

Health Sciences



Student Handbook

Updated 5/20/2018

**Stanly Community College
Health Sciences Student Handbook**

The student handbook is in two parts. The first part is the General Health Sciences Student Handbook, which includes policies and expectations for all allied health students. The latter part is the program specific handbook with additional policies and expectations within the chosen program of study. Students are responsible for both handbooks.

Table of Contents

Stanly Community College’s Purpose and Mission Statement	Page 3
--	--------

Policies

• Academic Dishonesty.....	4	• Netiquette.....	10
• Accident Insurance.....	4	• Off-Campus Events.....	10
• Campus Hours.....	4	• Online Course Modules.....	10
• Castlebranch.....	4	• Professionalism.....	10
• Class Attendance.....	5	• Program Evaluations.....	11
• Class Tardiness.....	5	• Program Manual Acknowledgement...	11
• Classroom Rules and Dress Code.....	5	• Religious Observance Policy.....	11
• Clinical Schedules.....	6	• Safety Announcement.....	11
• College Policies.....	6	• Social Media and Networking.....	11
• Confidentiality.....	6	• Student Code of Conduct.....	11
• Consent to Release Information.....	6	• Student Grievance.....	11
• CPR Certification.....	6	• Student Resources.....	12
• Disability Services (ADA).....	7	• Student’s Rights and Responsibilities..	12
• Drug Free Campus and Workplace...	7	• Student Screening Requirements.....	13
• Electronic Devices/Internet Usage....	7	• Technical Writing.....	13
• Graduation Requirements.....	7	• Tutoring.....	13
• Health Services/Illness & Injuries....	8	• Use of Human Subjects.....	13
• Hospital Orientation & OSHA.....	8		
• Inclement Weather.....	8		
• Infectious Disease.....	8		
• Liability Insurance.....	9		
• Medical Release.....	9		

Appendix

• Acknowledgement of Program Manual.....	I
• Confidentiality Statement.....	II
• Consent to Release Information.....	III
• Consent Release Form.....	IV
• Medical Release Form.....	V
• Student Occupational Exposure Incident Report.....	VI

Stanly Community College Purpose and Mission Statement

Mission

Stanly Community College offers a learner centered environment that encourages student access, success and completion. The College values partnerships, life-long learning, and actively strives to enhance the economic, social and cultural life of the community.

Stanly Community College is committed to:

- Encouraging diversity and mutual respect that promotes excellence and a free exchange of ideas;
- Providing quality programs and instruction, through traditional and electronically delivered formats, to prepare students for a competitive, global marketplace and an evolving work force;
- Providing the foundation for students to successfully transfer to universities and pursue other educational goals;
- Providing a productive level of technological expertise;
- Supporting the economic growth and development of the community.

Vision

Stanly Community College will be regarded as a student's first choice for education due to its quality educational programming, innovation and premier customer service.

Values

- Students
- A personalized and holistic approach to student support services
- Being on the technological cutting edge
- Excellence, creativity, and flexibility in instructional delivery
- Being an active workforce and economic development partner
- Acceptance and diversity
- The safety and security of the college community
- Professional development opportunities for faculty and staff
- Providing an aesthetically pleasing and well maintained learning environment
- Promoting honesty and integrity in every aspect of the College

Priorities

- Improving student access, success, progress, and completion
- Create a culture that embraces and values technology in support of teaching, learning, and administrative processes
- Enhance college resources by increasing external funding and developing human resource potential
- Contribute to the ongoing development and growth of Stanly County's workforce and business/industry groups to compete in the global economic environment and enhance community enrichment through avocational course offerings and cultural opportunities
- Create a culture that allows the College to make data-informed decisions, demonstrates institutional effectiveness, and that promote transparency in its day to day operations
- Serve the students and businesses of Stanly County with safe, environmental friendly, convenient facilities that enhance student learning and success

Strategic Plan

<https://www.stanly.edu/college-information/mission-and-strategic-direction>

Our priorities, goals, and objectives build upon one another to create the appropriate steps to accomplish our Mission and Vision and live our values. They result in what is commonly known as a 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.

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.

Castlebranch

Clinical affiliates may require all students participating in clinical activities and patient care 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 Castlebranch (formerly known as Certified Background). Castlebranch is 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.

Each clinical affiliate reserves the right to deny student access based on Castlebranch 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.

Any allegations or charges of misdemeanor(s) or felony(s) that occur after the criminal background check has been originally submitted must be reported to the program head immediately.

Class Attendance

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

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

In compliance with the tobacco-free campus policy and North Carolina state law, students are prohibited from using tobacco products. Students may not eat or drink in the lab, classroom or computer lab, except in designated locations.

General Dress Code

- Although there is no written dress code for classroom attendance, students are expected to exhibit tidy, professional clothing and a neat, well-groomed appearance.

Lab Dress Code

- Students are required to wear closed toed shoes in the lab.

Clinical Sites Dress Code

- Clean, fresh, wrinkle free scrubs/uniform as approved by program.
- Hair must be neat, clean and off the collar. No tattoo(s) or body-branding showing. Students must wear program specific scrubs/uniforms. No sunglasses, worn either on the face or on the head, are allowed in the clinical site.
- Clean, closed toed shoes.
- No perfume or cologne.
- Students will need a watch with a second hand or digital second indicator. Smart watches are not allowed in the clinical settings.
- Students should wear only wedding bands. Those with pierced ears may wear one pair of small posts in the lower ear lobe. No body piercings should be showing in any body part other than ear lobes. Students may not wear dangling ribbons, bows, jewelry or scarves.
- Only natural nails may be worn, no more than ¼ inch and clean, without nail polish.
- Students must wear their school issued photo ID at all times above the waist and visible.
- No chewing gum in the clinical areas.

Anyone not complying with these requirements will be sent home. This will be considered 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. Any student who is officially banned from a clinical site is not allowed to continue in the program. Failure to participate in clinical rotations at any site due to these circumstances will result in immediate dismissal from the program. Any student dismissed for these reasons is not eligible for re-admission to the program at any time.

College Policies

Students are responsible for reading, understanding, and abiding by the policies at all times. Stanly Community College reserves the right to change the policies at any time for the best interest of the College. Current policies can be found on the Stanly Community College website at <https://www.stanly.edu/future-students/college-catalog/policies>.

Confidentiality

Students must maintain patient confidentiality, including written and electronic medical records, and care provided during any clinical experience. The student is required to sign a confidentiality statement stating that he/she understands and will abide by the policy. Any break of this policy may result in dismissal from the program and possible other discipline by the clinical site or enforcement of rights by the patient (Refer to HIPAA regulations). The Health Insurance Portability and Accountability Act (HIPAA) is a law passed by Congress that is a detailed set of regulations created and enforced by the Federal Department of Health and Human Services. HIPAA gives patients a series of rights for their health information. (See appendix II)

Consent to Release Information

Students will consent to the release of a copy of their immunizations record, TB skin test results, and CPR card to the clinical affiliates when requested. Students will 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 appendix 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. CPR certification is the student's responsibility and will be at the student's expense.

Disability Services (ADA)

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Drug Free Campus and Workplace

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Clinical affiliates that provide clinical experience 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 may 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

Students are expected to seek optimal learning experiences in the classroom, laboratory, and clinical settings. Electronic devices such as cellular phones, cameras, audio/video recorders, and personal computers/tablets may be used if used properly and according to policy. Failure to comply with any of the following rules will result in dismissal from the classroom, laboratory, and clinical settings and may jeopardize current standing 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 may not record/photograph testing documents.
- Students must ask permission prior to using personal computers or other electronic devices during class and are expected to comply with all SCC technology policies.
- Students who have been granted permission may have cellular phones in the classroom (during lecture) or laboratory settings only if set to vibrate (no audible ringtones).
- Students may not use text, e-mail, or social media during class or laboratory activities.
- No cameras or audio/video recorders will be allowed at any patient care facility. This include smart watches.
- In classes where Internet access is provided, the student may use the Internet for valid, academic purposes only. The student may not use it for open access to other non-academic sites unrelated to the course.

Graduation Requirements

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Health Services / Illness and Injuries

Injuries requiring more than minor first aid will be referred to local physicians. In case of illness or emergency on the college campus, the switchboard operator should be notified, who may then call 911. Medical care or transportation by ambulance service will be at the student's expense. In the event of injury, illness, or emergency in the clinical setting, students will be referred to the clinical facility's emergency department.

Medical care or transportation by ambulance service will be at the student's expense

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.

Clinical affiliates may also require separate orientation sessions or modules. Each student will be responsible for completing orientations 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 Castlebranch.

Inclement Weather Notification

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

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 "Universal/Standard Precautions" on all occasions. 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. (Appendix IV)

Standard Precautions:

- Designed for the care of all patients, regardless of a known infection status.
- Use for contact with blood/body substances, non-intact skin, mucous membranes, contaminated items.
- Use in all healthcare settings.
- Use for known and unknown infection sources.

Standard Precautions Include (but are not limited to):

- Treat all blood and body fluids as potentially infectious.
- Use proper hand hygiene procedure after contact with blood or body substances.

- Wear appropriate personal protective equipment (PPE).
- Handle sharps carefully and dispose in approved sharps containers appropriately.
- Do not eat, drink, apply cosmetics, smoke, or handle contact lenses in work areas where blood exposure could occur.
- Perform procedures to minimize splashing or spraying.
- Do not store food or drink in areas where blood or body substances are present.
- Follow procedures for routine cleaning and disinfecting the environment.
- Handle soiled equipment to protect yourself, patients, and the environment from the spread of germs.
- Clean, disinfect, or sterilize reusable equipment between patients.
- Place specimens in appropriate containers during collecting, handling, processing, storing, transporting, or shipping. Use biohazard labeling.
- Remove broken glass by mechanical means such as tongs, forceps, or dustpan and brush.
- Do not reach into a container with bare hands.
- Handle all soiled linens as contaminated with body fluids.
- Wear gloves and perform hand hygiene.

Gloves, safety glasses, gowns, hand washing, and masks will be used at all times when appropriate. Because of the nature of the student/client relationship, the client must also be protected from a student caregiver who may transmit infectious diseases.

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 his/her 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 hospitalization or care. Changes in condition, which must be communicated, include, but are not limited to pregnancy, childbirth, fractures, all surgical procedures, etc. The student is to provide a medical release by the medical professional providing care in order 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 specifies differently. 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 appendix V)

Netiquette

Please refer to Stanly Community College's website at <https://stanly.edu/future-students/college-catalog/rules> to view the current policy

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. Please refer to the Field Trip Policy found at <http://www.stanly.edu/future-students/college-catalog/policies>.

Online Course Modules

Online Course Modules: Components of web-based courses are available online through the learning management system. Canvas is the online learning management system 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 the course syllabus to determine the preferred method of contact with instructors.

Office Hours: Instructors have office hours each semester to read and respond to email(s). Students may email the instructor at any time, however, do not expect immediate feedback. One business day during normal SCC campus hours is a reasonable time to expect a response from the instructor. 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 immature or inappropriate behavior, or violate the SCC 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, the student may complete a variety of evaluations on courses, faculty, clinical rotations and preceptors, and medical director/physician interaction. These evaluations will be completed anonymously and evaluated by designated SCC staff and faculty.

Program Manual Acknowledgement

Students are expected to retain a copy of their respective Program Manuals for their program for the duration of the program. Students are expected to abide by all rules / regulations, and students are to sign a statement of receipt and acknowledgment. (See appendix I)

Religious Observance Policy

Stanly Community College recognizes the existence of diversity in religious beliefs. The College will allow two excused days of absences per academic year for individual religious convictions. At least two weeks prior to the leave the student must submit in writing to all of his/her instructors for the term what day(s) he/she requests as a religious observance. The student will be given the opportunity to make up any class work, clinical/co-op hours, or tests missed during the excused day(s).

Safety Announcement

The College 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. -

Social Media and Networking

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Student Code of Conduct

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Student Grievance

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Student Resources

The Student Resources page (<https://www.stanly.edu/current-students/student-resources>) gives access to services that students use every day. Links include:

- Student Gmail Accounts: All students have an SCC Gmail account.
- Self-Service: Self-Service is a very important resource available to students. Students are able to view grades, request a transcript of their grades, check their class schedule, etc. Students may also register for the courses online through Self-Service.
- Help Desk: Ask questions about financial aid, registration, technical support for online classes, etc. Questions will be answered by Help Desk personnel or directed to the appropriate area of the college.
- Starfish: If at any point during the semester students miss assignments, fail to attend/participate in the course, or have academic issues, they may receive what is called a Flag through Starfish and your SCC email. Students may also receive an email or phone call from one of SCC's success coaches. A Flag is raised by the instructor as an avenue to assist the student. Students may also receive Kudos (for a job well done), To-Do's (reminders to complete certain tasks), and Referrals (referrals for Academic Support Center or Writing Center) within Starfish related to your academic progress. Log into Starfish and SCC email account every week to check for more details. Be sure to follow any directions given by instructors and/or retention specialists, and follow up on any To-Do's or Referrals.

Starfish can also be used to schedule an appointment with an advisor through the My Success Network menu, or with an Instructor under Courses. The Raise Your Hand menu also allows students to reach to an instructor or ask for other help from the college.

Students' Rights and Responsibilities

“Students at SCC are considered mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations, which include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the college rests upon the shoulders of the students as well as on the staff and faculty and is hoped that each student will maintain high standards of responsible citizenship. The campus and college will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as well as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.” (Refer to the SCC College Catalog).

Students must take an active role in their learning by recognizing they are accountable for their academic success. Each student's ability to learn and gain the best possible rewards from his/her college experience depends upon an environment, which is conducive to learning and to activities, which are consistent with the objectives of an academic institution.

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 others. Students are not to use inappropriate, profane, or offensive commentary or body language toward others. Students that exhibit immature, objectionable, or inappropriate behavior, will be subject to disciplinary action.

Student Screening Requirements

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Screenings are conducted based on clinical site standards.

Technical Writing

Students will be expected to submit original and professional assignments. Guidelines for technical writing are available for all students. Documentation and current references should be presented as instructed.

Tutoring

Please refer to the course syllabus and the SCC website.

Use of Human Subjects

Please refer to Stanly Community College's website at <http://www.stanly.edu/future-students/college-catalog/policies> for the current policy.

Acknowledgement of Program Manual

My signature below indicates that I have read and understand the contents of this program manual. I agree to abide by the policies and procedures and understand that I am responsible for adhering to them.

Student Signature

Date

My signature below indicates that I am aware that I must abide by all Stanly Community College policies and procedures and adhere to them. SCC's Policies can be viewed via the internet:

<http://www.stanly.edu/future-students/college-catalog/policies>

Student Signature

Date

**STANLY COMMUNITY COLLEGE
141 College Drive
Albemarle, North Carolina 28001**

CONFIDENTIALITY STATEMENT

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**

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 nursing 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**

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: _____

STUDENT OCCUPATIONAL EXPOSURE INCIDENT REPORT

Student's Name: _____
Date Reported: _____
Reported to: _____

Date of Incident: _____
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

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