINES

1. **Students should NEVER complete skills in the clinical setting which they have not been deemed proficient in the laboratory setting previously – unless under direct supervision of an instructor!**
2. Following successful performance evaluations (check-offs) in the critical care area at the attending institution, the students can perform procedures with minimal supervision. The following clinical skills may **NOT** be performed without supervision:
 - arterial blood gas puncture
 - sterile tracheal suctioning
 - intubation/extubation
 - patient transport
3. Students may chart the above procedures on the departmental records with the signature of the instructor or preceptor.
4. Students should never perform skills above their knowledge level in the program. This will result in an immediate dismissal from the unit and Counseling session or Critical Incident Report with the Director of Clinical Education.
5. All records must be cosigned by the observing preceptor for ventilator checks after students have successfully passed the performance evaluation.
6. Students cannot receive verbal orders from physicians or nurses.
7. A student must be accompanied by a clinical preceptor when transporting patients.
8. Students should exercise extreme caution when making ventilator changes. Major changes should be made under the direct observation of a clinical preceptor.
9. Circuit changes may only be performed by the student when assisted by the clinical preceptor.
10. Students are not allowed to put initial settings in or terminate mechanical ventilation on a patient unless the clinical preceptor or instructor is present at the bedside.
11. Students are not to be left in the critical care area for extended periods of time without the supervision of a clinical preceptor.
12. Students may not intubate under any circumstances, (**exception:** surgical observation rotation, if allowed by anesthesiologist).

OTHER MISCELLANEOUS GUIDELINES

1. **Answering phones/pages:** Students are not allowed to answer the department/unit phone unless instructed to do so. If a student is permitted to answer the phone/page, the student should identify the department, his or her name, and student status.
2. **Charting designation:** A student present for a clinical rotation assignment **MUST** chart all documentation under their student designation. Students charting, viewing charts, and/or documenting under any other designation while in a clinical rotation are subject to dismissal from the program.
3. **Communicable diseases:** Students are not allowed to enter a patient's room if a patient has documented tuberculosis, other conditions that require a fit-test mask, or diseases that may affect a pregnant student.
4. **Discarding equipment:** A student should not discard any equipment unless instructed to do so.
5. **Job description:** Students are permitted to perform program-specific patient care skills only while participating in a scheduled and approved program clinical shift. Students employed in other patient care disciplines, or as respiratory therapy assistants must follow institution policies on skill performance. Completion of clinical requirements while the student was working as an employee of the hospital will not be accepted.

6. **Patient condition:** Any unusual occurrences that arise during clinical should be reported immediately to the clinical instructor. These may include equipment failure, patient compromise, medication errors, and charting errors. It will be at the discretion of the clinical instructor if further action/reporting is necessary.
7. **Trajecsys (clinical software):** It is the responsibility of the student to submit accurate clinical documentation in a timely manner. Proper documentation is necessary for completion of skills, assessments, and clinical time. Failure to submit appropriate clinical documentation will result in discussion with faculty and Program Director, and may be grounds for dismissal of the program.
8. **Policy manual:** The student should review the procedure and policy manual at each hospital in which they attend clinical opportunities.
9. **Quiet zone:** Student courtesy in working quietly will be appreciated by patients and staff. Students should refrain from gossiping, whistling, complaining, gum chewing, loud talking/laughing, and any other activity that would be disturbing. The impression you leave with patients and staff becomes their impression of ICC, the Respiratory Therapist Program, and you.
10. **Rotations:** Clinical schedules are established in order to give each student varied and similar experiences. Each student will be assigned specific rotations to meet accreditation standards. These are listed in course syllabi and check-off forms.
11. **Schedules:** Student schedules are subject to change. It is the student's responsibility to verify rotation schedules with the Director of Clinical Education and/or the Program Director.
12. **Timeliness:** You are expected to be punctual with respect to the times you are scheduled for clinical rotations. Tardiness of greater than 30 minutes equates to one clinical absence.
13. **Caring for Family/Friends:** Students should avoid caring for family members or others known to them due to conflict of interest and potential for HIPPA violation.

CRITICAL INCIDENT REPORT FOR ACCIDENT OR INJURY

The student is required to complete the Critical Incident Report form when a breach of academic honesty or "contrary action such as cheating, plagiarizing, flagrant disruptiveness, unsafe clinical practice in clinical assignments, or on giving unauthorized help on examinations or assignments" (*ICC Student Handbook*) occurs.

- I. The student will complete the Critical Incident Report following a critical incident. The Critical Incident Report is due in the clinical instructor's office the **next** school day.
- II. The student must do the following within one week of the critical incident:
 - A. Meet with the clinical instructor to review what, how, and why the incident occurred.
 - B. If the critical incident involved a skill, the student must review and re-demonstrate the skill in the laboratory.
 - C. If the critical incident involved incorrect medication calculation, the student will calculate practice problems in the presence of the clinical director.
- III. Documentation related to the incident will be placed in the student's file.
- IV. If the student has **three** critical incidents in the program, the student must have a formal review.
 - A. The student will bring to the meeting the following typed items:
 1. A two-page, double-spaced paper explaining how these incidents could have been prevented.
 2. A one-page, double-spaced paper describing steps you must take to rectify the problems that caused the incidents.
- V. If an additional critical incident occurs, the student will meet with the Program Director and Coordinator of Clinical Education to determine the student's academic status in the Respiratory Therapist Program.

CRITICAL INCIDENT REPORT FORM

Date _____ Clinical site/rotation _____

Description: Include brief description, consequences, if any, and subsequent action.

Student comments:

Signatures:

Student _____

Evaluator _____

Date of review _____

Clinical level _____

SKILL PROFICIENCY/ TESTING REMEDIATION FORM

If, at any time, a student fails an exam or the ability to demonstrate proficiency of a new skill or previously learned skill in a successful manner in the lab, clinical, or upon practical examination, this referral for remediation is issued and the student must demonstrate 100% accuracy and ability.

Name: _____ Date: _____

Remediation for: _____ Exam List exam (course, instructor): _____

_____ Skills (either new or previously learned)

List skill(s): _____

Concerns:

- Safety
- Technique
- Knowledge
- Other: _____

Signature & Date of Faculty

Signature & Date of Student

Remediation: Remediation activities are determined by program faculty and discussed with the student. Activities may include referral to course materials, additional readings, exam review, observation, demonstrations, direct instruction, and guided practice. Student should refer to the course objectives for expectations. Failure to demonstrate proficiency may result in unsuccessful completion of the course and dismissal from the program.

Remediation activity suggested: _____

Deadline for completion of remediation and/or demonstration of skill: _____

- Successful Remediation
- Unsuccessful Remediation
- Comments: _____

Signature & Date of Faculty

Signature & Date of Student

**ILLINOIS CENTRAL COLLEGE
RESPIRATORY THERAPIST PROGRAM
STUDENT SUCCESS PLAN**

COURSE _____

(Student Name)

Problem Assessment Subjective/Objective	Desired Outcome	Improvement Plan including specific Individualized Intervention	Evaluation of Outcomes	Date/Initials (Faculty and Student)

30

I understand that I am expected to develop this improvement plan to enhance my academic success.

I understand that academic warning and/or other strategies remain options if I am unsuccessful in completing this plan.

(Student sign and date)

(Faculty sign and date)

DAILY CLINICAL SITE STUDENT EVALUATION

Student Name: _____ Date: _____ Arrival
Time: _____ Departure Time: _____

By assessing this student, the information allows us to identify excellent students and to intercept concerns before they become difficult to manage.

**Please rate the student with the following scale of 1-5, by circling the scores that best applies. One (1) is low or poor rating. Five (5) is high or excellent rating. Indicate N/A if not applicable. Please include comments...Thanks!*

- Non-judgmental in treating patients/family and establishes a positive rapport with patients/family : 1 2 3 4 5 N/A**
- Displays a professional attitude: 1 2 3 4 5 N/A**
- Is dressed in a professional manner: 1 2 3 4 5 N/A**
- Utilizes all available resources at a scene: 1 2 3 4 5 N/A**
- Shows respect to staff: 1 2 3 4 5 N/A**
- Displays ability to take direction effectively: 1 2 3 4 5 N/A**
- Displays ability to accept constructive criticism: 1 2 3 4 5 N/A**
- Actively seeks knowledge through pertinent questions: 1 2 3 4 5 N/A**
- Demonstrates proper techniques and accurate skill performances. Displays knowledge and proper care for all equipment. Able to apply theoretical concepts: 1 2 3 4 5 N/A**

Comments: _____

Preceptor Name Printed: _____ Preceptor Signature: _____

Shift: _____ Facility: _____ Unit: _____
(Please Date/Sign Proficiency/Check-Off Face Sheet for any proficiencies completed during rotation)

Illinois Central College
Respiratory Therapists Program

**STUDENT EVALUATION – END OF SEMESTER – FRESHMAN
STUDENT**

Student _____

Date _____

Instructor _____

Spring _____

Attendance:

Total Absences: _____

Dates: _____

Total Tardies: _____

Dates: _____

Affective Domain:

	Instructor Comments
Non-verbal communication with fellow students and other staff members is respectful and appropriate.	
Dress is appropriate, neat, in accordance with policy, and appears professional.	
Student is non-judgemental of patients and displays ethical considerations.	
Communicates effectively, respectfully, and with purpose.	
Self-directed and seeks additional learning opportunities.	
Displays ability to take direction and constructive criticism.	

Cognitive Domain:

	Instructor Comments
Students assessment skills are aligned with psychomotor skills	
Student is able to work through complex situations, remain calm, and provide thorough care.	

Psychomotor Domain/ Skills:

	Instructor Comments
Performs skills at expected level	
Student has shown growth over semester.	
Student is knowledgeable in use of equipment, assembly, and trouble shooting.	
Demonstrates proper technique and applies theoretical concepts.	
Student uses proper PPE, verifies patient information, and utilizes principles of patient safety.	
Student can document appropriately and thoroughly.	
Student asks appropriate questions to gain additional skill.	

Student Comments:

Review of SMART Goals. Does the student feel these were met? ___Yes ___No

Does the instructor feel these were met? ___Yes ___No

Why or why not?

Are the additional goals or a plan of action? Please describe.

I agree with this evaluation, and understand that this does not reflect upon my clinical grade and that the comments and discussion are meant to help me expand my knowledge, skill, and professional behavior.

Reviewed with student on _____

Student Signature _____

Date _____

Instructor Signature _____

Date _____

YOUR SMART GOALS WORKSHEET

Respiratory Therapist Program

Name:

Date:

Course:

Step 1: Here is what I want to achieve-

Step 2: Here is my main MEASURE, or MEASURES, for this achievement –

Step 3: Next, here is what I want to achieve stated as a SPECIFIC GOAL using my measures –

Who: I am ...

How:

What:

Where:

And by When: (make short-term and end of semester goals here)

Step 4: To complete – run through the SMART Goals check list:

1. Is what I want **attainable**? Is it within your goal to attain?
2. Is what I want to attain **realistic** for me to achieve?
3. Is it **timed**?

***You must be able to answer “Yes” to all these questions – edit Step 3 as necessary to do so**

Step 5: Submit and Review with your Instructor



Specific

Measurable

Achievable

Realistic

Timely

Health Careers Policies and Protocols

INSERT HEALTH CAREERS PACKET

AND REMEMBER TO ADD PAGE NUMBER
TO THE TOC IN THE HEALTH CAREERS
PACKET

Below is from the Faculty Contract

ARTICLE 19:

FACULTY ROLES AND RESPONSIBILITIES

Section A: Faculty Roles and Responsibilities

The Roles and Responsibilities listed below are divided into two classifications: Collective Faculty and Individual Faculty.

The Roles and Responsibilities for Individual Faculty are further separated into those related to the student, the profession, and the Department and College. The Collective Roles and Responsibilities preserve the integrity of the College's curricula and maintain the College's relationships with internal and external stakeholders, including accrediting agencies. Individual faculty members are strongly encouraged to participate in, but are not solely responsible for, activities related to the Collective Faculty Roles and Responsibilities. Faculty may formally agree to specific Collective Roles and Responsibilities as part of a release time template. The Individual Roles and Responsibilities reflect obligations to the student and the profession as well as the duties to the Department and College. Nothing in this Article may provide any basis for any adverse assessment, evaluation, discipline, or dismissal of any tenured faculty member except the duties listed as responsibilities of individual faculty to the Department and College, Section C, Part III, Sub Part 1.

Section B: Responsibilities of the Collective Faculty

1. Help meet emergencies that may develop within the Department.
2. Contribute to the development and growth of the College.
3. Improve instruction by understanding different student populations and adopting methods of teaching to meet their diverse needs.
4. Participate on committees within the Department and College, as the need arises.
5. Oversee the development and evaluation of all College curricula.
6. Participate in the oversight of the curricula and expectations for student performance.
7. Determine the College's general education program and align it with the requirements and standards of the state and applicable accrediting agencies.
8. Participate in the development and implementation of the assessment processes for the College and its programs.
9. Participate in internal and external program reviews and cooperate with accrediting agencies.
10. Update and revise existing courses and programs as the need arises.
11. Help establish the academic credentials for instructional staff.

Section C: Responsibilities of Individual Faculty I. RESPONSIBILITIES TO THE STUDENT

- a. Plan, organize, improve, and teach the classes that are their assignment. In doing so, they should work in collaboration with colleagues to assist with the development or revision of course outcomes and syllabi consistent with the College's philosophy and objectives.
- b. Create a classroom environment oriented toward meeting course outcomes and ensure that students are aware of course outcomes by distributing the syllabus both electronically and in person, if applicable.
- c. Use evaluation instruments and assessment techniques designed to measure course outcomes.
- d. Develop and revise classroom materials to keep them current and aligned with course outcomes.
- e. Realize the limits of their professional competence by utilizing the channels of referral available at the College in those cases where the need arises.
- f. Be available to assist students with coursework and general

guidance in their discipline during office hours. g. Keep their students informed about their academic progress as needed throughout the term. h. Provide students with academic advisement in accordance with the guidelines of the Unit Credit Document and/or the College release time templates. II. RESPONSIBILITIES TO THE PROFESSION a. Display a depth of understanding of the subjects that are their primary assignment and keep abreast of developments within their field. b. Maintain accepted and recognized standards of professional conduct and ethics appropriate to their professional position. c. Display personal and professional integrity by dealing honestly and fairly with respect for all students, College employees, and community members. d. Participate on committees within the discipline as the need arises.

ARTICLE 34: COMPLAINT AND APPEALS PROCEDURE

Section A: Definition

A complaint may be made by a faculty member on their behalf whenever there is an alleged violation or misinterpretation of the specific terms of this Agreement, or by the Forum whenever there is an alleged violation or misinterpretation of the specific rights granted to the Forum by this Agreement.

It is specifically agreed that the establishment or changing of any salary rates referred to in Article 35 (Compensation) shall be a subject for negotiations and shall not be the subject of this Procedure.

Section B: Procedure

The Board and Forum reserve the right to appoint an alternate representative at any of the steps of this procedure. If the faculty member wishes, a designated representative of the Forum has the right to attend any meeting held within this procedure (including their initial meeting with their Dean). Any administrator also may be designated a representative to attend any meeting held within this procedure.

Furthermore, at any meeting prescribed in this procedure, any of the principal parties shall be provided copies of any documents specifically relating to the substance of the faculty member's complaint and shall have the right to invite any person(s) who has information to add that is specifically relevant to the complaint.

Pursuant to this right, the Board shall, upon written request of the faculty member, give their copies of all material in their personnel file, with the following exceptions: recommendations and faculty evaluations and assessments submitted prior to the hiring of the faculty member.

The Complaint and Appeals Procedure provides an orderly process for considering and resolving complaints over matters covered by this Agreement (See Complaint and Appeal Form, Appendix G).

The timelines identified within any step of this process may be extended provided both parties, complainant and administrator, mutually agree. In addition, both parties must also agree on an established deadline for resolving the complaint. The procedure consists of the following steps:

Step 1: A faculty member who has a complaint shall first take up the matter orally with their Dean within thirty (30) calendar days of the alleged violation or misinterpretation of the specific terms of this Agreement that gave rise to the complaint.

Step 2: If the matter is not settled within ten (10) calendar days following the faculty member's meeting with their Dean, the faculty member within an additional ten (10) calendar days may submit the matter in writing to the EVPAA. The
80

EVPAA shall meet with the faculty member and Dean and try to resolve the complaint. The EVPAA will provide a response in writing to the faculty member.

If the matter is not settled within ten (10) calendar days after being submitted to the EVPAA, the faculty member within ten (10) calendar days of their receipt of the EVPAA's response may present the matter in writing to the Contract Interpretation Committee.

Step 3: The Contract Interpretation Committee will be convened with an equal number of faculty and administrative representatives but no more than three (3) representatives each. Faculty or Administrative members of the Contract Interpretation Committee may assign designees to the committee as necessary. Any member of the Contract Interpretation Committee who has had involvement in the complaint shall excuse themselves from the committee deliberations.

The Contract Interpretation Committee's decision shall be returned within twenty (20) calendar days.

Step 4: If the decision of the Contract Interpretation Committee does not resolve the complaint, the faculty member, within ten (10) calendar days of their receipt of the Contract Interpretation Committee's decision, may submit a request in writing to the Forum that the matter be referred to arbitration. If the Forum decides to submit the matter to arbitration, the Forum shall, within thirty (30) calendar days of receipt of the complainant's written request, notify the Board through the President that it desires to proceed to arbitration.

- a. If the Forum decided to proceed to arbitration, it shall initiate the process of selecting an arbitrator. This may be accomplished by mutual agreement between the Forum and the administrative representatives of the Board on an arbitrator, or by requesting the Federal Mediation and Conciliation Service to provide a list of five (5) arbitrators. If the Mediation and Conciliation Service is used, each of the two (2) parties then alternately shall strike one (1) name from the list until one (1) name is mutually agreed upon or until only one (1) name remains. The remaining name, or the name mutually agreed upon, shall be the arbitrator. Prior to initiating the process of striking names to select an arbitrator, if both the Forum and the Board representatives agree, a second list of five (5) names of arbitrators may be requested from the Service. The party eligible for the first deletion from the list shall be determined by chance.
- b. The arbitrator shall consider and decide only the specific issues submitted to them in writing and shall have no authority to make any decision or recommendation on any other issue not so submitted to them.
- c. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.
- d. The arbitrator shall submit their decision in writing within thirty (30) calendar days following the close of the hearing, or, if oral hearings have been waived, within thirty (30) calendar days following the transmitting of the final statements and proofs to the arbitrator.
- e. The decision of the arbitrator, if made in accordance with their jurisdiction and authority under this Agreement, will be accepted as final by the Board, the Forum, and the complainant. All parties will abide by the decision.
- f. The arbitrator's fees and expenses shall be shared equally by the Board and the Forum.

Substitutes shall be provided whenever necessary for any principal participants to attend

meetings prescribed by this Procedure. Use of this Procedure shall not deny subsequent access to other legal procedures.

REQUIREMENTS, POLICIES, and PROCEDURES

FOR DRUG SCREENING, BACKGROUND CHECK/FINGERPRINTING, PHYSICAL EXAMINATION & IMMUNIZATIONS

DRUG SCREENING	3
DRUG SCREENING FAQs	4
BACKGROUND CHECK/FINGERPRINTING	5
PHYSICAL EXAMINATION AND IMMUNIZATIONS	6
POLICY STATEMENT	6
REQUIRED IMMUNIZATIONS	7
PHYSICAL EXAMINATION FORM	
HEALTH INSURANCE/FINANCIAL RESPONSIBILITY WAIVER	
STUDENT CHEMICAL IMPAIRMENT POLICY AND PROCEDURES	9
STUDENT CHEMICAL COMPLIANCE CONTRACT	11
AUTHORIZATION FORM FOR STUDENT CHEMICAL IMPAIRMENT TESTING	12
COMMUNICABLE DISEASE PROCEDURE	13
CLINICAL TUBERCULOSIS (TB) EXPOSURE PROCEDURE	14
STUDENT TB EXPOSURE FORM	15
TB EXPOSURE ASSESSMENT STUDENT QUESTIONNAIRE	16
CLINICAL BLOOD AND BODY FLUID EXPOSURE	17
STUDENT EXPOSURE REPORT FORM	18
DENTAL HYGIENE CLINIC EXPOSURE PROCEDURE	20
ACCIDENT/INCIDENT/INJURY REPORTING PROCEDURE	21
ACCIDENT/INCIDENT/INJURY REPORT	22
PROFESSIONAL CONDUCT POLICY	24
ACKNOWLEDGEMENT	26
SOCIAL NETWORKING POLICY	27
ACKNOWLEDGEMENT	27
UNDERSTANDING OF PROGRAM POLICIES	28



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 in 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. All students must keep copies of all health records for themselves.

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.

Student is reminded to maintain copies of receipts and records. It is recommended to keep a copy of all information submitted.

Questions? Contact ICC Health Careers Assistant: (309)690-7532 or healthcareersinfo@icc.edu.



REQUIREMENTS CHECKLIST

FOR DRUG SCREENING, BACKGROUND CHECK/FINGERPRINTING, PHYSICAL EXAMINATION & IMMUNIZATIONS

The following is a checklist for completing drug screening, background check/fingerprinting, physical examination, and immunizations. Please promptly complete these items.

IWIRC will complete drug screening first, followed by fingerprinting, physical examination, and immunizations. When you call, be prepared to notify them of each specific service you need to schedule.

REQUIREMENT	WHAT / WHY?
<input type="checkbox"/> Obtain a <i>Live Scan Background and Fingerprint Request</i> form from the ICC Health Careers Department.	Obtain LiveScan form from ICC's Health Careers Department and complete form by providing all necessary biographical information. Student must present completed form to IWIRC at the time of appointment for drug screening and background check/fingerprinting.
<input type="checkbox"/> Call IWIRC to schedule your appointments (309) 497-0300.	Appointment at IWIRC is required for drug screen and fingerprinting. Student may also schedule physical exam and immunizations at IWIRC.
<input type="checkbox"/> Complete urine drug screening at IWIRC.	Submit receipt of Drug Screen to ICC. Student is required to remain drug free for admission and for the duration of enrollment within health career program.
<input type="checkbox"/> Submit <i>Live Scan Background and Fingerprint Request</i> form and complete fingerprinting at IWIRC.	Submit receipt of Live Scan to ICC. Live Scan allows employers/professionals to view the results of the fingerprint/background check.
<input type="checkbox"/> Submit completed physical examination to IWIRC.	May be completed at IWIRC or by a healthcare provider of choice, to assess physical health. The exam must remain current for the duration of the student's enrollment within health career program.
<input type="checkbox"/> Obtain immunizations and submit documentation for the following:	Immunizations (documentation of such) are required. May be completed at IWIRC or by a healthcare provider of choice (See page 7 & 8 of this document for further immunization information).
Flu	Must submit documentation of seasonal flu vaccine during program, as directed.
Two-step TB test or equivalent	Must be current within one year of starting program to determine if student is free of tuberculosis. If TB test is positive, chest x-ray report is required.
Tdap immunization	Provides immunity to diphtheria, tetanus, and pertussis. Must submit documentation of current immunization.
Immunity MMR mumps, rubella, rubeola	Determines student ability to "fight" communicable disease. If titer results are negative, additional immunizations (boosters) are required.
Varicella (chicken pox)	Must submit documentation indicating immunity. If result is negative, student must receive two vaccines at least four weeks apart.
Hepatitis B	Must submit documentation of having received series of three vaccines by start of clinical.
COVID	Might need to submit documentation of having received vaccine, per clinical facility protocol.
<input type="checkbox"/> Complete any additional testing required.	Some programs and/or clinical sites require additional testing. Student will be informed of any additional requirements, and will be required to comply to participate.



DRUGSCREENING

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 being 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, and maintain 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 by or for the administration of student educational experiences.
7. A student in the program who has tested positive may be subject to withdrawal or dismissal 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, and possible random drug tests.

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



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 his/her 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 subject to withdrawal or dismissal from course/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
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 per mucosal 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. Student 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)

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

Tdap

Student is required to submit proof of a current Tdap vaccination within 10 years of the start of respective health career program.

MMR

Student 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)

Student 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 immunity 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)

COVID

COVID vaccination might be required per clinical agency. If required, students must show proof of COVID injections, and preferable booster. While in the clinical setting, student is required to abide by affiliated hospital/healthcare facility/agency safety policies/protocols required of vaccinated or unvaccinated employees.

WAIVER

Documentation from a health care provider is required for a waiver for vaccination allergy or religious exemption, subject to clinical agency approval.



ESTIMATED COST OF PHYSICAL EXAMINATION AND IMMUNIZATIONS

	Physical	2 Step TB	Tdap	MMR Vaccine	MMR Titer	Varicella Vaccine	Varicella Titer	Hepatitis B Vaccine	Hepatitis B Titer
IWIRC 736 SW Washington St. Peoria (309) 497-0300	\$64	\$19 Per Step	\$64.80	\$98.55 Per Vaccine	\$146.23 Per Draw	\$196.72 Per Vaccine	\$76.65	\$96 Per Vaccine	\$47.74
Peoria City/County Health Department 2116 N. Sheridan Road Peoria (309) 679-6000	N/A	\$30 Per Step	\$61	\$106 Per Vaccine	N/A	\$166 Per Vaccine	N/A	\$67 Per Vaccine	N/A
Tazewell County Health Department 213 Illinois Route 9 Tremont (309) 925-5511	N/A	\$27 Per Step	\$54	\$91 Per Vaccine	\$81	\$142 Per Vaccine	\$32	\$66 Per Vaccine	\$29
Woodford County Health Department 1831 S. Main Street Eureka (309) 467-3064	N/A	\$15 Per Step	\$55		\$85		\$45	\$78 Per Vaccine	\$35
Family Quick Care 9031 N. Allen Rd. Peoria (309) 740-2647									
1960 Freedom Pkwy. Washington (309) 745-1425	\$45	\$35 Per Step	\$60	N/A	N/A	N/A	N/A	N/A	N/A
3412 N. Veterans Dr. Pekin (309) 353-6946									
Walgreens Take Care Clinic 300 N. Main St. East Peoria (309) 694-7661	N/A	N/A	\$64	\$100 Per Vaccine	N/A	\$150 Per Vaccine	N/A	\$90 Per Vaccine	N/A
4814 N. Sheridan Rd. Peoria (309) 688-6752									

ICC makes no endorsement of the product, process, or service of the healthcare providers listed above. Costs are based on available information at the time this document was created and are subject to change.



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 Handbook). In accordance with this policy, the following procedure addresses 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 college employee, faculty member or clinical agency representative observes a student engaging in behaviors or presents with signs that are often associated with drug or alcohol use, misuse or abuse, the following will be enacted, based on the belief that measures must to be taken to be assistive rather than punitive:

1. Seek corroboration regarding the observed student behavior, if possible.
 - a. Should the impaired behavior occur on assigned clinical site, the college employee, faculty or agency representative will relieve the student from the clinical assignment.
 - b. Should the impaired behavior occur on campus, the college employee or faculty member should use 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/or breath alcohol test according to expected time frame established by ICC employee. 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 will be subject to discipline according to college policy, and could lead to dismissal from the Health Careers program.
 - i. The student will need to call an Uber, cab, friend, or family member for transportation to:
Illinois Work Injury Resource Center (IWIRC)
736 SW Washington Street Suite 2A
Peoria IL 61602
(309) 497-0300
Open · M-F 730AM - 530 PM
 - ii. Should IWIRC be closed, the student may go to the Carle Health First Care locations:
 - a. Carle Health First Care - Barring Trace
3915 Barring Trace
Peoria, IL 61615 · (309) 689-3030
Open · 8AM - 8PM daily
 - b. Carle Health First Care - Peoria Heights
1120 E. War Memorial Drive
Peoria Heights, IL 61616 · (309) 685-4411
Open · M-F 8AM - 6PM, Sat 9AM - 4PM
 - c. Carle Health First Care - East Peoria
2535 E. Washington St.
East Peoria, IL 61611 · (309) 694-6464
Open · M-F 8AM - 6PM



2. Upon receipt of written documentation, a conference consisting of, but not limited to, the involved student, college employee or faculty member, 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. Benefits, Leaves, Risk Management and Safety, Room 238B
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 Benefits, Leaves, Risk Management and Safety(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
Benefits, Leaves, Risk Management and Safety, Room 238B
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 Carle Health First Care, or call Benefits, Leaves, Risk Management and Safety at (309) 694-5398 for assistance.
- During evening hours** please send student and source to:
- Carle Health First Care
3915 W. Barring Trace
Peoria, IL 61615
(Across Route 150 from Sam's Club)
Hours: 8am-8pm
Phone: 309-689-3030
- The facility should forward ALL lab results to the student's personal physician and to ICC Benefits, Leaves, Risk Management and Safety 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
Benefits, Leaves, Risk Management and Safety
Room 238B
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
Benefits, Leaves, Risk Management and Safety
Room 238B
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563



DENTAL HYGIENE CLINIC EXPOSURE PROCEDURE

Student: _____

- HIV
- Hepatitis B Antibodies
- Hepatitis C

Source: _____

- HIV
- Hepatitis B Antigen
- Hepatitis C

Billing information for Student:

Please bill student's personal health insurance

Billing Information for Source:

Illinois Central College
Attn: Benefits, Leaves, Risk Management and Safety Office, 238B
1 College Dr.
East Peoria, IL 61635 Phone: (309) 694-5398 Fax: (309) 694-8563

Please send the source's results to Illinois Central College Risk Management at the above address.

Authorized By _____

If exposure occurs in the evening hours please send student and source to:

Carle Health First Care
3915 W. Barring Trace
Peoria, IL 61615

(Across Route 150 from Sam's Club)

Hours: 8am-8pm

P: 309-689-3030

During morning or afternoon clinical students may go to any of the Peoria or East Peoria Carle Health First Care, or call Benefits, Leaves, Risk Management and Safety at (309) 694-5398 for assistance.



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 Benefits, Leaves, Risk Management and Safety (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:**

**BENEFITS, LEAVES, RISK
MANAGEMENT AND SAFETY**
East Peoria Campus,
Room 238B
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 care/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 hygiene, dress, appearance, for the safety of self and others, to prevent the spread of infection, and in accordance with standards set by the clinical site, Program and professional standards **include, but are not limited to:**
 - a. Hair clean and neat - shoulder length or longer hair must be pulled back away from face.
 - b. Mustaches and beards must be clean, and neatly trimmed.
 - c. Fingernails trimmed to 1/4 inch above the fingertips, and clean. No nail polish, artificial nails, decorative printing, decals, jewels, extensions.
 - d. Makeup that is conservative and appropriately complements professional appearance.
 - e. Maintain body hygiene to avoid offensive body odor - smoke odors and smoking by-products are not allowed.
 - f. Perfume, cologne, aftershave, scented lotions, and smoking by-products should be avoided.
 - g. Jewelry that is conservative and limited to (2) small stud earrings (no hoops) per ear; facial, nose, and tongue piercing removed; necklaces and bracelets removed.
 - h. Wristwatch with a second hand is appropriate.
 - i. Tattoos will be concealed and covered with clothing or bandage.
 - j. Student clinical uniform, as specified by program, will be worn as required.
 - k. Shoes impervious to liquids/fluids are required - leather is recommended; open toe shoes, sandals, flip flops, slippers are not permitted.



The penalty for violating the Professional Conduct Policy will result in disciplinary action according to college policy, discipline up to and including suspension or dismissal from the Program or College. 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. *The student may provide a written appeal of the disciplinary action according to College policy.*

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: _____



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/ healthcare setting. 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 personal views and photos related to their clinical experiences and healthcare settings while using social networking sites.

PROTECT CONFIDENTIAL INFORMATION

When posting blogs and/or contributing to, or through, any social networking site, students must refrain from disclosing confidential, proprietary, sensitive or specific information of the clinical educational setting, healthcare agency, and/or 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 college policies, violations may result in disciplinary action.

ACKNOWLEDGEMENT

I have read and agree to comply with the terms of this policy and my responsibility to Illinois Central College, Health Careers, and program, abiding by respectful social networking. I understand that any violation may result in disciplinary action.

Student Signature _____

Printed Student Name: _____
First Last

ICC Student ID # _____

Date: _____



UNDERSTANDING OF PROGRAM POLICIES

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

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: _____

