Health Sciences

Student Handbook

Updated 4/8/22

Stanly Community College
Health Sciences Student Handbook

The Health Sciences Student Handbook shares information concerning policies, procedures, and requirements of all Stanly Community College (SCC) allied health students. In addition to reviewing the Health Sciences Student Handbook, students are also required to review program-specific policies found in the handbook of the program in which he/she is enrolled.

Table of Contents

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Stanly Community College
Mission, Vision, Values

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Mission

Stanly Community College values students, effective teaching, partnerships, and life-long learning for Stanly County residents and students in other states and other countries. The College enhances the economic, social, and cultural life of the communities we serve by providing face-to-face and virtual learner-centered environments that encourage access, success, and completion.

Vision

Stanly Community College will be the gateway for higher education and a positive catalyst for change in the communities we serve by

- providing quality instruction;
- being a committed economic development partner; and
- offering an outstanding customer service experience

Values

STUDENT SUCCESS is the foundation of all our values. SCC exists to create a well-rounded education for our students. We seek to equip them so that they may enrich their lives, serve our community, and be productive citizens.

COMMUNITY is essential to the College's mission. The College strives to reflect our community's demographics in the student body, faculty, and staff. We pursue relationships with local industries, other learning institutions, and government and civic organizations to provide educational and training resources to meet the needs of the local community.

EQUITY is fairness in action. Meeting students where they are and providing the needed resources to help students from all backgrounds achieve their individual goals. The College firmly believes students can attain success no matter the socioeconomic factors in the community.

INNOVATION in all of our efforts puts us at the forefront of exciting new initiatives and technologies. Changing industry and educational standards require SCC to stay vigilant in seeking better ways to provide effective student and community support.

EXCELLENCE is our commitment. We demonstrate excellence in our teaching, our partnerships, our services, and our planning to provide our faculty, staff, and partners with the training, motivation, and opportunities necessary to accomplish our mission. We continuously improve through data-informed decisions.

Strategic Plan

Click here to view [Stanly Community College's 2021-2024 Strategic Plan.](#)

Academic Dishonesty
Prohibited student behaviors include academic dishonesty related to clinical and academic activities which include, but are not limited to: taking or acquiring possession of any academic material from a College employee or fellow student without permission; receiving or giving help during tests or other assessments of learning; submitting papers or assignments as originals that are not the student's own work. Plagiarism involves the use of someone else's words, work, writings, thoughts, and ideas without giving credit to the author. Material submitted for this course must be that of the student submitting it and must be original work. Students found responsible for plagiarism may be disciplined at the instructional level or the matter may be referred to the Office of the Dean of Students where it may be handled as a violation of the Student Code of Conduct. Students found to be in violation of the Student Code of Conduct may receive penalties up to and including suspension. An instructor may discipline students involved in minor infractions of the rules and regulations of the classroom, as the instructor has the authority to define proper classroom behavior. Other violations of the Code of Conduct will be referred to the Dean of Students for resolution.

Accident Insurance
All SCC students pay fees each enrolled term to obtain accident insurance. The insurance provides coverage for accidental bodily injuries received while on campus during those hours classes are in session and while taking part in school activities. Students should contact the business office for information concerning this coverage.

Advising
Stanly Community College recognizes the value of academic advising in student success. The College has determined the need for mandatory advising of first-year students to establish a clear academic plan and develop an advisor-advisee relationship. SCC uses the Success Coach model for advising. Before registering for classes, first-year students are required to schedule an advising session with an assigned Success Coach by visiting https://www.stanly.edu/current-students/advising. When the student successfully completes the first 30 hours of the program of study, permission will be granted to self-register. Should further advising assistance be needed, the student can return to the student's assigned Success Coach.

Campus Hours
The College facilities are open for students at 7:30 a.m. on days of operation and close 15 minutes after classes conclude for the day.

Class Attendance
Refer to SCC's Class Attendance Policy found at https://www.stanly.edlab u/future-students/college-catalog/policies?policyView=1.

Class Tardiness
Students are expected to be on time for all classes. Important announcements are made at the beginning of class, in addition to homework assignments being checked or turned in and quizzes being given. Tardiness to class can be considered disruptive to the other students, as well as the instructor.
NOTE: See program specific information regarding lab, clinical, and testing tardiness.

Classroom Rules and Dress Code
Students may not eat or drink in the program labs (with biohazard areas), computer labs, or SimLab.

General Dress Code
- Students are expected to exhibit a neat, professional appearance while in class and lab.

Lab Dress Code
- Students are required to wear closed toed shoes in lab.

Clinical Dress Code
- Uniforms: Uniforms must be clean, wrinkle-free, and approved by the respective program. Students may not wear dangling ribbons, bows, or scarves.
- Shoes: Clean, closed toed shoes must be worn in clinic.
- Student ID: SCC student photo ID badge must always be worn at the collar level and visible .
- Hair: Hair must be neat, clean and off the collar. Extreme hair colors should be avoided. Long hair must be neatly pinned or pulled back as hair should not fall forward when providing patient care. No sunglasses, worn either on the face or on the head, are allowed in the clinical site.
- Cosmetics: No perfume or cologne.
- Jewelry: Small posts may be worn in lower lobe of pierced ears. No visible body piercings (other than ear) may be worn. All students (with the exception of RAD and MLT) must wear a watch with a second hand or digital second indicator. Smart watches are not allowed.
- Nails: Nails must be cut to just cover the fingertips and kept clean. No nail polish. No artificial nails for infection control reasons.
- Tattoos/markings: Tattoos and body-branding must be covered. Coverings should comply with program uniforms. If tattoos/body-branding is visible beyond the required uniform then alternative means of covering (makeup, Band-Aid, etc.) must be approved by program.
- **Any student who is not in compliance with the dress code will be sent home and given a clinical absence.**

Clinical Schedules
The Director of Clinical Education (DCE)/Clinical Coordinator/Practicum Coordinator makes clinical rotation schedules. Evening/weekend clinical rotations may be required. Students may not make any changes to schedule without approval of the DCE/Clinical Coordinator/Practicum Coordinator. Students should not volunteer for additional rotations or for special observations without the consent of the DCE/Clinical Coordinator/Practicum Coordinator. Students should not represent themselves as an SCC student while functioning in roles outside of school and clinical assignments (i.e., visitors, employees). Any student violating these rules is subject to dismissal from the program.

College Policies
College policies can be found at https://www.stanly.edu/future-students/college-catalog/policies. Students are responsible for reading and abiding by college policies.

Compliance for Clinical Placement

Clinical affiliates may require students participating in clinical activities to complete a criminal background check, drug screening, and provide proof of immunization status, health status, and CPR certification. To fulfill contractual agreements with clinical affiliates, students are required to submit documentation of these requests using an online tracking system (username and password protected) that reports to clinical affiliates. Clinical affiliates make the decision to grant student clinical privileges on an individual basis. Because criminal background checks and drug screenings are clinical requirements, not college requirements, college officials can only view completion of these items, not the actual results.

Each clinical affiliate reserves the right to deny student access based on compliance documentation. Clinical site denial will result in the student's inability to complete the clinical portion of the course and subsequently, the student will be unable to progress in the program of study.

It is the responsibility of each student to immediately report any allegations or charges of misdemeanor(s) or felony(s) that occur after the criminal background check has been originally submitted.

Confidentiality

Students must maintain confidentiality regarding patients, medical records, and care provided during any clinical experience. The student is required to sign a confidentiality statement stating he/she understands and will abide by the policy. (See Confidentiality Statement in Appendix, Page II.) Any break of this policy may result in dismissal from the program and possible prosecution.

Consent to Release Information

Students must consent to the release of a copy of their medical record and CPR certification card to clinical affiliates when requested. Students must also allow for verification of their social security number for identification purposes and release of criminal background check and drug screening results to clinical affiliates when requested. (See Consent to Release Information to Clinical Affiliates in Appendix, Page III.)

CPR Certification

All students must be CPR certified by the American Heart Association and maintain this certification throughout the program. Failure to maintain certification may jeopardize the student's ability to participate in clinical activities. Maintaining CPR certification will be at the student's expense.

Disability Services (ADA)

Refer to the SCC's Disability Services webpage found at https://www.stanly.edu/current-students/counseling/disability-services.

Drug Free Campus and Workplace
Refer to SCC's Drug Free Campus and Workplace Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=45.

Clinical affiliates reserve the right to require testing in compliance with drug and alcohol policies of the institution. Students testing positive for drug or alcohol use in violation of the policies will not be able to participate in clinical activities of the program and risk dismissal from the program. Failure to comply with a request to be tested will result in dismissal from the program. Drug testing will be at the student's expense.

Electronic Devices / Internet Usage
Electronic devices such as cell phones, cameras, audio/video recorders, and personal computers/tablets may be used according to the following rules. Failure to comply with the rules listed below may jeopardize current standing in the program.
Students will agree to comply by the following rules:
- Students must ask the instructor for permission to record class lectures with their own personal recorders.
- Students will not record/photograph testing documents.
- Students must comply with SCC's Computer and Network Use Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=21
- Students may have cell phones in the classroom or laboratory settings as permitted by the instructor.
- Cameras and audio/video recorders are not allowed in the clinical area.

Graduation Requirements
Refer to SCC's Graduation webpage at https://www.stanly.edu/are-you-ready-graduate.

Health Services / Illness and Injuries
Injuries requiring more than minor first aid will be referred to the nearest emergency room or urgent care facility. In case of illness or emergency on the college campus, the switchboard operator should be notified, who may then call 911. Medical care will be at the student's expense.
In the event of injury, illness, or emergency in the clinical setting, the student will be referred to the clinical facility's emergency department if on site. If the clinical facility does not have an emergency department on site, the student will be referred to the nearest emergency department or urgent care facility. Medical care will be at the student's expense.

Health Sciences Student Handbook Receipt and Acknowledgment
All allied health students are required to review and abide by all rules and regulations set forth in the Health Sciences Student Handbook and sign a receipt and acknowledgement. (See Health Sciences Student Handbook Receipt and Acknowledgement in Appendix, Page I.)

Hospital Orientations and OSHA Regulations

Instructors will provide students information via written educational material and/or video series concerning: infection control basics, blood-borne pathogens, confidentiality, customer service standards, electrical and fire safety, ergonomics, hazard communication, and patient and public safety. The student is responsible for reading and/or viewing the material and adhering to all standard policies.

Individual clinical affiliates may also require additional orientation sessions or modules. Each student will be responsible for completing these orientation sessions or modules as applicable. The student will be held accountable for hospital policies and procedures discussed for each clinical affiliate and for uploading the necessary documentation into the online tracking system for clinical placement.

Inclement Weather Notification

Refer to SCC's Inclement Weather Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=46.

Infectious Disease

Because of the nature of the health care profession, students participating in lab practice and required clinical education experiences will find themselves at risk for exposure to infectious diseases. The risk cannot be eliminated; however, it can be minimized by education and the implementation of standard precautions" on all occasions and transmission-based precautions when applicable. Students are required to follow Standard Precautions in the care of all patients, regardless of a known infection status, as well as transmission-based precautions for patients who may be infected or colonized with certain infectious agents for which additional precautions are necessary to prevent infection transmission. Follow the Center for Disease Control links for most current standard and transmission-based precautions:
https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html
https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html.

In the event of a student exposure incident, the clinical affiliate or instructor will notify the program designee concerning the incident. Proper documentation will be completed, and the student will be advised according to hospital policy on follow-up procedure and/or seeking medical attention. (See Student Occupational Exposure Incident Report Form in Appendix, Page VI.)

Liability (Malpractice) Insurance

All students are required to purchase liability (malpractice) insurance for protection in the event of a liability claim of a personal or professional nature resulting from the performance of clinical duties. This fee will be collected with the semester tuition payment twice within each academic year. Students will not be allowed to participate in clinical activities until this fee is paid in full. This insurance is separate from the accident insurance available to all students.

Medical Release
If at any time during the length of the program a student experiences changes in medical condition from what is documented on the student medical form, he/she is required to notify the Director of Clinical Education/Clinical Coordinator/Practicum Coordinator within 48 hours of the change. Changes in condition include, but are not limited to pregnancy, childbirth, fractures, surgical procedures, etc. The student is to provide a medical release completed by the medical professional providing care to return to the classroom, lab, and clinical settings. All instructional areas must be addressed on the medical release form. The essential functions and performance standards noted in the program manual must be maintained to provide safe care to patients and a safe environment for learning.

During the active dates under the care of a medical professional through the release date, students will be denied access to re-enter the classroom, lab, and clinical settings, including Canvas access, unless the medical release otherwise specifies. Access will be restored based on the date of the release.
Students will immediately be dismissed from the program if this policy is breached. When a student is unable to complete course requirements, the Program Director and Director of Clinical Education/Clinical Coordinator/Practicum Coordinator, will decide whether the student will be issued an incomplete grade. If applicable, the student may reapply to the program following the re-entry policy. (See Medical Release Form in Appendix, Page V.)

Netiquette
Refer to SCC's Netiquette Rule found at https://www.stanly.edu/future-students/college-catalog/rules?ruleView=22.

Off-Campus Events (Conferences, Field Trips, etc.)
Throughout the program, students may have the opportunity to attend a variety of professional conferences. Any expenses incurred will be the individual student's responsibility. SCC considers any conference a college-related activity and therefore, all College/program rules and policies are applicable for students attending the off-campus activity. Students will complete and sign the SCC Travel Responsibilities and Participation Form prior to attending the activity or conference. For more information, refer to SCC's Field Trip Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=151.

Online Course Modules
Components of web-based courses are available online through the learning management system (LMS). Canvas is the online learning management system currently used at SCC.
      Email: The LMS has its own email system. This is in addition to the Gmail account all SCC students are provided. Students are encouraged to check both accounts daily. Refer to each course syllabus to determine the instructor's preferred method of contact.
      Office Hours: Instructors schedule office hours each semester to read and respond to email(s). Students may email the instructor at any time. Refer to each course syllabi for response/feedback expectations. Individual appointments with the instructor may be arranged on an "as needed" basis. It is best to call or email to arrange for an appointment.

Professionalism
Students should always demonstrate high standards of professionalism in all settings and display a well-developed sense of moral obligation, ethical judgment, and respect for patients, staff, and faculty. Students who exhibit inappropriate behavior, violate the SCC Student Code of Conduct. Students in violation of SCC's student code of conduct or clinical site code of conduct will be subject to an unsatisfactory evaluation without remediation and possible dismissal from the program.

Program Evaluations
Each semester, students are given the opportunity to complete a variety of evaluations including course evaluations, instructor evaluations, clinical site evaluations, preceptor evaluations, and medical director/physician evaluations. Student responses are confidential and will be reported to the faculty and academic administrators without student identifiers after grades are posted.

Safety Announcement
SCC strives to protect students, employees, and visitors. Students can help the college to protect everyone by reporting any threats to an instructor, to security, or to another college official. The college is proactive in taking steps to protect anyone who has reason to believe that he/she is in danger. Also, keep belongings in secure places and report any suspicious activities to college officials.

Smoking/Tobacco-Free Campus Policy
Refer to SCC's Tobacco-Free Campus Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=53.

Social Media and Networking
Refer to SCC's Social Media and Networking Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=99.

Student Grievance
Refer to SCC's Student Grievance Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=75.

Student Resources
The Student Resources page (https://www.stanly.edu/current-students/student-resources) links students to commonly used resources to promote student success.

Student Screening Requirements
Refer to SCC's Student Screening Requirements Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=160.

Tutoring
Visit SCC's Academic Support Center at https://www.stanly.edu/current-students/academic-support-center. Additional information regarding tutoring may be found in each course syllabus.

Use of Human Subjects
Refer to SCC's Use of Human Subjects Policy found at https://www.stanly.edu/future-students/college-catalog/policies?policyView=183.

Health Sciences Student Handbook Receipt and Acknowledgement

This is to certify that I have read and understood the information found in the Stanly Community College Health Sciences Handbook. I agree to abide by all rules and regulations set forth in this handbook. I understand that it is my responsibility to retain a copy of this Health Sciences Handbook for the duration of my enrollment in a health science program at SCC.

_____

Student Signature

_____

Date

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STANLY COMMUNITY COLLEGE

<u>CONFIDENTIALITY STATEMENT</u>

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I understand that I must maintain confidentiality regarding patients, medical records, and care provided during any clinical experience. No patient records are to be copied or duplicated in any manner.

Signature	**Date**

Stanly Community College
Consent to Release Information to Clinical Affiliates

I, _____ consent to have my criminal background and drug screen checks shared with the clinical agency before my student privileges are begun.

I understand that the agency will decide whether to grant me student clinical privileges.

I understand that, depending on these results, I may not be allowed to participate in the clinical component of the allied health program and therefore be unable to progress.

I do not hold Stanly Community College responsible for any consequences that may result from the sharing of this information.

_____
Name of student

_____
Signature of student

_____
Date

Stanly Community College
Consent Release Form for Marketing

Stanly Community College (SCC), located in Stanly County, Albemarle, North Carolina, regularly seeks students and alumni to feature in marketing and promotional materials. Your image, quotes, and/or artwork, may be used in print and/or electronic media for SCC, including, but not limited to: newspaper and magazine publications, radio advertisements, television advertisements, electronic media; including, but not limited to: social medial sites and/or the college website.

Please complete and sign the following release form:

I, _____, hereby authorize SCC to use my image, quote and/or artwork for any use the college deems appropriate in the promotion and marketing of SCC.

I understand that my image, quotes and/or artwork may be used in print and/or electronic media for SCC, including, but not limited to: newspaper and magazine publications, radio advertisements, television advertisements, electronic media; including, but not limited to: social media sites and/or the college's website at www.stanly.edu.

I understand that my quotes may be edited for content, but will not deter from the true spirit of the reference.

I understand that my image and/or my artwork may be altered (blemishes removed, red-eye reduction, cropping, lighten/darken, etc.).

I understand my name may be revealed.

I fully discharge SCC, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors (collectively, its Affiliates), from any and all claims, monetary and otherwise, that I may have against SCC, its parent, or its Affiliates, arising out of the use of my image, quotes or artwork.

I understand there is no financial or other compensation for my image, quotes or artwork.

Signature: _____

Date: _____

NOTE: Applicants under the age of 18 must have a parent or guardian sign for them.

STANLY COMMUNITY COLLEGE
MEDICAL RELEASE FORM

To Whom It May Concern: _____ is under my medical care.
(Student's Name)

All applicable instructional areas must be addressed:

Classroom (Seated)

• He/she can return to the seated classroom on _____ with/without limitations.
  Date   (circle one)

Limitations: _____

_____

Classroom (Online)

• He/she can return to the virtual classroom on _____ with/without limitations.
  Date   (circle one)

Limitations: _____

_____

Laboratory Settings

• He/she can return to all laboratory settings associated with this course on _____ with/without limitations.
  Date   (circle one)

Limitations: _____

_____

Clinical Settings

• He/she can return to all clinical settings associated with this course on _____ with/without limitations.
  Date   (circle one)

Limitations: _____

_____

Limitations/Comments:

_____

_____

Primary Care Provider's Signature: _____

Primary Care Provider's Printed Name: _____

Date: _____

Reason for visit: _____

FOR COLLEGE USE ONLY
Authorization for student to return: Approved – allowed to return to program on: _____

Program Director/Faculty Signature: _____ Date: _____
Comments: _____
_____
_____
_____

V

STUDENT OCCUPATIONAL EXPOSURE INCIDENT REPORT

Student's Name: _____   Date of Incident: _____
Date Reported: _____
Reported to: _____   Position: _____

TYPE OF EXPOSURE INCIDENT:
_____ Needle stick/sharps accident
_____ Contact with mucous membrane (eyes, mouth, nose)
_____ Contact with skin (circle all that apply): broken, chapped, abraded, dermatitis, prolonged contact, extensive contact
_____ COVID-19

EXPOSURE TO:
_____ Blood
_____ Body fluid
_____ Vaginal secretions
_____ Seminal fluid

HOW DID EXPOSURE INCIDENT OCCUR? _____
_____
_____

LIST PROTECTIVE DEVICES USED AT TIME OF EXPOSURE: _____
_____
_____

DESCRIPTION OF STUDENT'S DUTIES AS RELATED TO OCCUPATIONAL EXPOSURE: _____
_____
_____

DESCRIBE IMMEDIATE INTERVENTIONS:
Was the area   _____ washed? _____ flushed?
Did injury bleed freely?   Yes _____   No _____
Was antiseptic applied?   Yes _____   No _____
Other: _____

DATES OF STUDENT HEPATITIS B VACCINATIONS:
_____
_____
_____

SOURCE OF EXPOSURE: (exact location exposure took place):
_____
_____

SOURCE OF EXPOSURE:

Known, HBsAG status?   _____ Yes   _____ No   If yes, HBsAG+ _____   HBsAG- _____

   Unknown, high, or low risk potential for HBV?   _____ Yes   _____ No

Known HIV Status?   _____ Yes   _____ No   If Yes, HIV + _____   HIV- _____

_____   _____
Signature of Person Preparing Report   Date

_____   _____
Student's Signature   Date

CONFIDENTIAL