



2023-2024 Student Handbook

**Nursing & Allied Health
Division**

**Chattanooga State
Community College**

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Program policies may differ and be more specific than the Nursing and Allied Health Programs due to accreditation and clinical requirements.

Letter of Welcome – from the Dean

Dear Students,

It is my pleasure to welcome everyone back for another great year. It is such an exciting time for the Nursing & Allied Health Division! If you are newly admitted to the Division of Nursing & Allied Health, congratulations on being accepted into your program of study, if you are a returning student, welcome back!

My vision is for our programs to continue to be nationally accredited as well as continue to prepare students to deliver excellent care to individuals, families, and our communities. The sincere desire of the faculty and staff of this division is to provide you with the knowledge and skills that you need to enter into your chosen career. Again, I am excited you have chosen to pursue your degree at Chattanooga State Community College and I wish you much success.

Dr. Martina S. Harris
Dean of Nursing & Allied Health Division
HSC-2088

Introduction

Congratulations on beginning a new phase of your life as you enter the Nursing or an Allied Health program at Chattanooga State. The faculty and staff wish you success.

The Nursing & Allied Health career programs at Chattanooga State strive to provide students with the best education and preparation for entry into a health career that is available. Each program is designed to prepare healthcare professionals that are desired by employers based on academics, professionalism, and work ethic to meet the expectations of today's workplace.

Information, policies, and procedures common to all students in the Division of Nursing & Allied Health at Chattanooga State are contained in this handbook. The policies contained in this handbook are designed to complement the Chattanooga State Student Handbook. The Chattanooga State Student Handbook is available at all times on the Chattanooga State website.

Additional information, policies, and procedures unique to each program will be provided during that program's orientation.

Any questions regarding information in this handbook will be answered by faculty in your respective program. Students are expected to not only understand, but to comply with the policies, procedures, and guidelines contained in all handbooks, including the Chattanooga State Community College Handbook, which is available online at www.chattanoogaastate.edu, as well as any other program materials. A copy of the signed acknowledgement form found in the back of the handbook must be on file with the student's selected program.

General Note to Students:

Faculty reserve the right to modify this handbook. Students will be informed verbally and/or in writing of any changes that may occur.

Chattanooga State Expectation

Academic Affairs Misconduct

Chattanooga State is committed to maintaining an environment of learning where high academic standards, as well as academic and personal integrity, are valued. Academic Misconduct, Violations of Academic Integrity, and/or "cheating" include, but are not limited to, the following:

- a) The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, carrying out assignments, completing projects and taking tests.
- b) Unauthorized access to former tests, test banks, instructors' materials or other academic material
- c) The misrepresentation of papers, reports, assignments or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the College.
- d) The use of unauthorized technical devices, cell phones, calculators, etc.
- e) Failing to adhere to the instructions of the proctor or instructor in test-taking procedures; examples include, but are not limited to, talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, using or having unauthorized sources or devices or other disruptive activity.
- f) Influencing, or attempting to influence, any College official, faculty member, or employee possessing academic grading and/or evaluation authority or the responsibility for maintenance of academic records, etc. through the use of bribery, threats, or any other means or coercion in order to affect a student's grade or evaluation. This also applies to clinical site supervisors;
- g) Any forgery, alteration, unauthorized possession, or misuse of College documents pertaining to academic records.
- h) Submitting the work of another student as the student's own.
- i) Falsification of data.
- j) Unauthorized collaboration on exams or class assignment.
- k) "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Plagiarism also includes the use of key ideas of another person without proper citation.
- l) The term "academic misconduct" includes, but is not limited to, all acts of cheating and plagiarism as defined above.

FACULTY PROCEDURES AND PROTOCOL

The faculty member who determines that a student has engaged in an act of academic misconduct, violated principles of academic integrity and/or "cheated" in connection with an assignment, test, course taught by the faculty member or an examination proctored by the faculty member, or his or her designee, may choose to exercise the disciplinary process as outlined below, if the student does not accept the faculty member's determination and accept the penalty prescribed in the syllabus:

1. The instructor will collect all information regarding the situation. Such information may include the student's papers, printed copies of material from a book or website, tests, unauthorized sources or unauthorized devices.
2. The faculty member will complete the "Academic Integrity Violation Report." This form can be located in TigerWeb or on the Chattanooga State website.
3. The faculty member will notify the appropriate department chairperson of the action.
4. The faculty member will notify the student and schedule a conference with him or her. During the conference the faculty member will present the student with a copy of the "Academic Integrity Violation Report" form. Supporting documentation of the academic integrity violation will accompany the form. The form must include possible sanctions for the violation.
5. The faculty member will discuss the incident as described on the form including the possible sanctions.
6. The faculty member will give the student a chance to respond and a written statement from the student will be attached to the form.
7. A student's grade in the course, or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F."
8. The faculty member will explain the student's right to due process. The student will also be given a copy of the

Academic Integrity Violation Incident Report, information describing due process rights and the hearing procedures in written format.

STUDENT PROCEDURES AND PROTOCOL

1. If the student admits violation, the student indicates yes on the Academic Integrity violation report form. If the student admits the violation and agrees to the sanctions to be imposed by the faculty member, the violation report form will be filed with the Academic Department head and a copy forwarded to the Academic Integrity Committee Chairperson, the Vice President for Academic Affairs Office, and the Judicial Affairs Office. The report will be kept on file in the office of the Vice President of Academic Affairs and with the Judicial Affairs Office.
2. If the student does not accept the faculty member's findings and /or sanctions, he or she may elect a hearing. The student will be referred to the appropriate department to request a hearing.
3. To elect a hearing, the student will contact the department head. The student must make the request to the department head within five (5) days of the conference with the instructor.

ACADEMIC INTEGRITY COMMITTEE PROCEDURES AND PROTOCOL

The Academic Integrity Hearing Committee is a college-wide standing committee composed of the committee chair, two (2) faculty members, (1) staff member and two (2) students, all appointed by the Vice President of Academic Affairs or his or her designee. Academic Integrity Hearing Committee members will serve staggered terms of three calendar years. If a committee member is not able to serve the three year term, the Vice President of Academic Affairs will appoint a replacement. A majority of the Committee members present for a hearing must be in agreement in order for a decision to be binding on a student.

1. A hearing will be scheduled as promptly as possible, but no sooner than five (5) days after the request for hearing is received.
2. The student will be notified of the time, date, and place of the hearing, allowing reasonable time for preparation.
3. Failure of the student to appear at a hearing will be treated as a waiver of the right to a hearing.
4. The chairman of the Academic Integrity Hearing Committee will conduct the hearing.
5. The Academic Integrity charge and documenting information will be presented to the board by the faculty member or his or her designee.
6. The student will have the right to present her or his case, to be accompanied by an advisor, to call witnesses and to confront witnesses, and to challenge the method and time limitations for appeal.
7. The committee will render a decision at the conclusion of the hearing by a majority vote. A majority of the members of the hearing committee must be in agreement in order for a decision to be binding.
8. A copy of the decision will be sent to the student within three business days, and a copy will be forwarded to the office of the Vice President of Academic Affairs, and the office of Judicial Affairs.
9. The student may appeal the decision of the Academic Integrity Hearing Committee to the Vice President for Academic Affairs within five (5) business days of notification of the decision. Such appeals must be in writing and shall be delivered to the Office of the Vice President for Academic Affairs.

VICE PRESIDENT OF ACADEMIC AFFAIRS PROCEDURES AND PROTOCOL

1. The Vice President will review the written appeal form from the student which must include the student's basis for the appeal, the record of the Academic Integrity Hearing Committee, the attached documentation, and other relevant information.
2. The Vice President for Academic Affairs will issue a written decision within five (5) business days. The decision of the Vice President for Academic Affairs will be final.

Division of Nursing & Allied Health

Academic Integrity Statement

The Division of Nursing & Allied Health is committed to the identification, affirmation, and promotion of the values of Academic Integrity.

The Center for Academic Integrity (CAI) defines academic integrity as: “A commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” (The above definition and the following five value statements are quoted and/or adapted from The Fundamental Values of Academic Integrity, The Center for Academic Integrity, Duke University, October 1999.)

Honesty

Honesty begins with oneself and extends to others. In the quest for knowledge, students and faculty alike must be honest with themselves and with each other, whether in the classroom, laboratory, library, clinical site, or in the community at large.

Trust

People respond to consistent honesty with trust. Trust is also promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research.

Fairness

Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty also has a right to expect fair treatment, not only from students but also from colleagues and their administration.

Respect

Students show respect by attending class, being on time, paying attention, listening to other points of view, being prepared for, and contributing to discussions, meeting academic deadlines, and performing to the best of their abilities. Being rude, demeaning, or disruptive is the antithesis of respectful conduct.

- Faculty show respect by taking students’ ideas seriously, providing full and honest feedback on their work, valuing their aspirations and goals, and recognizing them as individuals.
- All must show respect for the work of others by acknowledging their intellectual debts through proper identification of sources.

Responsibility

Being responsible means taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion.

At a minimum, individuals should take responsibility for their own honesty and should discourage and seek to prevent misconduct by others. This may be as simple as covering one’s own answers during a test or as difficult as reporting a friend for cheating, as required by some honor codes. Whatever the circumstances, members of an academic community must not tolerate or ignore dishonesty on the part of others.

Nursing & Allied Health Division Policy on Academic Integrity

The academic work of all students must comply with all policies on academic honesty as detailed in statement and Nursing & Allied Health Division policy statements. Violations of these policies are prohibited and include, but are not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam; or, to submit as one’s own work, themes, reports, drawings, laboratory notes, computer programs or other products prepared by another person; or knowingly to assist another student in obtaining or using unauthorized materials.

Students can make copies of journal articles for personal use; however, selling of such copies is an infringement of the Copyright Act.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course. In addition to academic sanctions, disciplinary sanctions may also be imposed through the regular institutional procedures as a result of academic misconduct.

Conduct in the Academic Environment

Channels of Communication

As in any organization, there are appropriate lines of authority and channels of communication. If a problem arises while in a health career program, the channels of communication must be followed according to the sequence in the chain of command:

- Course faculty
- Program Director
- Dean of Nursing & Allied Health Division
- Provost and Vice President for Academic Affairs
- President of the College

When this line of communication is not used and a higher positioned individual is contacted, the communication moves back down the chain until the person with the most direct knowledge of the issue is contacted.

Ethical and Moral Behavioral Expectations of Health Program Students

Students accepted into a health career program are expected to demonstrate professional behavior and demeanor. Professional behavior is believed to encompass a broad range of expectations, including trustworthiness and keeping the welfare of the individual receiving care as priority.

Following implementation of the college judicial affairs process, any student found guilty of misrepresentation or the intent to misrepresent facts will be dismissed from the program of study. Misrepresentation of facts either verbally or in writing can include, but is not necessarily be limited to:

- Bribery in any form
- Falsification or deliberate withholding of information about self that would negatively impact or endanger others, including but not limited to communicable diseases, criminal activities, etc.
- Falsification or deliberate withholding of information about a patient or patient care
- Acts of plagiarism or cheating in any form
- Forgery or falsification of any document in any form
- Theft in any form (includes, but not exclusive to medical supplies, patient belongings, and Protected Health Information [PHI])
- Inaccurate or incomplete information on program application form

Students are also responsible for the behavioral expectations set forth in the Chattanooga State Student Disciplinary Policy as described on the college website. All students will be afforded due process as outlined in the Policy Statement.

Disruptive Student Policy (Rev. 2.3.12)

The term "classroom disruption" means behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which repeatedly interferes with the activities of a class. Students should refrain from inappropriate and/or offensive language, comments and actions (both on-ground and online). Online students are required to adhere to the same professional, legal and ethical standards of conduct as on-ground students, including the generally accepted standards of "etiquette" for all electronic communications online. Faculty are authorized to take the following actions: direct persistently disruptive students to leave the class; dismiss the class, if appropriate; contact the Chattanooga State Police Department, if necessary. Faculty will also take these actions: tell the student(s) the reason for such actions; give them an opportunity to discuss the matter; consult with the department chair and/or division dean, and the college judicial officer. Any student concerned about the conduct of another student, should contact the teacher, department head, or division dean.

Misuse of Computers and Other Personal Electronic Devices

Unauthorized or inappropriate use of computers or electronic devices is prohibited. Such use includes, but is not limited to:

- damaging or altering records or programs
- furnishing false information
- invading the privacy of another by using files, programs or data without authorization
- engaging in disruptive, harassing and annoying behavior whether in person or online

- viewing obscene, pornographic, sexually explicit or offensive material
- altering computer settings
- modifying hard drives or system files
- violating copyright laws
- using computers in a clinical site for personal use, including but not limited to, shopping, game playing, social networking, etc. Personal use of computers at the college may be authorized by the course instructor during breaks and between classes, but never allowed during scheduled class and lab times.

Students are prohibited from recording (audio or video) any learning activity in the classroom on any form of digital or electronic device, computer, or camera unless authorized by the instructor of the classroom or lab for a specific activity. Under no circumstances is a student allowed to record (audio or video) any learning activity or experience in the clinical site.

Students are prohibited from posting any classroom, laboratory, or clinical activity, assignment, and experience on any social networking site.

A student who engages in any of the above acts of misconduct will be subject to the provisions of the Student Code of Conduct. Violation of the Student Code of Conduct will be reported to the Judicial Affairs Officer HPF 105, 697-4475.

Academic Requirements

College-Level Examination Program® (CLEP®)

The College-Level Examination Program® (CLEP®) is a computer-based prior-learning assessment that allows examinees the opportunity to demonstrate mastery of knowledge and skills necessary to earn postsecondary course credit in higher education. Currently, there are 33 exams in five subject areas: composition and literature, world languages, history and social sciences, science and mathematics, and business. For point equivalency, a passing score on a CLEP exam will be given the passing standard grade of a “B”.

Attendance/Absence Policy

Students enrolled in a health program obligate themselves to complete all course requirements. Punctual and regular attendance is vital to fulfill this obligation. Students are responsible for all assigned work in a course.

Absences, excused or unexcused, do not absolve students of this responsibility.

Clinical attendance is mandatory to achieve competencies needed to complete program requirements. Failure to attend clinical practice experiences may result in being unable to complete critical competencies and subsequent inability to progress the program.

The student is responsible for notifying the instructor prior to the clinical experience of an absence and for arranging a conference to discuss the consequences of the absence. Each program has specific policies and procedures related to attendance and absences; these are provided to students prior to entering the clinical setting.

In the event of a physical condition that could restrict full participation in class or clinical activities, fair and reasonable efforts will be made to assist the student during this time. Conditions might include limitations or absences as a result of; surgery; fractures, sprains, or other accidents; or personal crisis situations. A physician’s statement will be required to verify the student’s physical condition at the time of absence. Upon return, a statement may be required to confirm that the student is physically capable of participating in class and/or clinical practice activities inherent in the career program. If a statement is required, a physician or licensed independent practitioner must specifically identify the presence or absence of any restrictions.

Ultimately, students must be able to demonstrate program competencies and meet all other course requirements in order to successfully complete a course.

It is the student’s responsibility to proactively provide the appropriate information to faculty and seek guidance in developing a plan in a timely manner to achieve course/clinical requirements.

Pregnancy Policy

USDE Excused Absences and Medical Leave Policies will be followed.

- Nursing and Allied Health Programs excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary.
- Allow the student to return to the same academic and extracurricular status as before medical leave began, which should include giving the opportunity to make up any work missed. This may require that the student begin the program with the following cohort.
- Instructors may not refuse to allow students to submit work after a missed deadline, because of pregnancy or childbirth. If an instructor’s grading is based in part on class participation or attendance and the class was missed because of pregnancy or childbirth, the student should be allowed to make up the participation or attendance credits he/she did not have the chance to earn.
- Provide pregnant students with the same special services it provides to students with temporary medical conditions. This includes homebound instruction/at-home tutoring/independent study.

Retention/Progression Criteria

Programs within the Division of Nursing & Allied Health have similar retention/progression criteria and policies for students. However, each program may have unique requirements as delineated in each program's specific information. Generally, common retention/ progression policies include, but are not limited to the following:

- Students entering Nursing & Allied Health programs must have a minimum grade of "C" in all curriculum courses. This includes all general education, support, and program specific courses included in the summary of required hours.
- A minimum GPA of 2.0 is required for graduation (per course in many programs).
- Clinical and/or laboratory competencies must be satisfactory in order to receive a passing grade in health program courses. Students who are not satisfactory in clinical and/or laboratory performance will not be able to progress in their specific program..
- Students who receive less than a "C" grade in a health program course will not be able to progress in the program.
- The grading requirements for certification and other non-degree programs may vary. Refer to program information for details.

Consult each program for a complete description of retention/progression/dismissal policies.

Readmission Criteria

Each student is expected to complete an exit interview in accordance with program policy. At that time, the student will be advised regarding readmission status and any requirements associated with program reentry. Each program has specific policies related to readmission of students. Readmission is a competitive process and not guaranteed. Consult program specific information for readmission details.

Communication Requirements

Since English is the primary language of instruction and communication at Chattanooga State Community College and in area healthcare facilities, a student, in order to be successful in the academic and clinical settings, should be proficient in the English language, as demonstrated by TOEFL. In addition, students should have an understanding of both written and verbal communication.

Requirements for Clinical Practice

Health Status

Students entering a Nursing & Allied Health career program must provide documentation of a physical examination by a licensed physician or other authorized healthcare provider no more than three months prior to deadline date designated by each program. All information requested on the Health Verification Report form must be provided, including a statement verifying that the student's general health is adequate to allow participation in a Nursing & Allied Health educational program.

In addition, students must provide documentation of immunity to the following communicable diseases:

- Measles, mumps and rubella (MMR)-- Proof of two doses of measles, mumps and rubella containing vaccine or Proof of immunity by titer for each disease
- Varicella (chicken pox)-- Proof of two doses of varicella vaccine or Proof of immunity by IgG titer
- TDAP (not TD, DPT, Dtap)
- Hepatitis B (excluding pharmacy technician, fire science, and health information management programs)-- Proof vaccination (series of three injections) or Proof of immunity by titer..
- Immunization records must be available to provide to health care affiliates upon request.
- Tuberculosis (TB)- Negative PPD and/or normal chest x-ray within immediate past 12 months
- Seasonal influenza shots are generally due between September and October yearly
- Covid-19 Vaccine may be required for some clinical sites

According to Tennessee Board of Regents policy, an individual may be exempted from the immunization requirements when a particular vaccine is contraindicated for documented medical reasons or when the student "provides to the school a written statement, affirmed under penalties of Perjury that the vaccination conflicts with the religious tenets and practices of the student." (SS-7039, January, 2009) However, clinical affiliate requirements must be met.

A negative 12-panel drug screen is a required part of the health verification process. Subsequent drug screening may be required by the clinical facility or program director.

Detailed information regarding the physical examination, immunization, and drug screen requirements, and required forms are provided upon acceptance. Forms must provide all requested information, including appropriate documentation where required, and be uploaded/faxed/emailed to MyRecordTracker@truescreen.com by the identified program deadline.

Failure to complete health status information by the assigned deadline will result in the inability to begin clinical rotations, until all documents are received and approved.

Seasonal Influenza

Many clinical sites require that all employees that provide direct patient care either receive seasonal flu immunization or wear a mask at all times other than break and lunch. Students are expected to adhere to the current facility policies.

Covid-19 Vaccine

Chattanooga State does not require the Covid-19 vaccine. This requirement is established by our clinical affiliates. Many clinical sites require that all students who provide direct patient care receive the Covid-19 vaccine. Students are expected to adhere to the current requirements of the assigned facility. Some sites allow for religious and medical waivers. Students wishing to request an exemption should complete the necessary paperwork and submit to the Program Director and Dean of Nursing & Allied Health for consideration. In addition, each program may have unique requirements to comply with various clinic guidelines.

N95 Fit Testing

The Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard states that disposable particulate respirators, such as the N95 respirator, when properly fitted provide a sufficient barrier against large and small aerosolized droplets that may be encountered under routine airborne isolation precautions. Healthcare

personnel who provide direct patient care may be required in the course of their job to enter a patient isolation unit where airborne precautions have been declared. When this happens, the employee must wear a respirator that provides a complete seal that prevents inhalation of non-filtered air. A respirator that is worn in this situation must have been “fit tested” to determine the appropriate size that will provide the proper seal.

As a result, several clinical affiliating agencies now require that all students must be fit tested prior to participation in clinical practice experiences in their facilities and each year thereafter; therefore, completing N95 Fit Testing can be program specific. Instructions will be provided for each program to ensure that this requirement is met. The cost of the Fit Test is assumed by the student.

Criminal Background Check

Following acceptance, and prior to entering the first professional course in designated healthcare program, each student must undergo a criminal background check that is inclusive of Office of Inspector General (OIG) inquiries, in order to comply with policies of affiliating clinical practice agencies. It is the student’s responsibility to comply with instructions on how to complete the background check and provide the results by a designated date. Students who do not meet this requirement in a timely manner or whose background check does not meet agency standards will not be able to successfully complete all program requirements.

Individuals who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure/registration/certification, even though they successfully complete a program of study. Questions and/or concerns regarding this issue should be addressed with the appropriate Program Director.

Students will be required to sign an *Authorization for Release of Student Information and Acknowledgement*, which expressly authorizes disclosure of student information.

PROCEDURE:

The student will:

1. Within three months prior to the beginning a program, or upon transfer/readmission, submit a background check, when required by a clinical facility. The check will be conducted by an approved vendor, after admission to a program, and prior to beginning clinical rotations, at the student’s expense.
2. Obtain results of the background check. If the student receives a report which contains a disqualifying prior criminal action which he/she believes is not accurate, the student can appeal the findings to the vendor.
3. If a conviction occurs within the time a student is enrolled in a program, the student will be required to submit to an additional background check.

Students who receive a report indicating a possible disqualification will be required to:

1. Meet with the Program Director.
2. Provide the detailed report to a designated person at the healthcare facility to which the student is assigned for clinical rotation in order to determine if participation will be allowed. The report/information will be submitted according to the facility contract. This must be completed at least one week prior to starting clinical rotation.
3. Submit a signed document from the facility indicating acceptance or rejection of student’s participation in a clinical rotation to the Program Director. If the student is not meeting directly with the facility, the decision from the facility will be sent directly to the Program Director. A copy of the document will be placed in the student’s file.

If a facility determines not to allow a student to use the facility for clinical rotation based upon a positive background check, the student will be unable to complete the clinical component of the program.

The Program Director will:

1. Ensure that students who have not submitted to a background check prior to clinical rotations will not be allowed to attend.
2. Direct students with reports which indicate a positive criminal background to submit information to the healthcare facility according to contract specifications.

3. Inform a student with a positive criminal background check that if the facility to which the student is assigned refuses to allow the student to participate, he/she will not be able to complete the clinical component of the program. The student will be advised that he/she may withdraw from the program. If the student does not withdraw, he/she will not be able to pass the clinical course in which he/she is currently enrolled and will receive an "F" grade for the course at the completion of the academic term.
4. Conduct an exit interview with the student.

Drug Free Policy

It is the policy of Chattanooga State that the unlawful manufacture, distribution, possession or use of alcohol and illicit drugs on the Chattanooga State campus, on property owned or controlled by Chattanooga State or as part of any activity of Chattanooga State is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy will result in disciplinary actions.

Chattanooga State will impose the appropriate sanction(s) on any student who fails to comply with the terms of this policy. Possible sanctions for failure to comply with the terms of this policy may include: warning, reprimand, probation, suspension, expulsion, mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program, or referral for prosecution.

Obtaining a minimum of a twelve panel drug screen is required by all clinical agencies as a method to assure client safety. Students will be required to sign an *Authorization for Release of Student Information and Acknowledgement*, which expressly authorizes disclosure of information.

Many hospitals/agencies used for clinical experience require a drug screen of all applicants for employment as a condition of employment. Students working in a clinical environment are subject to these same standards.

DRUG SCREEN PROCEDURE:

The student will:

1. Submit to a urine drug screen, when and as directed by clinical agency requirements, at the student's expense. This must be performed after admission to a Program and prior to beginning clinical rotations.
2. Obtain the results of the drug screen.

Students who receive a positive drug screen report will be required to:

1. Meet with Program Director.
2. Provide the detailed urine drug screen results to a designated person at the healthcare facility to which the student is assigned for clinical rotation, in order to determine if participation will be allowed. The report/information will be submitted according to the facility contract. This must be completed at least one week prior to starting clinical rotation.
3. Submit a signed document from the facility indicating acceptance or refusal to allow a student's participation in a clinical rotation to the Program Director. If not meeting directly with the facility, the decision from the facility will be sent to the Program Director. A copy of the document will be placed in the student's file.

If a facility determines not to allow a student to use the facility for clinical rotation based upon a positive urine drug screen, the student will be unable to complete the clinical component of a program. The student will not be reassigned to another facility.

The Program Director will:

1. Ensure that students who have not submitted to drug screening prior to clinical rotation will not be allowed to attend.
2. Inform a student rejected for placement by a clinical facility due to a confirmed positive drug screen that he/she will not be able to complete the clinical component of the program. The student will be advised that he/she may withdraw from the program. If the student does not withdraw, he/she will not be able to progress in the program due to inability to complete competencies.

Notice to Students

In the event an individual receives a background check/drug screen indicating a possible disqualification, he or she will need to be cleared by the clinical affiliate prior to beginning clinical rotations at that site. Criminal background check and drug screen issues may also negatively impact employment. Approval by a clinical affiliate does not mean that a future clinical affiliate or employer will accept the background check, nor does it mean the registration board will allow the individual to take the state or national examination or complete paperwork for licensure.

Impaired Functioning

Chattanooga State must not only maintain a safe, efficient classroom environment for students, but must provide for safe and effective care environment while students are in practice labs or any clinical practice settings. Students must not be under any influence which could pose safety and health risks while in a student role. Impairment can be caused by alcohol, illegal drugs, prescription drugs, excessive sleepiness, or serious emotional distress, but not limited to these.

The following policies and procedures must be followed:

- If a student appears to be under the influence of alcohol or drugs (including prescription drugs) or is functioning in an impaired manner, the faculty or clinical personnel responsible for that student have the responsibility of dismissing the student from the clinical experience that day. A random drug screening may be required, if impairment is thought to be substance related. Any absence(s) must be made up according to program policy.
- A student's consent to submit to such tests is required as a condition of acceptance into a health career program. A student's refusal to submit to such tests may result in disciplinary action, including the inability to return to clinic. This would result in not being able to progress in the program of study, a first or any subsequent refusal.

All drug testing expenses are paid by the student.

Any violation of these program policies will be reported to the Chattanooga State Judicial Affairs Officer. Possible disciplinary actions may include dismissal from the program, even for a first offense. Students remaining in the program may be required to provide evidence of routine or random laboratory testing and counseling.

Chattanooga State provides counseling and assistance services for students who are identified as needing help. Should a student be dismissed from a program for violation of these policies, a plan will be devised to assist the student which may include mandatory counseling, periodic drug/alcohol screenings, and periodic reporting before a student would be considered for readmission into the program. The student must assume the responsibility for compliance with this plan before a request for readmission into the program is considered.

CPR Certification

Students enrolled in all health career programs (except Health Information Management and Fire Science Technology) must maintain current CPR certification throughout the duration of the program of study. To meet this requirement, students must show proof of completion of the American Heart Association (AHA) CPR course for Healthcare Provider. The American Health Association community/Basic Lifesaver CPR and any American Red Cross course do not meet the requirement. If the CPR certification expires during the program of study, it is the student's responsibility to submit a copy of a card verifying the certification has been renewed.

Liability Insurance

Students are required to maintain liability insurance coverage each semester of enrollment. The insurance is purchased at the Bursar's office following acceptance and prior to enrollment in the first clinical course. A copy of the receipt must be provided as part of enrollment packet for Truescreen myRecordTracker. The insurance is in effect for one year from the date of purchase and a student must have current liability insurance to participate in clinic.

Joint Commission Hospital Orientation Requirements

All employees of affiliating clinical agencies accredited by the Joint Commission must have annual updates on specific procedures common to the care of patients/clients. These include, among other topics, confidentiality, body mechanics and prevention of back injury, fire and accident prevention, and standard precautions. Students are expected to meet the same requirements as facility personnel. This requirement is met by the completion of

various online modules through the Tennessee Clinical Placement System. Students will be instructed on the procedures to access and complete the required modules and the documentation needed to meet the requirement. Because the orientation modules are updated each summer, students must update their training at the beginning of each academic year.

Clinical Expectations

Confidentiality of Protected Health Information (HIPAA)

In the process of performing one's assigned duty in a healthcare facility, Nursing & Allied Health students will come in contact with confidential patient/client information. The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that was enacted to ensure that all patient/client protected health information (PHI) is privileged information. This applies to PHI that may be in written, electronic, photographic, radiographic, verbal, or any other format. PHI must not be disclosed without proper, written authorization from the patient/client and in accordance with directed clinical practice. The law provides guidelines as to how healthcare providers, including students, must treat confidential patient information. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law.

Protected Health Information takes many forms. Essentially any document that has one of the following 18 identifiers with health information on it qualifies as PHI:

Patient Name	Fax Numbers	Social Security number	Health Plan Numbers	Certificate/License Number	IP address
Phone number	e-mail address	Medical record numbers	Account numbers	URLs and IPOs	Medical device identifier
Geographic subdivision smaller than a state	Full face photographic image	Biometric identifiers, finger, retinal, voice prints	Vehicle identifiers, including license plate/tag number	Dates (except year) DOB, admit/discharge, death	Other unique identifying numbers or codes

Students must respect the fact that a patient/client owns the information contained in his/her medical record and that the healthcare facility owns the medical record document itself. Therefore, students must not remove original, microfilmed, faxed, or photocopied medical records from the facility's premises. Any health data that identifies a patient/client, physician, or healthcare provider by name or any of the 18 identifiers is considered to be confidential information and protected.

Any discussion of patient/client information must be done only for the purpose of fulfilling clinical assignments. Students must not discuss patient/clients outside the healthcare facility or with other healthcare facility students or employees other than in the context of the practical experience. Even casual conversation with other students may be overheard and thereby violate the right of privacy of patients/clients. Students must be particularly careful about conversations in elevators, eating places, and other places of assembly within or outside the health care facility.

Reasonable safeguards to protect PHI include, but are not limited to the following:

- Cell phones must not to be used in the clinical setting where PHI could be compromised.
- Student flash drives, thumb drives, CDs, and other devices are not to be used to download and remove patient/client data. Completion of specific program student learning outcomes may require special considerations that are described in the program student handbook.
- Laptops and workstations (or student written work) are to be positioned in such a manner so as to avoid unauthorized viewing.
- No patient/client care records are to be copied or recorded using photocopiers, faxes, cell phones, or other technology devices unless the paper copies are placed in the designated shredder bins at the clinical site at the time the assignment is completed and prior to leaving the clinical site.
- Student mobile technology devices should not be used to take pictures or record audio/video in the clinical setting.
- Access to laptops and workstations is only provided through secure means by authorized users with the use of a log-on, password, token, and/or biometric device.
- Keep PHI Private!
 - Be aware of the surroundings and that others may overhear your conversations.
 - Never leave PHI unattended.
 - Limit the PHI you give or take.

- Use shred boxes when appropriate.
- Only access and use the minimum necessary information.
 - Access only the information for which permission has been given.
 - Access only the information that is needed for your practical experience.
 - Use this information only to do the assigned task.
 - Limit the information that is shared with others to what he/she needs to know.

Students must be aware that the American Recovery and Reinvestment Act (2009) provides a variety of enforcement rules related to HIPAA and PHI.

- Covered entities (clinical agencies) must report any breach in PHI to the Department of Health and Human Services at the time of the event and annually.
- If there is a potential for harm to the patient, then the patient must be notified.
- **Criminal penalties may be extended to the individuals.** These may include a \$50,000 - \$250,000 fine and 1-10 years in jail. In addition, the State Attorney General may now file civil actions for damages that may result.

A signed confidentiality statement must be on file in the program office acknowledging the student's understanding of the requirement to maintain the confidentiality of PHI and agreeing to abide by HIPAA policies and procedures. Additional signed confidentiality statements may be required by specific clinical agencies.

The unauthorized use or release of PHI is not only a violation of HIPAA, but is a violation of critical professional behavior competencies included on the students' clinical performance evaluation that will result in a clinical failure.

Professionalism in the Program

Students enrolled in all health career programs are expected to demonstrate professional behavior in the academic and clinical settings. Healthcare agencies affiliating with the Division of Nursing & Allied Health have granted students the privilege of learning in their facilities. While participating in clinical practice activities or in the community in a student uniform, students represent the health career program, the profession, and Chattanooga State to the public and healthcare community.

- Students are individually responsible for his/her own actions and are expected to abide by the standard procedures, policies, rules, and regulations as outlined by the college, the program, and clinical affiliates.
- Students must recognize that clinical assignments are a requirement of the health career program and provide practical experience opportunities which enable the students to demonstrate competence in their chosen field.
 - During clinical time, students are a welcome and useful addition to the facility and are expected to exhibit an attitude of maturity and responsibility in their clinical experience.
 - Students are expected to be punctual and work with initiative and enthusiasm in the accomplishment of their assignments.
- Students are expected to exhibit high standards of behavior at all times. All individuals possess certain unique attributes, which can be a positive feature in interactions. However, if personal behaviors become distracting or are viewed as undesirable by faculty, classmates, patient/clients, or staff, it is expected that such behavior will be appropriately modified.

Because the College seeks to provide, inasmuch as possible, a reasonably safe environment for its students and clients in the clinical practice setting, students may be required to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program and may be asked to undergo evaluation to determine their ability to continue in the program. Such requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness.

Blood and Body Substances Precautions

Blood and body substances, including oral secretions, blood, urine, feces, and wound or other drainage, should be considered infectious in all cases. Blood and body substance precautions developed by the Center for Disease Control must be followed in all clinical areas and campus laboratories. Precautions and practices necessary to prevent the transmission of infectious diseases will be taught prior to patient/client contact and reinforced throughout the program. The student must satisfactorily demonstrate skills in body substance precautions throughout their entire clinical experience.

Immunosuppressed Individuals

It is the practice of the Division of Nursing & Allied Health to prepare students to practice as they will be required when employed within the health care delivery system.

Students who are immunosuppressed should be advised that it can increase their susceptibility to infections acquired from patient/client interaction. Precautions should be taken when working with any patient/client who has a contagious disease.

All students with exudative or weeping skin lesions will not be allowed direct patient care contact. The determination of whether a student who is suffering from an infection and are symptomatic should be excluded from providing direct care will be made on a case-by-case basis by appropriate college and medical personnel.

The decision to exempt a student from a clinical experience will be made on an individual basis by the faculty responsible for the clinical course, as determined by clinical affiliate and/or campus standards. Decisions regarding longer exemptions (more than one clinical day) will be made in consultation with the clinical affiliate, the Program Director, and upon recommendation by the student's physician.

The decision to exempt a student from a clinical experience will be made on an individual basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session), will be made in consultation with the student's physician and appropriate hospital and college personnel.

Safety and Well Being in the Clinical Setting

The Division of Nursing & Allied Health attempts to maintain a safe working environment for students enrolled in a health career program. Should an incident occur while a student is performing assigned clinical responsibilities, the following policies apply:

Incidents, Illness or Accidents

1. In the event of an illness, accident, or incident which requires medical attention, the Program Director and, if applicable, appropriate clinical personnel should be notified immediately.

Students are considered guests in the clinical affiliates and are therefore responsible for securing and financing any medical treatment required as a result of accidental injury. The student must realize that although a medical facility may offer/suggest that the student receive treatment within the facility, a bill for any and all services rendered may result.

For injuries or health problems that require treatment, but are non-life threatening, the following options should be considered:

- a. Treatment from an independent physician and/or facility of the individual's choice at cost to that individual
- b. Treatment by the emergency department of the clinical facility at cost to the individuals

For life threatening or emergency situations, facility or college policy should be followed.

2. The Program Director and appropriate clinical personnel should be contacted immediately if any student is responsible for, or involved in an unusual incident in the clinical/laboratory assignment areas. Examples of such include, but are not limited to:
 - a. Student, patient, staff or visitor injury or potential injury
 - b. Formal complaints lodged against student
 - c. Major equipment damage attributed to misuse by a student
 - d. Misadministration of a pharmaceutical, administering diagnostic procedure to wrong patient, or performing wrong procedure
 - e. Contamination of student or facilities
 - f. Incorrect or improper identification of patient records resulting in adverse consequence to patient

A Program Occurrence Report Form is to be submitted by the student and the clinical instructor to the Program Director within twenty-four (24) hours of the incident. (Note: Individual programs may require additional documentation.)

- In addition, the clinical affiliate's procedure for dealing with the incident must be strictly followed and the necessary reports completed and properly signed. Where permitted, the student will provide copies of clinical affiliate's occurrence report forms to the Program Director.

All students are individually responsible for obtaining adequate health insurance or for bearing any costs incurred for medical treatment while on campus or in assigned clinical facilities. It is recommended that all students have personal health insurance. Students wishing to purchase health insurance through a group policy should visit the College's website <https://chattanooga.state.edu/student-health-insurance-information> for more information.

Dress Code and Personal Hygiene

Students in health career programs must be professional in their dress and hygiene. Dress should reflect a position as students (Chattanooga State student name tags required) in a health career program preparing for professional employment. This means clean, well-kept, and in good taste. Individuals receiving care and those with whom the student works will have more confidence if the student is fresh, clean, well-groomed, and free of offensive mouth and/or body odors.

Cleanliness is not only important to appearance, but also for prevention of the spread of bacteria and disease.

- Artificial (acrylic) fingernails are prohibited in direct patient care settings. Natural nails must be no longer than one-quarter inch from the fingertip. Long nails collect bacteria and may injure patients.
- All body adornments including, but not limited to, piercings, tattoos, and jewelry are program specific.
- Hair should be off the collar and arranged so it does not fall forward into the face or work area when the head is bent, when program or clinic applicable
- Beards for males must be short and neatly trimmed around the neck and mouth and follow CDC guidelines, when program or clinic applicable.
- Excessive perfumes are to be avoided in the classroom. All scented products, such as lotions, perfumes, and colognes are not to be worn at the clinical site.
- The use and odor of any tobacco products is prohibited during clinical hours.
- Facial hair should follow the CDC Guidance on Facial Hair for Masks.

Each program within the Division of Nursing & Allied Health provides specific dress codes requirements for classroom and clinical practice environments as part of the program orientation.

Students not in compliance with dress and personal hygiene policies will be asked to leave the clinical setting. This time will be made up according to program policies.

Conflict of Conscience

A student, who is asked or required to perform procedures during clinical or laboratory practice to which he/she objects because of religious, ethical, or personal convictions, should discuss this matter with their instructor. Resolution will be aimed to the mutual advantage of the clinical facility, Chattanooga State, and the student.

Tips and Gifts

Acceptance of money by students from a patient/client or from persons with whom the healthcare facility does business is not permitted. Anyone wishing to make a donation or gift to the clinical agency should be referred to an appropriate administration.

- Solicitation of personal gifts or donations by students is prohibited.
- Sometimes patients and others wish to provide a nominal gift, such as a box of candy, as an expression of appreciation for goodwill or services. These may be accepted graciously but even these gifts should not be encouraged.
- Gifts of more than nominal value are inappropriate and unacceptable and must be refused.

General Information

Cell Phones and Other Personal Communication Devices

Personal communication devices are to be turned off or set to silent/vibrate during class or clinical. Students should not interfere with other student's learning by sending and/or receiving text messages during class or clinical. To minimize disruptions of the class, students are expected to wait until break in the event of an incoming call. It should be stressed to individuals who are able to contact students using one of these devices that it should only be used for emergencies during the time when the student is in class or clinical practice. Some clinical affiliates prohibit the use of cell phones in patient care areas. In these instances, students are expected to observe affiliate rules.

Email Communication

Please note all communication with instructors about your course work should be through the eLearn email system. For assistance on how to use the eLearn email tool, go to this url:
http://river.chattanoogastate.edu/orientations/Student_PDFs/eLearn_eMail_aug09.pdf.

For all other communication, TigerMail is the official email channel used by the college. This is accessible by clicking "Click to Log On Using Your Campus Email" from the top right hand side of your Tiger Web home page <http://tigerweb.chattanoogastate.edu>

Emergency Alert Notification System (Tiger Alerts)

Tiger Alerts allow for quick notification and better communication during times of campus emergency. You can choose to receive immediate notification from Chattanooga State regarding campus security, weather issues, and school closings via Tiger Alert text or email message. To activate the alert system, go to TigerWeb, click on "Emergency Alert Notification System", and follow the directions.

Emergency Phone Calls

Students who need to provide a number where they can be reached in case of an emergency should provide the following: Allied Health students – contact the Allied Health Division office: (423) 697-4450 and Nursing students – contact the Nursing Program office: (423) 493-8740. Only emergency messages will be relayed to the student. If emergency calls are received when a student is not in a health career course, the call will be directed to Student Services office and they will attempt to make contact with the student. Students should leave their schedule with family members as office personnel are not allowed to reveal student schedules or verify a student's location. *Students should not use phones in faculty or division offices except in emergencies.*

Drug Free Policy

The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendment of 1989:

ChSCC prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus proper or on institutionally owned, leased, or otherwise controlled property.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Tennessee statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days or a fine of not more than \$2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50 or both.

Additional information about how use of drugs and/or alcohol affects health is available at the Health, Wellness, and Recreation Center.

ChSCC will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, suspension from the College. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs or drug paraphernalia. Referral for criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be suspended from the College and referred to the appropriate authorities for criminal prosecution. All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

No alcoholic beverages, illegal drugs, or drug paraphernalia are permitted on the campus of ChSCC.

Code of Ethics

Chattanooga State faculty/staff and students are required to adhere to the principles of the Code of Ethics as they conduct the business of the college. The Code is an expression of the College's ethical values and is intended to provide guidance to ensure that the College fosters an environment of uncompromising integrity. Chattanooga State faculty, staff and students shall:

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, advising, research, and service.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in an honest and ethical manner so as to further the Chattanooga State mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Refrain from discriminating against, harassing, or intimidating others.
- Comply with all federal and state laws and regulations and policies of the Tennessee Board of Regents, as well as Chattanooga State's policies, including those that prohibit discrimination regardless of race, color, religion, sex, national origin, age or disability.
- Protect human health and safety and the environment in all Chattanooga State operations and activities.
- Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.

Each career has a Code of Ethics that requires truthfulness, honesty, and personal integrity in all human activities. All students share responsibility for adhering to the Code of Ethics that regulates their respective career choice.

General Conduct

- Students are to refrain from gossiping, needless complaining, smoking except in designated areas, loud talking, boisterous laughing, gum-chewing, and any other activities that would be disturbing to others in the academic or hospital setting.
- Be kind, courteous, and considerate with faculty, fellow students, patient/clients, staff, and the public.
- Personal conversations should not be conducted in the presence of patients.
- Conversations in or around patient/client rooms, waiting areas, or any area where patient/client/ family are present must be within HIPAA guidelines.

Language

- Boisterous or profane language is always out of place in the classroom and clinical setting. Students are expected to use good taste in their conversation.

Criticism

- Complaints or grievances should first be addressed with the course instructor or program director. Constructive action, not a hostile attitude, will promote resolution of most difficulties.

Violation of the general conduct, code of ethics, or other professional behavior expectations will be addressed on a case by case basis.

Inclement Weather

In the event of severe weather, a determination regarding the delayed opening or cancellation of classes and activities at Chattanooga State will be made independent of other local schools' decisions. Notification will be made by the following procedures:

- Announcements will be made as soon as possible in order to give adequate notice. The following media stations will be notified: Local television channels WRCB, WTVN, and WDEF.
- An announcement will be placed on the main campus line at (423) 697-4400 and on the Chattanooga State website, Tiger Alert, and Face Book Page.
- Students are urged to use their best judgment when traveling to and from campus as road conditions can vary widely in this area.

Personal Life in the Academic and Clinical Setting

Students should not bring unnecessary personal problems or business matters with them to the academic environment and healthcare settings. It is inappropriate for students to unburden themselves to others in the clinical setting. Students should not approach physicians regarding their personal health needs. Children and other family members are not allowed in the classroom or clinical setting.

Smoking Policy

Chattanooga State Community College recognizes the increasing weight of scientific evidence that smoking is harmful not only to the "active" smoker but also to the "passive" smoker who is exposed to others' smoke. Smoking is defined as the lighting or carrying of a lighted cigarette, cigar, pipe, or similar device, such as, an electronic smoking device. Electronic smoking device is defined as an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe or tobacco alternative vaporizing/vapor producing device. The use of mouth tobacco (to include dipping, chewing, etc.) is also prohibited.

Smoking or use of tobacco products, as described above, is prohibited in any buildings, on all grounds, and in all open air areas owned or leased by the college. Additionally, smoking or use of tobacco products will not be allowed in any college owned or leased vehicles. Smoking and use of tobacco products are permitted in a personal vehicle legally parked in college parking areas. Smoke and tobacco usage must be **confined within** the vehicle.

Chattanooga State is not requiring faculty, staff and students to quit using tobacco products; however, we do expect the policy to be followed while on Chattanooga State property, and we are offering support to our students and employees who wish to stop using prohibited products.

The policy applies to all campuses and to the entire college community, including employees, students, and visitors. Members of the campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. Campus Police will also be responsible for reminding any faculty, staff, student or visitor who is using tobacco on College property about the College's Tobacco-Free Policy. Campus Police may also ask to see identification of faculty, staff, students and visitors, and complete an incident report for anyone who is found violating the College's policy. Incident reports for students will be sent to the Dean of Students/Judicial Affairs for processing through the student disciplinary procedures. Reports for employees will be sent to Human Resources for processing through the employee disciplinary process.

Strangers and Difficult Persons

Proper handling of difficult persons is important in order not to disturb the educational or health care environment. In all cases, make the situation known to the instructor or appropriate administrator and seek immediate help if possible from qualified college or health care facility personnel.

- Do not use force, except in self-defense
- All students should be on the lookout for unauthorized persons loitering in or around the campus and the health care facility. Students should report promptly the presence of suspicious persons to their faculty, supervisor, security guards, or administrators

Chattanooga State Campus Police can be reached at 423-697-4467.

Theft

Students are urged to be alert to the potential entry of unauthorized persons in the classrooms, laboratories, or facilities. If someone does not appear to be a student or an employee or otherwise appears lost, offer assistance in directing to the desired destination. Cooperation of all employees and students is imperative if the problem of theft is to be minimized.

- Do not bring excessive amounts of money or valuables with you to the college or the clinical setting. The clinic/college cannot be responsible for the loss or theft of personal items.
- Clinic/college property may not be removed from the premises except by written authorization from the appropriate administrator in advance.
- Be sure supplies and equipment are stored in approved areas and that maximum security measures are observed.
- Theft by a student is cause for immediate dismissal from the program.

Weapons

Students are forbidden from bringing firearms, knives (other than ordinary pocket knives) or other weapons to the college or any healthcare facility. Students who violate this policy or engage in violence of any type on the premises of the college or health care facility will be subject to dismissal from the clinical affiliate and disciplinary action by college officials.

Title IX. Sexual Misconduct Policy and Reporting

9 things to know about Title IX of the Education Amendments of 1972:

- Prohibits sex discrimination in education; it is not just about *sports*
- Protects *any* person from sex based discrimination
- Directs schools to be proactive to ensure that the campus is free from sex discrimination
- Directs schools to establish procedures for handling complaints of sex discrimination, sexual harassment, sexual violence
- Directs schools to take immediate action to ensure a complainant/victim can continue his or her education
- Directs schools not to retaliate against someone filing a complaint and must keep a complainant-victim safe from other retaliatory harassment or behavior
- Allows schools to issue “no contact directives”
- Prohibits schools from encouraging or allowing mediation (rather than a formal hearing) of a complaint
- Prohibits schools from discouraging the complainant/victim from continuing their education

Sex discrimination in education includes:

- Dating Violence – violence against a person when the accuser and accused are dating, have dated, or who have or had a sexual relationship
- Domestic Violence – inflicting or attempting to inflict, physical injury on the accuser by other than accidental means or placing the accuser in fear of physical harm
- Sexual Assault – when there is the lack of consent for sexual contact, when force or coercion is used to accomplish the act
- Stalking – the willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested

Consent is legally defined as an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is:

- *Asleep or unconscious*
- *Mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason*
- *Under duress, threat, coercion, or force.*

Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Employees of Chattanooga State Community College are required to report Title IX concerns.

Title IX Coordinator: 423-697-4457

Dean of Students: 423-697-4475 or 423-697-3276

Campus Police: 423-697-4467

Rape Crisis Center 423-755-2700

The student should provide the Chattanooga State Police Department with copy of any legal documents pertaining to restraining orders.

Bullying

The Nursing and Allied Health Division has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. To maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall cover student behaviors while on school property, at any school-sponsored activity, or at a clinical partner facility. If the act takes place off school property, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The Nursing and Allied Health Division expects students and/or staff to immediately report incidents of bullying to someone in a supervisory role, such as a faculty member, clinical supervisor, program director or clinical coordinator. Faculty who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on campus, program sponsored activities, and in the clinical setting.

To ensure bullying does not occur on school campuses, the College will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Faculty should discuss this policy with their students to assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property.
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property.
- Causing emotional distress to a student or students.
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken using electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or

coerces a student to endanger his/her mental or physical health or safety.

Racial discrimination— Conduct, advances, gestures, or words either written or spoken of a racial nature which unusually interferes with the student's work or educational opportunities or creates an intimidating, hostile or offensive learning environment. Examples include racial slurs, remarks of an offensive racial nature, racial jokes or non-verbal actions with implied threats.

Sexual harassment— Unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

Social Media

Nursing and Allied Health students have an ethical and legal obligation to maintain confidentiality at all times. Students also need to recognize that materials developed by faculty as well as taped information has proprietary value. Students need to realize that information disseminated on the Internet may be retrieved by hackers or future employers, and as such may lead to damages to clients and keep graduates from being hired.

1. Students must maintain professional boundaries in the use of electronic media.
2. Students will not transmit any patient-related information or images that violate patient confidentiality via social media (Facebook, Twitter, Instagram, etc.), text messaging, email, or any other electronic application that is not program sanctioned.
3. Students will not share faculty developed written or taped material via social media, text messaging, email, or any other electronic application.
4. Students should promptly report any identified breach of confidentiality, privacy, or sharing of proprietary material to the course coordinator.
5. Students must not make disparaging remarks about clinical facilities, faculty or other program related staff, students, or any other program related persons on social media.

Policy Violations

Violation of stated policies and expectations is a violation of the Division of Nursing & Allied Health and Chattanooga State Student Code of Conduct and could result in disciplinary actions.

References and Contact Information

Potential employers often request program contact information (name, address, email address, etc.) for the purposes of employment. It is the student's responsibility to verify their contact information with the program or to request that their information not be released. References will only be provided to prospective employers if approved by the student. References will include, among other factors, evaluation of work habits, ethics, and professionalism.

Notice of Services for Students with Disabilities

Chattanooga State Community College is committed to providing reasonable accommodation to all persons with disabilities. Students who have disabilities should notify their instructors immediately, and should contact Disabilities Support Services early in the semester to discuss their particular circumstances so that reasonable accommodation can be requested in a timely manner. Students may be asked to provide documentation of their disability. Disabilities Support Services (Kristi Strode, Coordinator) is located in CAT 54, phone 423-697-4452, email dss@chattanoogastate.edu.

Individual Allied Health programs may have a list of essential functions that students must meet in order to be successful in the selected health profession.

Statement of Nondiscrimination

Chattanooga State Community College does not authorize and will not tolerate any forms of discrimination or harassment. The College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age, status as a covered veteran, and any other category protected by federal or state civil rights law related to the institutions and the office of the Tennessee Board of Regents. For more information or to file a grievance, contact Director, Human Resources at 423-697-2417, located in the CBIH Building, room 232.

Health Science Center, CBIH and Omniplex

Parking

A Chattanooga State hangtag obtained from the Bursar's Office at the time of fee payment must be visible. Tickets will be issued if the proper student hangtag is not displayed or students are parked in faculty or visitor spaces. Please note and observe the designated College color coding enforcement for parking.

- **Orange: faculty parking.** Orange lined spaces closest to the building on the right and left side of the lot are reserved for faculty. **Students are NOT to park in these spaces.**
- **Green: visitor parking.** Green lined spaces close to the building on the left side of the parking lot are reserved for dental clinic clients and visitors. **Students are NOT to park in these spaces.**
- **White: student parking.** Student spaces are lined in white. This is the only area in which students should park.
- Only cars with approved handicapped hangtags and/or licenses should park in handicapped spaces.
- In the fall semester, student lot fills up very early. Other parking areas close include the student lots to the right when using the main college entrance and CETAS/Wacker (Olan Mills) buildings.

Anyone planning to leave a car in the parking lot overnight must notify campus police (697-4467).

Resource Room (Computer Lab) (HSC 1002, Corridor C)

The Resource Room houses selected textbooks and reference materials, study tables, student copy machine, and 60 computers with Internet connections and a pay-for-print option. This area is available for student use whenever the building is open or other activities are being held in HSC. No computer liaisons are in the HSC lab; only in IMC area.

- **There is no eating or drinking allowed in this room.**
- The Resource Room computers are loaded with Microsoft Office and instructional software. Internet access provides direct access to the Chattanooga State website, online library resources, and eLearn.
- Printing is available for a small fee.
- When using the computer lab, always carry a flash drive, if you do not have a cloud storage account, in case there is a problem with the printer. This is for your protection in case of problems.
- The textbooks are available for use in the Resource Room on an honor system. It is expected that students will return used material to the appropriate location on the shelves prior to leaving the area.
- This room is a place for computer use and study, not for social gatherings. Please keep casual conversations and cell phone use to a minimum.
- Occasionally the room is reserved for online testing or other instructional purposes. Signs will indicate when students are not to enter or can enter quietly to use computers not involved in testing activities.

Student Lounges (HSC 1026 on Corridor C and 2050 off the second floor lobby) (CBIH 103)

The student lounges provide vending machines that offer a selection of food items, drinks, and snacks, as well as microwave ovens and refrigerators. Only food for same day use should be stored in the refrigerators.

Classrooms

Eating and drinking anything other than bottled water may be **prohibited** in the classrooms and other carpeted areas. Consult with your instructor for rules regarding the room. Students can eat and drink beverages in the student lounge, lobby, and other non-carpeted areas.

Temperature in the classrooms is variable – frequently cold! Dress accordingly.

Emergencies

Building Evacuation and Shelter Maps are prominently located throughout the building. In the event of an emergency refer to the map to determine the safest exit route from the building. Evacuation Assistance Areas are noted on the map as staging points for handicapped persons who need assistance in getting out of the building.

In the event the fire alarm sounds, building occupants are expected to leave the building and go to designated assembly points. Individuals should be far enough away from the building so fire vehicles and personnel can work between you and the building. Do not go back inside the building, even if the alarm is silenced, until directed by a member of Plant Operations.

Procedures for College Internal Emergencies can be found at <https://www.chattanoogaastate.edu/emergency-notification-procedures>

Automatic electronic defibrillators (AED) are located in the lobby area on each floor.

Campus Police

In the event of an emergency or a student observes any suspicious activity, please notify the Division office on the second floor or Nursing Program office on the first floor. Campus police can also be reached at 423-697-4467.

SIGNATURE FORMS

Division of Nursing & Allied Health Handbook

Policies Acknowledgement

CHATTANOOGA STATE
COMMUNITY COLLEGE

Division of Nursing & Allied Health

By my signature I acknowledge that I have read and understand the policies contained in the Chattanooga State and Nursing & Allied Health handbooks and agree to comply with these policies while I am a student at Chattanooga State. It is a program requirement that a signed signature form be on file in the program office.

Signature

Date

Print Name

Drug/Alcohol Policy Acknowledgement

Acknowledgement of Receipt of Drug/Alcohol Abuse Policy for Chattanooga State Community College

Division of Nursing & Allied Health

I hereby acknowledge receipt of Chattanooga State Community College's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances, and the possible penalties for violation of that policy.

I understand the purpose of the policy is to provide a safe working environment for persons (patients, student, hospital, and school staff) and property. According, I understand that prior to participation in a clinical experience, I may be required by the clinical agency to undergo drug screening of the blood or urine. I further understand that I am subject to subsequent testing based on a reasonable suspicion that I am using or under the influence of drugs or alcohol such that it impairs my ability to perform competently the tasks required to me.

I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinic experience and may result in dismissal for academic reasons.

Additionally, I understand that should a positive result from testing occur indicating a violation of Chattanooga State's social discipline policy, disciplinary action up to and including dismissal from the program or Chattanooga State may result.

I hereby authorize any physician, laboratory, hospital or medical professional retained by Chattanooga State to conduct such screening and provide the results thereof to Chattanooga State. I thereby release Chattanooga State from any claim or liability arising from such tests, including, but not limited to the testing procedure, the analysis, accuracy of the analysis, or disclosure of the results.

I also understand that I am subject to the terms of the general student social disciplinary policy of Chattanooga State and to the Drug-Free Schools and Communities Policy of Chattanooga State, as well as federal, state, and local laws regarding drug and alcohol use.

Signature

Date

Print Name

RegionWide

STUDENT ORIENTATION

PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

Background

- Protected health information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually identifiable information that includes but is not limited to, patient's name, account number, birth date, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to protected health information during their clinical rotations in healthcare facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access protected health information.

Policies

Initial each individual policy upon review.

- _____ 1. It is the policy of the school/institution to keep protected health information confidential and secure.
- _____ 2. Any or all protected health information, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring, or directly related to the learning activity.
- _____ 3. Whether at the school or at a clinical site, students are not to discuss protected health information, in general or in detail, in public areas under any circumstances. This would include places such as hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need to know may overhear.
- _____ 4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or make copies of protected health information. Case presentation material will be used in accordance with healthcare facility policies. Completion of specific program student learning outcome may require special considerations that are described in the individual program student handbook.
- _____ 5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need to know" the content of protected health information concerning those patients.
- _____ 6. A computer ID and password are assigned to individual students and/or faculty. Students and faculty are responsible and accountable for all work done under the associated access.
- _____ 7. Computer ID and passwords may not be disclosed to anyone. Student and faculty are prohibited from attempting to learn or use another person's computer ID or password.
- _____ 8. Students agree to follow each healthcare facility's privacy policies.
- _____ 9. Breach of patient confidentiality by disregarding the policies governing protected health information is grounds for dismissal from school and/or institution.

BY MY SIGNATURE BELOW:

- I agree to abide by the above policies and other communicated policies at clinical sites; I agree to keep protected health information confidential.
- I understand that failure to comply with these policies will result in disciplinary action.
- I understand that the confidentiality and security of protected health information is protected through state and federal laws, an unwarranted disclosure of patient information is in violation of legal authority, and may result in civil and criminal penalties.

Print Name _____

Signature _____

Date _____

Authorization for Release of Clinical Student Information and Acknowledgement

Chattanooga State Community College

Division of Nursing & Allied Health

I, _____, (Student Name) hereby authorize _____ (Institution) including all employees, agents, and other persons professionally affiliated with the Institution having information related to the following:

- Criminal background check
- Credential check(s)
- Drug screen
- Immunization record
- Malpractice insurance
- TB skin test
- CPR
- N-95 fit test
- Seasonal Flu
- Covid-19
- Any other documents required by a clinical site for placement

These terms are generically used by background check agencies, hospital, clinics, and similar medical treatment facilities, to disclose the same to such facilities and the appropriate Institutional administrators and faculty providing clinical instruction at such facilities, waiving all legal rights to confidentiality and privacy.

I expressly authorize disclosure of this information, and expressly release Institution, its agents, employees, and representatives from any and all liability in connection with any statement made, documents produced, or information disclosed concerning the same.

I understand that a hospital, clinic, or similar medical treatment facility may exclude me from clinical placement on the basis of a background check or drug screen. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation. I release the Institution and its agents and employees from any and all liability in connection with any exclusion that results from information contained in a background check and drug screen.

Any hospital, clinic, or similar medical treatment facility to which I am assigned may be required by the Joint Commission on Accreditation of Healthcare Organizations' policy to conduct an annual compliance audit of background investigation files. I agree that, upon request from a hospital, clinic, or similar medical treatment facility to which I am assigned, I will provide the results of my background check to be used for audit purposes only.

Signature

Date

Print Name

Student Personal Information Release Authorization Form

Chattanooga State Community College

Division of Nursing & Allied Health

The U.S. Family Educational Rights and Privacy Act (FERPA), more commonly known as the Buckley Amendment, ensures that a college student's records will not be disclosed to others without the consent of the student. The statute has been implemented broadly to cover virtually all student-connect records, not just academic records. Unauthorized disclosures can result in a cut-off of federal funds to a college or university.

The Chattanooga State Division of Nursing/Allied Health recognized the rigorous time and complexity of its student academic workloads, as well as the need for student contact with appropriate parties. In that regard, the Division is willing to release a student's schedule, attendance information, and names and addresses upon the written consent of the student.

The Student Personal Information Release Authorization form is strictly a matter of personal discretion and can be revoked in writing at any time. A signature on the form allows the Division to release student information for the purposes identified below.

My signature below indicates authorization for release of information by the Division of Nursing/Allied Health for the specific purposes indicated.

Initial each box for which you are authorizing release of information.

_____ Give and receive messages or contact me in the event of an emergency that may result in release of class schedule and attendance information.

_____ Release of transcript for official purposes to accompany application for professional licensure or certification.

Student Name – Print

Student Signature

A#

Date

Student Clinical Personal Information Release Authorization Form

Chattanooga State Community College

Division of Nursing & Allied Health

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights with respect to their education records. Among them are:

“The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.”

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, an institution must obtain signed consent before it can release student information to a third party.

Clinical affiliates may request copies of the following documents as a component of clinical education:

- ☐ Documentation of current CPR
- ☐ Documentation of vaccinations (TdaP, MMR, TB, Hepatitis B, varicella, flu, Covid-19)
- ☐ Documentation of current liability insurance coverage * (will be supplied by ChSCC)
- ☐ Documentation of current drug screen/background check

As a condition of reference for employment (students in the program and after graduation), clinical affiliates may request specific information related to clinical attendance/punctuality, clinical work performance, class attendance, and observed work ethic.

The above information may be released to clinical affiliates by the program administrators.

By signing below, I acknowledge receipt of this notice and consent to the above information being released to any or all of the clinical affiliates in agreement with Chattanooga State Nursing/Allied Health programs.

I understand that as an adult student, I may revoke this consent, in writing, at any time to the parties listed above, except to the extent that any previous action has been undertaken, or information released. I understand that all information released is specifically indicated. All other information remains confidential.

Student Name: _____

Signature: _____

Student A#: _____ Date: _____

Student Acknowledgment and Understanding Background Check/Drug/Alcohol Screening

Chattanooga State Community College

Division of Nursing & Allied Health

I, _____, am enrolled in the _____ program at Chattanooga State Community College. I have been informed and understand that a hospital, clinic, or similar medical treatment facility may exclude me from clinical placement on the basis of my background check and/or drug screen results. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements of graduation.

Individuals who have been convicted of a crime, other than a minor traffic violation, may be ineligible for licensure/registration/certification, even though they successfully complete a program of study. Such issues may also negatively impact options for employment in healthcare related careers. Questions and/or concerns regarding this issue should be addressed with the appropriate Program Director.

I release Chattanooga State and its agents and employees from any and all liability in connection with any exclusion that results from information contained in either the background check or the drug screen results.

Student Name – Print

Student Signature

A#

Date

OCCURANCE FORM

CHATTANOOGA STATE COMMUNITY COLLEGE
NURSING & ALLIED HEALTH DIVISION

STUDENT OCCURRENCE REPORT

**Include critical incidents, accidents, exposure to hazardous substance/disease, needle stick
(Must be submitted to Program Director within 24 hours of occurrence)**

Please Print

Name _____ Occurrence Date _____
Address _____ Occurrence Time _____
City _____ State _____ Zip _____ Sex _____
Social Security Number _____ Birth Date _____
Telephone Number _____ Report Date _____
Location of Occurrence _____

Description of Occurrence (Brief objective statement of facts) _____

Affiliate Official Notified at Time of Occurrence (Name) _____
Clinical Instructor Notified at Time of Occurrence (Name) _____
Treatment (for patient or student) _____

Rendered by _____
Refused Treatment (Give Reasons) _____

Measures Taken to Prevent Reoccurrence _____

Disposition:

☐ Returned to Assignment ☐ Hospitalized ☐ Released to Home ☐ Fatality
☐ Other (explain) _____

1. Witnessed by (Please Print)

Name _____
Address _____

Home Telephone _____

2. Witnessed by (Please Print)

Name _____
Address _____

Home Telephone _____

Signatures:

Completed by _____ Date _____
Affiliate Official _____ Date _____
Clinical Instructor _____ Date _____
Clinical Coordinator/Program Director _____ Date _____
Reviewer Comments _____

(Additional comments can be added on back)

Pub. No. 11-70-204101-10-7/21-pe/bap – 510– Chattanooga State does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran, or any other protected class. See our full policy at chattanoogaastate.edu/eoo-statement.