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Welcome Letter

August 27th, 2018

Dear Student:

Welcome to Cincinnati State Technical and Community College’s Health and Public Safety Division. I am pleased you have chosen a career in healthcare. Besides the personal rewards of service to others, you will find that working in the current American Health Care System is a dynamic, exciting experience with wide opportunities for capable individuals.

This handbook has been prepared by the faculty of the Health Division to help you in your progress at the college. Please note that this handbook is meant to supplement, not replace, the policies in the College Catalog available online at https://www.cincinnatistate.edu/catalog. Please be sure to download the most recent version on the College’s website and familiarize yourself with its contents.

The material in this handbook covers academic policies, clinical policies, general policies, and procedures used if you experience academic difficulty or if a violation of policy occurs. Many of the clinical policies are the same or similar to the policies that you will find in force at the health care institutions that employ our graduates. These policies are an important part of your education and preparation as future workers in the health care field.

Best of luck in your studies as you prepare for a career in health care. Should you have any questions about College policies, please don’t hesitate to ask your Faculty Advisor or Program Chairperson.

Sincerely,

Dr. Janelle McCord, Dean
Health and Public Safety Division
HEALTH AND PUBLIC SAFETY DIVISION DIRECTORY

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ACADEMIC POLICIES

Selective Admission Process/Progression

Students who apply to the Health and Public Safety Division are admitted as pre--program students and selected programs have an additional application process. Students in these programs must complete an application by a designated deadline to qualify. A rating system is used to determine which students will enter a program during this admission process. Each program will publish information related to the admission process for its students. Students must attend a program specific information session and contact the program chair or advisor to prepare for this admission process. It is important to keep this information in mind as you register for classes and create your education plan.

To be eligible to participate in a Selective Admission Process for a given program, students must meet the following criteria:

♦ Complete program specific application
♦ All AFM/AFL coursework completed
♦ Meet all prerequisite coursework
♦ Meet required GPA for specific program
♦ Other requirements vary depending on program

Please Note: Transcripts submitted to the college for credit transfer will be used as part of the competitive admission process. If a student successfully completed a course at another institution and received credit, these credits will be included in the evaluation of points for selective admission process. If a student unsuccessfully completed a course and that transcript is reviewed for the selective admission process, it will count as an unsuccessfully completed course. This may result in a loss of a point for each unsuccessful course included in the competitive admission process.

Student Code of Conduct

See Student Code of Conduct available on-line at: https://www.cincinnatistate.edu/academics/registration/registration-resources/code-of-conduct

Academic and Professional Integrity

Integrity is an important attribute to any Health and Public Safety Division program student. Graduates often work without direct supervision making decisions and taking actions that affect the health and well--being of patients. The Health and Public Safety Division makes every effort to insure that its graduates can be trusted with these responsibilities. The development of honesty and integrity begins early in life and continues during this educational process. Therefore, the Health and Public Safety Division faculty expects academic honesty and professional integrity from their students.
Unacceptable Academic Behavior

Unacceptable academic behavior includes, but is not limited to, cheating and plagiarism. Please see *Catalogs and Publications of Cincinnati State* available on-line at: [https://www.cincinnatistate.edu/catalog](https://www.cincinnatistate.edu/catalog)

Unacceptable academic behavior can result in any of the following actions:

- Receiving a grade of “F” or “U” when unacceptable behaviors are used in the completion of a project, report, or test.
- Receiving a grade of “F” or “U” in a course in which the unacceptable behavior occurred.
- Dismissal from a clinical site.
- Dismissal from the program.
- Dismissal from the college.

Grievance Procedure

Please see *Student Rights* available on-line at: [https://www.cincinnatistate.edu/academics/registration/registration-resources/student-rights-and-responsibilities](https://www.cincinnatistate.edu/academics/registration/registration-resources/student-rights-and-responsibilities)

No Show Policies

1. The college’s Non--Attendance Policy for web--based and hybrid courses to be used for recording No Show (NS) status for students can be found in the College Catalog available on--line at [Financial Aid Attendance/?Withdrawal Policies | Cincinnati State](https://www.cincinnatistate.edu/academics/registration/registration-resources/student-rights-and-responsibilities)
2. If there is a discrepancy between a student’s self--reported attendance and the attendance status reported by an instructor, the attendance status reported by the instructor will be the official status of record.
3. Students are not permitted to attend a course section after a No Show (NS) has been issued by the instructor or self--reported by the student.
4. The designation of a No Show (NS) will not appear on the student’s transcript.
5. A student who receives a No Show (NS) designation for a course is still financially responsible for payment of the course. Federal Financial Aid is not applicable to a course for which a student has received a No Show (NS) designation.
6. A student is not permitted to withdraw from a course he or she did not attend or to which a No Show (NS) has been assigned.
Academic Advising

The faculty and staff of the Health and Public Safety Division are committed to providing students with the support needed to pursue their career goals. Your academic advisor, the chairperson of your program and/or another member of the program faculty are ready to assist you in developing an academic plan, planning the sequences of courses needed to complete your degree or certificate, and registering for the necessary classes. It is important that you meet with your advisor regularly.

Meeting with an Advisor

♦ Advisors should be seen at least twice a semester
♦ Appointments should be scheduled 4–10 days before expected date of appointment
♦ Appointments can be scheduled via Starfish by the student, at the front desk of the Health and Public Safety Division Room 312 HPB or by calling 569–1670
♦ Starfish: MyCState / Starfish Tab / My Success Network / Select Advisor / Make Appointment

Process for Students Experiencing Academic Difficulty

1. Your first point of contact when experiencing academic difficulty is with your course instructor. He or she can work with you to determine areas of academic weakness and discuss a plan for improvement.
2. If your course instructor is unable to address your concerns, meet with the Program Chair of your program of study.
3. Meet with the Health Excel Services Coordinator or your academic advisor (HPS) or a college counselor (Counseling Center) if additional support is needed.
4. Meet regularly with faculty and support staff to discuss progress.

Health Excel Services Program

The focus of the Health Excel Services program is to provide students with a comprehensive range of educational support services which will enhance classroom learning and assist in professional development.

This program is available to all Health and Public Safety Division students. The goal is to assess the needs of all referred students and develop an individualized success plan.

Support services include:

♦ special seminars
♦ referrals for tutorial assistance and other college resources
♦ career planning (picking the right HPS degree/certificate program)
♦ personal/life coaching (learning to balance it all)
♦ academic/study skills mentoring (studying strategically)
♦ understanding academic holds
♦ time management planning and resources
♦ written and verbal communication assistance
♦ modeling professionalism in the healthcare environment
♦ development of a re–entry plan following failure in a technical program
Health Excel Mediation Procedure

The purpose of the Health Excel program is to support and promote student success for students enrolled in Health and Public Safety certificate and degree programs. Students failing to meet course or program standards may be referred to the Health Excel program and/or a Health Excel Mediation meeting may be arranged.

1. Upon request of a faculty member, violation of policies (such as attendance, unprofessional or inappropriate behavior (non--threatening), etc.) in a technical course may be referred to the Health Excel program for follow up.

2. Upon review of provided documentation and in consultation with the requesting faculty, the Health Excel Services Coordinator may recommend further review by a Health Excel Mediation committee. The committee is comprised of faculty members from the student’s program, non--program faculty members, and the Health Excel Services Coordinator. If a student is referred to participate in the Health Excel Mediation process, a meeting will be convened and the committee may, upon approval of the Dean, do the following:
   a) Develop a success plan for the student that will identify strategies for student success
   b) Require that the student meet specific performance criteria in the curriculum in order to continue
   c) Require additional activities to correct deficiencies
   d) Recommend dismissal of a student from the program
   e) Recommend further disciplinary action

3. After approval by the Dean, HPS, the student will be notified in writing by the Health Excel Services Coordinator regarding the recommendations for improvement and/or the consequences of the violation. Recommendations of dismissal or suspension from the College will be approved by the College Provost.

4. If the student wishes to appeal the action, the student should follow the Academic Appeals Process found in the College Catalog available on--line at http://www.cincinnatistate.edu/real--world--academics/catalogs.

5. Students who choose not to attend a Mediation Meeting or a recommended meeting with the Health Excel Services Coordinator as recommended will forfeit receiving a documented success plan and faculty feedback specifically designed to assist the student with success in the course.

6. Violations of the Student Code of Conduct will be processed through the office of the Vice President for Enrollment & Student Development.
Registration

Enrollment for courses at Cincinnati State may be made via MyCState-Myservices-Myservices for students, in person in the Office of the Registrar, via fax to (513) 569--1883, or via e--mail to registraroffice@cincinnatistate.edu. For specific dates of registration and information regarding Web registration, please refer to the College’s academic calendar or contact the Office of the Registrar at (513) 569--1522.

Course Prerequisites

A list of prerequisites is published with each course description in the Cincinnati State catalog. In order to enroll in a course, a student must show successful academic achievement in the prerequisite course(s). For a Health and Public Safety Division student, successful academic achievement in a prerequisite course is defined as earning a grade of “C” or better. Students who receive a grade less than a “C” in a prerequisite course must repeat that course before registering for the next course in the sequence. All students should seek academic counseling from their Health and Public Safety Division faculty advisor prior to enrolling in courses with prerequisites.

Time Limit for Math and Science Courses

In the Health and Public Safety Division, science and math courses serve as a foundation for courses in a major, and the student’s knowledge must be current. Therefore, science and math courses that are part of a program degree or certificate requirement must be no more than seven (7) years old to be valid. High school biology and chemistry classes must be no more than five (5) years old, one--year in length and include a lab component. The official grade for all of these prerequisite math and science courses must be a “C” or higher.

Specific programs may have stricter timelines. Please refer to your detailed program guidelines. A grade of “C” or better is required. Science includes courses in biology, anatomy and physiology, pharmacology, pathophysiology, chemistry and physics. Mathematics includes DE math courses and/or AFM courses (if required, based on Accuplacer test scores) and those courses with a “MAT” prefix. The specific science or math courses required will differ with the program. See College Catalog available on--line at http://www.cincinnatistate.edu/real--world--academics/catalogs. for more information on specific course prerequisites, as well as program requirements. Students should see their program chair for further details specific to their program.
**General Education and Basic Science Courses**

Students may repeat a non--technical or basic science course if a grade of “D”, “F” or “W” is assigned during the prior registration (non--technical courses are in the areas of communications skills and social sciences, basic science courses are in the areas of math, chemistry, physics or biology). If a grade of “D”, “F” or “W” is assigned twice, the student will be required to meet with the academic advisor/program chair to develop a remedial academic plan. The plan may include counseling or referral to other campus support services (i.e., Health Excel), as well as other courses selected to remediate basic knowledge. The specific activities required will be listed in a contract and must be completed prior to the student being given permission to register for a course for the third time. The student must wait a minimum of one semester before taking a course a third time. All of these required activities could result in a delay in the completion of the technical sequence. A third attempt at a course may not be accepted in programs with Health Program Competitive Admission Policies. Failure to complete the terms of the contract may result in dismissal from the program for one year. See Page 12, Dismissal for Unsuccessful Academic Performance, for technical course dismissal policy.

**Program Continuation after Course Failure**

Unsatisfactory performance will be brought to the attention of the student by the Program Chair or faculty member. A grade of “D”, “F”, “U” or “W” is considered unsatisfactory performance. Continuation of program curriculum following course failure is at the discretion of the specific program, and is discussed in the specific program handbook.

It will be at the discretion of the Program Chair to determine which course(s) a student is required to repeat. A student who fails to successfully complete a technical course must meet with the Health Excel Services Coordinator and the program advisor to develop a re--entry plan at least one semester prior to continuation in their program, if applicable.

**Dismissal for Unsuccessful Academic Performance**

A student in a Health and Public Safety Division program, who receives grades of “D”, “F”, “U” or “W” twice for any technical course, or in two different technical courses, may be dismissed from the program for one year and cannot reapply for one year from the date of dismissal. The student must meet with the Health Excel Services coordinator and his/her program advisor to develop a re--entry plan at least one semester prior to continuation in his/her program.

**Unsuccessful Completion of Fieldwork or Clinical**

If a student is unsuccessful in a required fieldwork/clinical placement, it is up to the discretion of the program faculty, in close alignment with both program accreditation and industry standards, as to whether or not an additional attempt will be rescheduled. Please consult the specific program handbook for your program.
Program Re-entry Protocol Following Dismissal for Academic and/or Clinical Failures

Re-entry into the program is initiated by a letter from the student to the Program Chair/Director and submission of competitive admission application, if applicable. A student who has not registered for any course for 1 year must also re--apply to the college. All entrance requirements to the program must be met prior to re--entry or placement on the program waiting list. A student who is re--entering a program may be required to repeat all the technical courses in the curriculum. It will be at the discretion of the Program Chair in collaboration with the program faculty to determine which course(s) a student will be required to repeat. A student who wishes to re--enter a program must meet with the Health Excel Services Coordinator to develop a re--entry plan at least one semester prior to his/her re--entry into the program. Students are readmitted on a space--available basis only. Re--entering students are subject to the policies and procedures of the college, division, and program in place upon re--entry. Students should meet with financial aid to determine eligibility prior to re--entry.

Reinstatement After Voluntary Withdrawal From A Program

A student who voluntarily withdraws from a program and later seeks reinstatement must meet the following eligibility requirements:

1. Completion of the admissions process (see College Catalog available on--line at https://www.cincinnatistate.edu/academics/registration/registration-resources/admission-information/application-process
2. Have an overall grade point average (GPA) of at least 2.0 or as specified by an individual program.

A student who meets eligibility requirements may re--enter a program and/or the program’s technical courses based on space availability, at the discretion of the Program Chair following program policy.

A student may be required to repeat some or all of the technical courses in the curriculum. It will be at the discretion of the program faculty to determine which course(s) a student must repeat.

If a student is required to repeat all the technical courses, he/she will be considered a new student and placed on the general program list. If the program has a waiting list, the student will be placed on the list according to the date of reinstatement into the program. Re--entering students are placed in the current catalog year and are required to follow the curriculum plan for the current year.
Graduation Requirements

A grade of “C” or “S” or better is required in all technical, non-technical, and basic science courses. All degree-seeking students must complete the First Year Experience (FYE) course within the first 12 credits at Cincinnati State. Students in Health and Public Safety Division programs must comply with both program and college-wide requirements in order to be eligible for graduation.

Reinstatement In A Program With A Waiting List

Eligibility and Placement for General Program Waiting Lists

A student is placed on the General Program Waiting List after meeting all of the following criteria:

♦ Completion of the admissions process (see catalog).
♦ Successful completion of all prerequisites courses and prerequisites.
♦ An overall grade point average (GPA) of at least 2.0 (or as specified by the program).

Placement on list is determined by one of the following:

♦ The date the student was admitted to the program
♦ The date the program requirements were completed as determined by the Program Chair.
♦ In the event that more than one student meets eligibility requirements on the same date, the student will be placed on the list in order of his/her initial college/program admission date.

Involuntary Removal from the General Program Waiting List

For those programs with a waiting list, a student can be removed from the list for any of the following reasons:

♦ Failure to comply with the College’s Academic Policies, Student Code of Conduct, Health Division policies or specific program policies.
♦ Failure to begin the technical sequence of the program when offered, unless a one-time delay is granted by either the Program Chair or Program Coordinator.
♦ Failure to maintain a Grade Point Average (GPA) of at least 2.0 or specified GPA of the program.
♦ Failure to respond to offer of entry by the deadline date.
♦ Failure to respond to the annual continued interest inquiry by the deadline date.

Specific Program Course Waiting Lists

For those programs with a waiting list, a student who fails a first term technical course must meet all eligibility requirements before being placed on the program waiting list. A student is placed on the waiting list using the date eligibility requirements are met. This could significantly increase the time it takes to complete the degree program.

A student who fails a technical course (other than first term), must meet eligibility requirements before being put on a waiting list for that course. Students need to discuss the situation individually with their Program Chair.
Academic Appeals Procedure

Cincinnati State Technical and Community College has adopted the following procedures to ensure students with legitimate concerns about academic processes can resolve these concerns equitably. A student is expected to first attempt to resolve concerns directly with the instructor, within the semester immediately following the semester when the grade is issued.

1. A student is expected to bring his/her academic appeal first to a faculty advisor (Program Chair or Cooperative Education Coordinator)
2. If the concern cannot be settled at this level the student is expected to bring the academic appeal to the Division Associate Dean.
3. If the concern continues to be unresolved the student may bring the academic appeal to the Division Dean
4. If the concern cannot be handled at this level, further action can be taken for more details see the College Catalog available on-line at https://www.cincinnatistate.edu/academics/registration/registration-resources/student-handbook/academic-life

SAFETY

General

All students are expected to follow safety policies that will be supplied by the program faculty and clinical site. These policies include, but are not limited to, the handling of blood and other body fluids, infection control, electrical equipment, fire safety and the practice of good body mechanics. Besides risking your health and the health of those around you, violations of safety policies may be grounds for an unsatisfactory evaluation in a class or clinical.

Eating and Drinking in Laboratories

No eating or drinking is permitted in specific Health and Public Safety Division labs. Along with the need to maintain cleanliness, this rule is intended to protect students. Hazardous chemicals and infectious organisms are used in the labs, and residues which may be present could be picked up on hands or food. Universal precautions must be followed at all times, and students must adhere to posted rules in the labs.

Children and Visitors in Classes

Children and visitors are not permitted in any Health and Public Safety Division lectures, labs or clinical/practicum/internship sites.

Electronic Devices

Electronic devices that might make noise must be silenced in a class, lab or clinical setting. Examples of such devices are cell phones, headphones, tablets, laptops and pagers (vibrating pagers are acceptable with Instructor’s prior consent).
CLINICAL POLICIES

Clinical Assignment Definition

Courses called “Clinical Experience”, “Clinical Practice”, “Fieldwork”, “Practicum”, and “Directed Practice” are referred to as Clinical Assignment. Eligibility requirements, specific goals for the course, expectations for performance, and grading policies will be discussed by the Program Chair or faculty member as part of the course orientation. Students are responsible for adhering to the program policies regarding clinical assignments, as well as the requirements of the clinical site to which they are assigned.

Faculty Approval of Sites for Clinical Assignments

Clinical assignments are an integral part of many curricula in the Health and Public Safety Division and are used to fulfill specific program objectives. Each program determines which health care facilities are able to provide the necessary experiences. All health care facilities used for clinical assignments require a formal, written agreement of affiliation. A list of health care facilities approved for clinical assignments is available from your Program Chair. No student will attend any clinical site without a signed, formal agreement on file.

Eligibility for Clinical Assignments

Only students in good academic standing with a grade point average of at least 2.0 will be eligible to participate in clinical assignments. Satisfactory performance in technical and prerequisite courses is also required. Satisfactory performance is defined as a grade of “C” or better, in courses where letter grades are given, or a grade of “S”, in courses S/U.

Student Assignment to Clinical Site

It is the responsibility of the Program Chair, Program Director of Clinical Education, and/or program faculty to assign students to a specific clinical section and health care facility, for each required clinical course. The goal is to provide a positive educational experience for all students in the course. Some Health and Public Safety programs have specific criteria for certain clinical placements or sites. Therefore, students will not be able to select the section, day of the week, hours, or clinical site. If students are given the opportunity to indicate a preference, there is no guarantee implied that such student request can be honored. Students are not permitted to “trade” sections with each other without the specific approval of the course faculty.

Release of Information to Clinical Affiliates

Cincinnati State’s clinical affiliating partners provide educational experience that is an integral part of Health and Public Safety program curriculums. Our affiliating facilities act as college officials in these circumstances and have legitimate educational interest and purpose to view certain student records. A facility may request student information prior to participation in clinical experience. Information that may be requested includes, but is not limited to, immunization information, physical exam reports, criminal background check information, phone number and date of birth. A student’s social security number may also be required by some clinical sites in order for a student to be granted access to a facility’s information systems. Clinical facilities are bound to abide by The Family Educational Rights and Privacy Act (“FERPA”) with respect to these records. Records will be treated as confidential and may not be re--disclosed to a third party.
Professional Behavior

Students are expected to exhibit professional behavior at all times. Professional behavior includes:

♦ Being courteous to all people.
♦ Recognizing and upholding the rights of patients and other people in the clinical settings, including adhering to HIPAA regulations.
♦ Maintaining an atmosphere of caring, consideration, and professionalism towards patients and colleagues.
♦ Being alert and helpful when at the clinical site. Being dressed and hygiene appropriate at clinical facility.
♦ Behaving in accordance with facility policies and procedures.
♦ Ethical behavior according to the College’s Student Code of Conduct and the Code of Ethics for your chosen profession.

Attendance

Course attendance is required on each scheduled day and at the assigned time during clinical assignments. Days and hours will be assigned by the instructor. The schedule may not be changed by the student. If an absence occurs, arrangements must be made with the instructor to make up the time. Make-up is required, not optional. [Consult your specific program’s handbook for additional information specific to your program.]

Students are expected to be at the clinical site on time and to remain for all of the assigned hours. Students are not permitted to leave early, come in late, or leave the site without permission of the Cincinnati State faculty or the clinical supervisor. Any time lost from the schedule due to unavoidable circumstances must be made up by arrangement with the instructor and may involve extension of the time spent in the facility.

In the event of unavoidable absence, tardiness, or early departure from the assigned facility, the student is required to give prior notification to both the facility and the College. The following are the requirements for notification:

♦ For an absence, the student must call the clinical site no later than 30 minutes prior to his/her expected arrival. The student must also leave a voice mail message for the instructor at the same time the message is left with the clinical site.
♦ For tardiness, the student is required to call the clinical site and notify the instructor in the same manner as for an absence.
♦ For early departure, the student is required to notify the College faculty and hospital instructor prior to leaving the clinical site. If the instructor is unavailable, a message should be left on voice mail. The student should provide a phone number where he/she can be reached.
♦ A student who violates attendance policies is subject to disciplinary action.
Military Duty

Students called to active military duties remain subject to attendance policies. Refer to the College Catalog available online at https://www.cincinnatistate.edu/academics/registration/registration-resources/student-handbook/academic-life regarding procedures for students called to active duty.

Dress Code

Each program in the Health and Public Safety Division has certain requirements regarding clothing and appearance of the student while on clinical assignment. Information will be provided by the instructor as part of the clinical assignment. The student must comply with any additional requirements specific to the clinical facility to which they are assigned. Inappropriate attire may be grounds for dismissal from a clinical assignment.

Evaluation

Students are expected to perform according to accepted protocols while on clinical assignment and not endanger the patients or interfere with the usual order of business. Unsatisfactory performance by students, as evaluated by the college faculty and/or the clinical site personnel, may result in the removal of students from the clinical site and/or in dismissal from the technical program.

School Closures and Cancellations

Inclement Weather

In the event of adverse conditions, it may be necessary to cancel some class sessions. The College will rarely close completely. Local radio and television stations may begin announcing Cincinnati State’s operating status as early as 6:15 a.m. on the day involved. The status of the evening classes will be handled by a separate announcement later in the day. You may also check the College’s My Services Alert System.

Course Cancellations

A course offering may be canceled prior to the beginning of a semester, but all effort will be made to minimize inconvenience to students. The College attempts to notify students of the course cancellation before the first day of the semester, but cannot guarantee that such notice will be provided. A refund of 100% is made to a student who has registered for courses that have been cancelled by the College, if the student does not change to another course.

Other Cancellations

If the college closes at one campus for a campus specific reason (such as a water main break), classes will continue to be held at other sites and for off-campus experiences.

Drug and Alcohol Screening Policy

Students enrolled in any Health and Public Safety program have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs, alcohol, or
controlled substances. Immediate recourse will be taken if a student in a Health and Public Safety program appears to be functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical site, or demonstrating any unprofessional conduct or negligence. The faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances, and report the alleged violation immediately to the Dean of Student Enrollment Services and the Dean of the Health and Public Safety Division.

Clinical facilities may require Health and Public Safety Division students to undergo a drug and alcohol screening prior to placement. Refusal to submit to screening when requested will result in dismissal from the Health and Public Safety Division program due to inability to progress in curriculum. The screening will be done by a third party administrator. Instructions regarding when and how to complete a drug screen will be issued to students by their Clinical Coordinator. Students will be responsible for the cost of the drug screen. Results of the drug screen will be forwarded directly to the Dean of Health and Public Safety. Confirmation of a positive drug screen will result in the student being immediately withdrawn from the clinical course and may result in dismissal from the program of study.

**Background Check Policy**

The use of background checks for individuals working in clinical settings is one of the means agencies use to help protect their clients/patients. The Joint Commission (TJC) requires agencies to include certain students in criminal background check standards when required by state law, regulation, or hospital policy (www.jointcommission.org).

Federal/Ohio law mandates that background checks be performed for the following reasons:

- Check potential employees working in positions of responsibility for the care, control or custody of children.
- Check applicants under final consideration for a position that involves care to a person age 60 and older.
- Prohibit hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check.

**Basis for Performing Background Checks:**

1. A criminal record may prevent an individual from receiving a professional license, as most state licensing boards perform a criminal background check as part of the licensure process.
2. There may be a conviction on file that is eligible for expungement. If it is not possible to have a conviction expunged or removed at present, it is required that the conviction be disclosed.
3. Clinical facilities are putting their Joint Commission certification at risk by having an unchecked individual present in their facility.

**Policy**

Every student accepted into an applicable Health and Public Safety Division Program must submit
and satisfactorily complete a BCI & I and FBI criminal background check. In order to meet requirements imposed by our clinical affiliates, students who reside in a state other than Ohio may need to submit an additional background check for his or her state of residence, along with the BCI & I and FBI check.

**Timing of Background Check Completion**

Each Health and Public Safety (HPS) Division Program may have individual policies regarding when a background check must be completed. Generally, they will be required to be completed before starting courses involving clinical experience, or as a step in the Progression process. It is imperative that students follow instructions set by the Program Chair or Advisor regarding when to initiate the background check process. Obtaining a background check too early may require a student to repeat the process. Waiting too long to begin the process can mean forfeiture of placement in a class. Students should consult their Program Chair or Advisor for more information.

**Procedure for Obtaining Background Check**

The Ohio Bureau of Criminal Identification and Investigation (BCI & I) and FBI background checks must be submitted through a designated WebCheck location. Background checks processed through private companies will not be accepted. Costs associated with completion of all required background checks are the responsibility of the student. Students may find a listing of approved background check locations at:


If the student’s employer (or another agency) has a recent FBI and BCI & I check on file, the student may request a copy be mailed to the college in a sealed envelope, along with company/agency contact information on company/agency letterhead. The copy of the background check must be dated within one year from the BCI/FBI completion date.

Students should have background checks sent to:

Cincinnati State Technical and Community College  
Health & Public Safety Division HPB 312  
Denise Rohr, Interim Dean  
3520 Central Parkway,  
Cincinnati, OH 45223

**Procedure for Review of Background Check**

The Dean will review all criminal background check results. When a student’s background check
contains findings that could potentially impact clinical placement, additional documentation may be required in order to make a determination regarding eligibility. In these circumstances:

1. The student will be contacted by the Dean.
2. Additional documentation may be required. Examples of necessary documentation may include court documents, rap sheets, and personal written statements from the student.
3. Students will be expected to meet deadlines to turn in required documentation set by the Dean and the Program Chair.
4. Once all required documentation is submitted by the student, the Dean, Program Chair, and program’s Associate Dean will review the information to determine clinical experience and program eligibility.

Student eligibility is determined by the Ohio Administration Code (OAC), licensure restrictions and clinical sites restrictions. Students with questions or concerns regarding criminal convictions and the implication of convictions on their eligibility should contact the Dean 513-569-4972.

If a determination is made that the conviction(s) would prevent clinical placement or licensure, the student may be dismissed from the program.

Determinations for clinical experience eligibility made by the Health and Public Safety Division will not supersede stricter restrictions imposed by a clinical affiliate site. A clinical site’s refusal to accept a student with a criminal history for participation in clinical experience may result in the student’s dismissal from the program. Determinations made by the division are not a guarantee that a student with a criminal history will be granted state licensure.

Additional Provisions

Background checks will be valid for the length of time the student is enrolled in the program, although supplemental background checks may be required by the clinical site. If a student leaves a program for any reason, the background check process will need to be repeated, if the check on file is more than one year old once the student is ready to resume classes. Once enrolled in the program, the student is responsible for notifying the Program Chair of any changes in his or her criminal record. Failure to do so may result in dismissal from the program.

Tobacco Free Clinical Sites

Many clinical facilities have instituted tobacco--free policies due to the known hazards of tobacco use and secondhand smoke. Not only will use of tobacco products be prohibited on clinical site property, students must be aware that the scent of tobacco products on hair, skin and clothes will also be prohibited. Students smelling of tobacco products may be asked to leave the clinical site, which will result in a clinical absence. Health and Public Safety students have a responsibility to respect the health, welfare and safety of others, and refraining from use of tobacco products aligns with this responsibility. Further, students should consider their employability in the health and public safety fields as tobacco--users. Many employers in the field require nicotine screening for prospective employment candidates and will only hire individuals who do not engage in the use of tobacco products.

Health Examination

Students are required to have a complete physical examination prior to the first field experience (fieldwork, clinical, practicum, internship, co--op). Health requirements may vary between programs
however, all programs will require the Hepatitis B Vaccine series. Program Chairs and/or Clinical Coordinators will communicate to students all required health records for their specific program. The cost of the examination and immunization is the responsibility of the student. Students who have not received all the required immunizations will not be allowed to register for classes or be placed at a fieldwork site; as a result, they will not continue in the program or graduate.

Any student with a diagnosed infection may not participate in field experience while infectious. If a student is diagnosed with an infectious disease at any time during field experience, the student must disclose this information to the Program Chair/Clinical Coordinator. Students should not report to their assigned clinical facility until documented clearance from a health care provider is presented and approved by the Program Chair/Clinical Coordinator. Failure to comply with this policy may be considered unsatisfactory clinical performance, due to the failure by the student to meet professional and safety expectations.

CPR/First Aid Certifications

Many Health and Public Safety Programs require students to be certified in cardiopulmonary resuscitation (CPR). Student can meet the CPR certification requirement by submitting an American Heart Association BLS for the Health Care Provider, BLS Provider, Heartcode BLS, or the American Red Cross CPR for the Professional Rescuer certificates. Student must maintain a current CPR certification while in a Health Division program.

EXPLANATION OF INSURANCE COVERAGE

Student Health Insurance Requirements

Cincinnati State strongly recommends students obtain personal health insurance coverage. Many field experience sites (clinical, practicum, co-op, internship, externship) require students to provide proof of health care insurance coverage prior to the first field experience. Consequently, health insurance during field experience is a requirement of most Health and Public Safety (HPS) Division programs. In these cases, lack of coverage may impact a student’s eligibility to participate in field experience. Refer to your program’s student handbook for further information and/or more information regarding insurance requirements for field experience in your specific program.

Guidance for purchasing affordable health insurance coverage can be found at the following websites:

Health Insurance Websites

♦ www.healthcare.gov
♦ www.healthpocket.com  
♦ www.ohio–health–care.org
♦ www.gradguard.com/health
♦ www.hcifs.org
♦ www.gohealthinsurance.com
♦ www.ehealthinsurance.com/individual–family–health–insurance

Liability Insurance for Health and Public Safety (HPS) Students

Liability insurance coverage is provided by the HPS Division. The cost of this insurance is incorporated into the student’s course fees. No action is required by the student since the process is automatic. The policy is renewed annually.
Insurance Coverage for Field Related Injuries– Emergency Care and Follow-Up

The College carries an accident insurance policy for HPS Division students while on field experiences sponsored by the College. Students are not covered by the Clinical Facility’s insurance policies and are not eligible for Workers’ Compensation benefits.

Students are required to report a medical incident even if they elect not to have emergency or medical follow-up care. In order to receive accident insurance coverage for emergency services and/or medical follow-up for injuries/accidents or exposure to blood borne pathogens (including needle sticks and cuts) on a College sponsored field experience, students must follow the procedure outlined below and complete the HPS Division Incident Report Form.

Non-medical incidences should be reported to the Fieldwork Coordinator. The Fieldwork Coordinator will provide assistance regarding the need to complete an incident report.

**Student**

1. Report the incident immediately to your Instructor/Preceptor on site or the Fieldwork Coordinator responsible for arranging your experience.
2. Students must follow the facility’s policy for injuries/accidents and/or occupational exposure to blood borne pathogens.
3. The student is responsible for completing the HPS Division Incident Report Form within 24 hours, even if treatment is refused or not needed. The incident form is located on the course Blackboard site and in the HPS Student Handbook.
4. Email the completed incident form to your course instructor or Fieldwork Coordinator. Failure to comply with the procedure for reporting an incident and medical treatment within 24 hours of the injury/exposure may result in denial of insurance coverage for future treatment and/or payment of medical claims.

**Faculty**

1. Review the incident report and corroborate the student information.
2. Forward the completed incident form to the Program Chair and/or designee.
3. The Program Chair will forward the Incident Report to the Dean, Associate Dean, and EA2.
4. If a student is billed for healthcare directly related to an injury/exposure during a College sponsored field experience, an additional form from the CSTCC insurance provider must be completed. The insurance provider claim form can be obtained from the Dean of the HPS Division.
5. The Program Chair will submit the bill and claim form to the Dean of the HPS Division for processing.
6. The Dean of HPS or designee will inform the student of the claim status.
Cincinnati State Technical and Community College Health and Public Safety Division Incident Report Form

**Purpose:** To communicate an off campus event, incident, injury, or exposure involving a student while on a CSTCC related field experience (clinical, practicum, co-op, internship, externship).

**Instructions:** Report the incident to your Instructor/Preceptor immediately. Complete this report within 24 hours of the incident. Follow the written guidelines listed in the Health and Public Safety Student Handbook. In addition, the student must follow the facility’s policy for reporting any event which is not consistent with the routine services provided.

**Incident:**
Incident Date:________ Incident Time: ________ Location/Address of Field Experience: ____________________________ Site Phone Number: (___)_____ Contact Person (Clinical Educator/Preceptor): ___________________________ Student's Name: ___________________________ Student ID#: __________ Program of Study: _____ Age: ___________________________ Date of Birth: ___________________________ Phone Number: (______________________). Student Address: ___________________________ Briefly describe injury/incident: ___________________________ Person Notified: ___________________________ Title: ___________________________ Date/Time: _____

**Background/Details:**
Details related to incident:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**Assessment:**
Was medical assessment or treatment obtained? Yes_______ No ____
If yes: Urgent Care______ Hospital/ER______ Primary Care Provider______ Date of service: ______
Name of Healthcare Facility: __________________________ Address: __________________________
Phone Number: __________________________ Name of healthcare provider: __________________________

Student Signature: __________________________

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**Faculty Use Only**

**Recommendations/Follow-up:** Important notes and instructions (include witness names, others injured, and contact information. Attach another page if more space is needed.
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
Did student refuse treatment?  Yes / No
Did student receive and follow clinical site’s policy on incident reporting?  Yes / No

Prepared By: ____ ____ ____ ____ ____ ____ ________________ CSTCC Health Program: ____ ____ ____
Print Name and Title
Signature: ____ ____ ____ ____ ____ ____ ____ Date: ____ ____ ____ ____ ____ ____
Person Completing the Report
Receipt for Drug Screening and Background Check

Facilities where field experience (clinical, practicum, internships, co-op) are scheduled may have the following expectations:

A student may be required to sign a statement that he/she has not been convicted of a felony and/or is not engaging in any illegal drug use. Field experience sites may also require a student to undergo a drug screening and/or a criminal background check.

A positive outcome of either screening without reasonable explanation may prevent completion of a particular program and limit a student’s career opportunities in the health field.

See Student Code of Conduct Policy in the College Catalog available on-line at http://www.cincinnatistate.edu/real-world-academics/catalogs for additional information.

Print Name

__________________________________________

Signature

__________________________________________

Date

__________________________________________

Receipt of Handbook

I have received a copy of the 2018–2019 Cincinnati State Technical and Community College Health and Public Safety Division Student Handbook. I have read, understand, and will abide by the contents of the Health and Public Safety Division Handbook. These policies are in addition to the general policies included in the College Catalog available on-line at http://www.cincinnatistate.edu/real-world-academics/catalogs, and any policies specific to my program.

Print Name

__________________________________________

Signature

__________________________________________

Date

__________________________________________

Sign this sheet and return it to your Program Chair.