

2022-2023

# Health & Public Safety Division



Student  
Handbook

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August 29, 2022

Dear Health and Public Safety Student,

Welcome to the Health and Public Safety Division! We are glad to be back and glad you are here! Our mission is to help you reach your educational goals.


Careers in healthcare and public safety are rewarding and will provide many opportunities for employment for well-prepared individuals. The recent pandemic increased public awareness of the importance of healthcare workers and first responders. I assure you that you are in a great place to prepare for Health and Public Safety careers because of the dedication and experience of our faculty and our emphasis on experiential learning. Our graduates are sought after by healthcare and public safety employers throughout the Greater Cincinnati Region.

This handbook is a supplement to the policies in the College catalog available at <http://catalog.cincinnati-state.edu/coursedescriptions/> and the policies of individual Health and Public Safety programs. Please note that you are responsible for adhering to the policies of the College, Division and Program, so you will want to review all of these documents.

In this handbook, you will find academic policies, clinical policies and other policies and procedures. If you experience academic difficulty or violate a clinical policy, there are published processes that we follow. Many of our policies parallel those of our clinical affiliates and employers, so they are an important part of your preparation.

We hope you will make the most of this opportunity. If you have any questions about policies that apply to your educational pathway, please ask. Your advisor, program chair, faculty and the HPS administration are all here to help you be successful.

Sincerely,



Denise Rohr, Ed.D, MSN, RN  
Interim Dean, Health and Public Safety Division  
Cincinnati State Technical and Community College



# Directory

## **Administrators & Staff**

Denise Rohr, Ed.D, MSN, RN, Interim Dean	569-4972
Jenna Beck, J.D., B.A., Dean	569-1688
Marrē Barnette, MSN, RN, CNS, Associate Dean	569-1662
Kathleen (Katie) Chiappone, Executive Assistant II	569-1296
Bridgett Redding, Executive Assistant II	569-1683

## **HPS Academic Advisors**

Kathleen Barker, MA	569-4946
Emily Finkenstead, BA	569-1417
Allison Raisor Godel, MA	569-5776
Mark Jackson, MPH, MBA	569-4213
Anne Melzer, MA	569-1682
Daniel Van Vechten, MS	569-4619

## **Lab Staff**

Vacant, Nursing Skills Lab Manager	569-1687
Thomas Cholmondeley, BS, Lab Manager	569-1594
Thomas Kindig, SRA, BBA, AAS, Senior Lab Manager	569-1404

## **Biology Department**

Mark Tiemeier, MS, Department Chair & Professor	569-5708
David Bryan, M.Ed., Professor	569-1668
Milene Donlin, MS, MPH, CHES, Instructor	569-1679
Karen Groh, MS, Instructor	569-1286
Susan Herking, M.Ed., Professor	569-4943
Julianna Johns, MS, M.Ed., Professor	569-1599
Gregory Klein, MS, Professor	569-5785
Jessica Loomis, MS, Professor	569-4794
Peggy Rolfsen, MS, Professor	569-1225

## **Community Health Worker Certificate**

Jennifer Boles, MSN, RN, Program Director	
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### **Diagnostic Medical Sonography**

Rebecca Boggs, MHA, RDMS, RVT, Program Chair & Instructor 569-1425  
Jacqueline (Jackie) Turner, MS, RDCS, RVT, Professor 569-1421

### **Emergency Medical Services**

Shawn Stacy, MS, EFO, NREMT-P, Program Chair 569-1294  
Janice Evans, MSN, RN, Program Associate 569-1432  
Kenna Hartman, BSN, RN, NR-P, Instructor 569-1423  
Christopher Hautman, AAS, NREMT-P, Clinical Coordinator 569-1485  
Karol Weinschelbaum NREMT, EMS Instructor 569-1685

### **Exercise Science (Fitness Programs)**

Melinda Piles, M.Ed., ACSM, Program Chair & Professor 569-5713

### **Fire Service Technology**

William Mehbod, BS, EMT-P, Program Chair & Professor 569-4277  
Matt Bishop, AAS, EMT-P, Program Coordinator 569-1518  
Andrew (Drew) Tenhundfeld, EMT, Lab Manager 569-4957

### **Health Excel Services**

Lisa Lucas, BS, MA, Retention Coordinator 569-1224

### **Health Science Technology**

Lisa Lucas, BS, MA, Interim Chair 569-1224

### **Health Information Management Technology**

Cindy Kneip, RHIA, Program Chair & Professor 569-4683  
Anne Gingell, RHIA, Instructor 569-5719

### **Medical Assistant Certificate**

Patricia Christos, BA ,Ed., RMA, CMA ,Program Director & Instructor 569-1671

### **Medical Laboratory Technology**

Dr. Kellee Fields, Ed.D., MLS(ASCP)<sup>CM</sup> , Program Chair & Professor 569-1672  
Angela R. Miller, BS, MT(ASCP)<sup>CM</sup> , Instructor 569-1290



### **Nurse Aide Training Certificate**

Erlinda Chess, MSN, RN, Program Coordinator 569-1625

### **Nursing**

Marrē Barnette, MSN, RN, CNS, Director 569-1662  
Dr. Janice Lockett, Ph.D., MSN, RN, Program Chair & Professor 569-1292  
Janice Curry, MSN, RN, Professor 569-1285  
Sheena Davis, MSN, RN, PCCN, Instructor 569-1674  
Dr. Anne Dean, DNP, MSN-Ed, RN, Instructor 569-5802  
Kristen Dekok, MSN, RN, CPN, Instructor 569-1297  
Sarah Eickleberry, MSN, RN, Instructor 569-1288  
Dr. Beth Hamon, DNP, MSN, RN, CNE, Professor 569-1291  
Mary Hughett, MSN, RN, Instructor 569-4229  
Rachael Meier, MSN, RN, Instructor 569-1286  
Lauren Murray, MSN, RN, Instructor 569-1293  
Dr. Connie Rose, DNP, RN-BC, CNE, Professor 569-1229  
Deanna Smock, MSN, RN, RNC-MNN, CNE, Instructor 569-1295  
Dr. JoAnne Worthington, DNP, RN-BC, OCN, Instructor 569-1290

### **Occupational Therapy Assistant**

Dr. Claudia Miller, OTD, OTR/L, Program Chair & Professor 569-1598  
Antoinette (Toni) Durban, BS, COTA/L, Academic Fieldwork Coordinator 569-1691

### **Phlebotomy Technician Certificate**

Dr. Kellee Fields, Ed.D., MLS(ASCP)<sup>CM</sup>, Program Chair & Professor 569-1672

### **Practical Nursing**

Marrē Barnette, MSN, RN, CNS, Director 569-1662  
Barbara Ratliff, MSN, RN, Program Chair 569-1282  
Dr. Nikki Howard, Ph.D., MSN, RN, Professor 569-5803  
Dr. Jennifer Tyler, Ph.D., MSN, RN, Instructor 569-5787

### **Respiratory Care Technology**

Michael Chaney, MSM, Ed, RRT, Program Chair & Professor 569-1655  
Julie Klensch, M.Ed., RRT, Professor 569-4127

### **Surgical Technology**

Lavon Moore, BES, CST, Program Chair & Instructor 569-1673  
Deborah Shumate, BTAS, CST, Instructor 569-1677

# Health & Public Safety Division: New Student Orientation

Newly enrolled students to the College are automatically enrolled in “HPS New Student Orientation.” This is a free Blackboard course that highlights important information about the College and the HPS Division. Students can work on the orientation at his/her own pace; however, the sooner it’s complete- the more it will help you to start strong! The orientation course will be housed on the Blackboard page so that students will have it to use as a resource throughout enrollment at Cincinnati State. For questions, or to be enrolled in the course, please contact Lisa Lucas at [lisa.lucas@cincinnatiastate.edu](mailto:lisa.lucas@cincinnatiastate.edu). Please note: Program specific orientations may also be a required for your program before starting technical courses. Please see your program chair for more information.

## Academic Policies

### Selective Admission /Progression Application

Students who apply to programs in the Health & Public Safety Division are admitted as pre-program students. Some health majors have an additional application process called Selective Admission/Progression. Students in these programs must complete an application by a designated deadline to qualify to start the program. 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. It is important to keep this information in mind as you register for classes and create your education plan.

Students must meet the following criteria to be eligible to participate in a Selective Admission/ Progress process for a given program:

- ◆ Complete program specific application
- ◆ Meet with Pathway Advisor
- ◆ 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 accredited institution and received credit, these credits will be included in the evaluation of points for selective admission. If a student unsuccessfully completed a course it 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* online at:

<http://catalog.cincinnati.state.edu/studentrightsandresponsibilities/studentresponsibilities/>

## Academic & Professional Integrity

Integrity is an important attribute of any health care major. Graduates often work without direct supervision making decisions and taking actions that affect the health and well-being of patients. The Health & 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 the educational process. Therefore, the Health & Public Safety Division faculty expects academic honesty and professional integrity from all students. Unacceptable academic behavior includes, but is not limited to, cheating and plagiarism. Please review the Cincinnati State Technical & Community College Academic Integrity Policy at:

<http://catalog.cincinnati.state.edu/academicpoliciesandprocedures/academicintegritypolicy/>

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.

## Academic Appeals Procedure

Cincinnati State Technical and Community College has adopted the following procedures to ensure students with legitimate concerns about academic processes (hereafter called “academic appeals”) 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 was issued.

A student is expected to bring his or her academic appeal first to his or her faculty advisor (program chair or cooperative education coordinator).

If the concern cannot be settled at this level, the student is expected to bring his or her academic appeal to the division dean or the dean’s designee.

It is expected that most academic appeals will be resolved at the division level. However, if the concern cannot be resolved by the division dean, the student may continue the academic appeals process by meeting with an academic appeals panel. To initiate this process, the student must submit a written request to appeal the decision of the division dean, including a statement of the concern that is to be addressed, and pertinent documentation, to the Provost. The Provost reviews all pertinent information in order to determine whether the appeal merits the formation of a panel. If the Provost determines that an appeals panel should appropriately be formed, the process continues to step four. If the Provost does not feel the student's appeal merits the formation of a panel, he/she meets with the student involved and relays his/her findings and recommendations.

If an academic appeals panel is convened, it is composed of one dean (excluding the dean of the division involved in the appeal), appointed by the Provost; and two faculty members, appointed by the Faculty Senate. The designated dean chairs the panel, solicits appointment of the faculty representatives, convenes meetings of the panel, and provides copies of necessary documentation to the other panel members. Documentation includes:

The student's written statement and other material the student wishes to submit

A written summary of the disposition of the case at the division level, prepared by the division's dean.

The student's transcript, or any other related materials the panel may wish to examine.

The chair will convene a meeting that includes the student, the members of the panel, and other participants the panel may choose to invite to the meeting. The student has an opportunity to present his or her concern, and the panel members have the opportunity to ask questions and seek clarification. If the panel determines there are issues involved which are not academic concerns, the panel informs the student of appropriate measures to be taken.

The panel may, at its own discretion, refer the matter to the Academic Policies & Curriculum Committee (APCC) for advice and recommendations.

If the APCC is convened to review the appeal, the panel chair must ensure that all related documentation is submitted to the APCC chair one week prior to the APCC meeting. Any recommendations made by the APCC are submitted to the academic appeals panel for consideration.

The chair of the academic appeals panel forwards a recommendation along with all related documentation to the Provost. The Provost makes the final determination regarding the appeal and notifies the dean of the division involved in the appeal. That dean communicates this determination to the student who initiated the appeal.

## Attendance Policy

Each student is expected to attend all classes and cooperative education/clinical placements as scheduled. Each college faculty member is expected to document student attendance during the first two weeks of the semester and to report attendance to the Office of the Registrar. Attendance in cooperative education and clinical placements is reported by the cooperative education/clinical coordinator based on reports from the student's site coordinator.

Individual faculty members may establish course policies that consider attendance as a factor in determining course grades. These policies may include limits and/or penalties related to excused and/or unexcused absences. Each student should check with his or her instructors to determine how attendance will be taken, and in what ways, if any, attendance is a factor in grading.

## No Show Policy

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 online at

<https://www.cincinnatiatstate.edu/academics/registration/registration-resources/financial-information/attendance-withdrawl-policies>

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.

Additional Non-Attendance policies are available at:

<http://catalog.cincinnatiatstate.edu/academicpoliciesandprocedures/academiclife>

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## Discrimination, Sexual Harassment and Title IX

An important part of the mission of the College is the adherence to the principles of student rights and freedoms, as amplified by the “Joint Statement on Rights and Freedoms of Students. Student Rights Policies covers areas such as Discrimination, Sexual Harassment and Title IX. Students can review these polices at:

<http://catalog.cincinnati.state.edu/studentrightsandresponsibilities/studentrights/>

Students can contact the Director of Human Resources with concerns or complaints:

Falonda Rodgers  
Director of Human Resources  
Cincinnati State Technical and Community  
College 3520 Central Parkway  
Cincinnati, Ohio, 45223-2690  
513-569-1565

## 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. Academic Advisors are available on a part –time basis for specific programs only

Students must meet with an advisor every semester prior to registration.

- ◆ 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

## Health Excel Services

The focus of the Health Excel Services 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.

Health Excel Services also supports and promotes student success and retention. Students failing to meet course or program standards may be referred to the Health Excel Service and/or a Health Excel Mediation meeting may be arranged when a policy discrepancy is questionable.

### 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

## Mediation Procedure

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 HPS Dean, 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 Provost.
4. If the student wishes to appeal the action, the student should follow the Academic Appeals Process found in the College Catalog available online at <http://catalog.cincinnatistate.edu/academicpoliciesandprocedures/academiclife/>.
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

Some Health Division programs have specific registration procedures. Students should contact his/her Program Chair before registering for core curriculum courses.

For specific dates of registration and information regarding online registration, please refer to the College's Important Dates Calendar located at: [registraroffice@cincinnatistate.edu](mailto:registraroffice@cincinnatistate.edu).

Students can register for classes using any of these methods:

### Online

Login into your MyCState account and select "My Services"

### Email or fax

Download a Registration Activity Request form

Complete the form (be sure to fill out the top section) and sign the form

Scan the form and email to [registraroffice@cincinnatistate.edu](mailto:registraroffice@cincinnatistate.edu)

or fax the form to 513-569-1883

### In person

Office of the Registrar is located in Room 105 of the Advanced Technology and Learning Center (ATLC), near the Overlook Café, on Clifton Campus.

Office of Registrar hours: Monday -Thursday 8 a.m. - 6:30 p.m., and

Friday 8 a.m. - 5 p.m.

## Non-degree Seeking/Visiting Students

NDS students are:

- Enrolled or planning to enroll at another institution; seeking transferable credits from Cincinnati State, but not a degree or certificate
- Not enrolled or planning to enroll at another institution; not seeking a degree or certificate from Cincinnati State, but taking courses for personal or professional purposes

Non-degree seeking students can register for courses by emailing the Registrar's Office at [ro@cincinnati.edu](mailto:ro@cincinnati.edu) from their Cincinnati State email account. The email must include the student's ID number and the list of courses you want to take (the subject code, course number, and section number). Non-degree students do not have to meet prerequisite requirements for most courses offered at Cincinnati State.

## Course Pre-requisites

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 & Sciences 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 five (5) years old to be valid. High school biology and chemistry classes must be 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. Students should see an advisor or program chair for specific program details. A grade of "C" or better is required for math and science courses in the Health Division. Science courses includes courses in Biology, Anatomy & Physiology, Pharmacology, Pathophysiology, Chemistry and Physics. Math courses includes any course with a "MAT" prefix and any foundational math course required by the College Placement Test. The specific level of science or math courses required may differ within the Health Divisions programs. Course Descriptions provide information on specific course prerequisites and are available online at:

<http://catalog.cincinnati.edu/coursedescriptions/>.

## General Education & 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 21, 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 Academic/Clinical Dismissal or Failure

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.cincinnati.state.edu/academics/admission/admission-overview>
2. Meet the GPA requirements as specified by the 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.

## 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.

## 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 & Public Safety Division programs must comply with both program and college wide requirements in order to be eligible for graduation.

Students should meet with his/her Program Chair to determine program graduation requirements. Student can view the college graduation requirements online at:

<http://catalog.cincinnati.edu/academicpoliciesandprocedures/graduationrequirements/>

## Graduation Process

The Office of the Registrar is responsible for monitoring student progress in completing degree and certificate requirements.

Students will be graduated at the end of the semester in which they complete all requirements for a degree or certificate. A student cannot reverse their graduated status after it has been conferred by the Office of the Registrar.

A student who graduates will receive his/her diploma or certificate by mail after the conclusion of the semester when requirements were completed.

Note: Graduation conferred by the Office of the Registrar is not the same as participating in the College’s annual Commencement ceremony. See Participation in Commencement, below.

Registrar’s notification to pending graduates: Students will receive email notification from the Registrar during the sixth week of the semester in which they are enrolled in the courses needed to complete their degrees or certificate. The notification will confirm that pending successful completion of those courses, the student will graduate from applicable degree or certificate programs. If a student does not wish to graduate, for any reason, he/she may opt out for the current semester. The student will automatically be placed in the group of those eligible for graduation at the end of the next semester.

Graduation petition: Students who believe they are eligible for graduation at the end of the current semester who do not receive notification from the Office of the Registrar can complete a “Petition to Graduate” eform available through MyServices. The Registrar and the appropriate academic Program Chair will review the petition and the student will be notified of the petition outcome.

Student preparation for graduation: During the semester when they expect to complete their final courses required for graduation, students should:

Check My Profile in MyServices to make sure these items are accurate:

- academic degree and/or certificate programs
- mailing address
- Monitor Cincinnati State email for communication from the Registrar regarding graduation.

## Participation in Commencement

A student may participate in the annual commencement ceremony if he or she meets all of the following requirements:

- The student will satisfactorily complete all requirements for an associate's degree during or before the semester immediately preceding commencement, or the student can complete all remaining degree requirements during the semester immediately following commencement. The ability to complete requirements in the semester immediately following commencement is defined as needing no more than 15 credits, which may include the final cooperative education, clinical, or internship placement.
- Students earning a certificate which requires 30 or more credits may participate in commencement if all certificate requirements will be completed during or before the semester immediately preceding commencement. The student has submitted a petition to graduate to the Office of the Registrar, by the published deadline applicable to the semester when the student will complete all degree requirements.
- The student has submitted an Intent to Participate in Commencement form online in MyServices by the published deadline

# Safety

## Campus Police

The Cincinnati State Campus Police Department has full police powers, and is a professional, fully-trained and equipped law enforcement agency.

Assistance for Cincinnati State Campus Police dispatch services (ext. 1558) is provided by the University of Cincinnati.

When calling 911 from any Cincinnati State landline the building and location is made available to emergency personnel.

## 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 & 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 smart devices.



# 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 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.

## 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.

## Drug & Alcohol Screening Policy

Students enrolled in any Health & 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 & 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 Health and Public Safety Records Compliance Manager. 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.

## 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

### 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.

### Attendance requirements for clinical

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 enlisted in the military reserves or National Guard who are called to active duty may drop or withdraw from all courses. This may be accomplished in person, by email, by fax, or by mail.

Students called to active duty must complete the following steps:

- Provide the Office of the Registrar with a copy of the military orders. The student may deliver the copy of the orders to the Office of the Registrar, mail it to Office of the Registrar, 3520 Central Parkway, Cincinnati OH, 45223; fax it to (513) 569-1883; or email to [registraroffice@cincinnati.edu](mailto:registraroffice@cincinnati.edu).
- Request to be dropped from all courses. If this is accomplished in-person, the student completes the Registration Activity Request form. For fax, mail, or email requests, staff in the Office of the Registrar may complete the appropriate form on the student's behalf.
- Indicate to the Office of the Registrar whether he/she attended any class sessions.
- If the student attended class sessions, he/she must provide the last date of attendance for each course to be dropped.
- In some instances, time constraints may prevent the student from completing a Late Withdrawal request. In this case, the student may present the military orders within 30 business days of his/her return to receive Late Withdrawal. The Office of the Registrar does not accept Requests for Late Withdrawal after that time period.

# 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.

# 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](http://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 and FBI check. The cost of background checks is the responsibility of the student.

## 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

When it is time for you to submit your background check, your Program Chair or Clinical Coordinator will provide you with instructions to do so. Your Program Chair or Clinical Coordinator will provide you with directions for obtaining a background check through Ohio's WebCheck system. Do not get a background check until you are directed to do so. A background check is good for one year from the time submitted. Your Program Chair or Clinical Coordinator will inform you if an additional background check is required for your program.

## Procedure for Review of Background Check

The Division Administrators 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 Administrator.
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 Administrator 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 a Program Chair.

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.

### **Federal Fraud/Sexual Offender Background Checks**

In addition to the FBI/BCI & I background checks, organizations require that all students complete background checks that assess if they have been placed on the Federal Medicare/Medicaid Fraud and Sexual Offender database. This background check is completed through Verify Students. Your program chair and clinical coordinator will provide you with information when it is time to submit.

### **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.

## Health Records

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.

Your Program Chair or Clinical Coordinator will direct you in the process of submitting health information. As programs move to Verify Students/Immunitrax, the online documentation system, there will be a cost associated with maintaining health records.

## Student Health Insurance Requirements

Cincinnati State requires 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](http://www.healthcare.gov)
- [www.healthpocket.com](http://www.healthpocket.com)
- [www.ohio-health-care.org](http://www.ohio-health-care.org)
- [www.gradguard.com/health](http://www.gradguard.com/health)
- [www.hcjfs.org](http://www.hcjfs.org)
- [www.gohealthinsurance.com](http://www.gohealthinsurance.com)
- [www.ehealthinsurance.com](http://www.ehealthinsurance.com)

## Liability Insurance for Health & 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 experience 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 Program Faculty. The Program Faculty will provide assistance regarding the need to complete an incident report.

## Student Process

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 Process

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 Executive Assistant to the Dean.
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 Details:

Incident date:  Incident Time:  Program:

Location/Address of Field Experience:

Site Phone Number:  Clinical Contact:

Student Name:  Student ID:  DOB:  : Age:

Student Address:  Student Phone Number:

Description if incident/injury:

Person Notified:  Title:  Date Notified:

## Background/Details (Details related to incident)

## *Faculty Use Only*

Recommendations/ Follow-up: (Important note and instructions, witnesses names, others injured and contact information attach additional pages if necessary)

Did the student refuse treatment?  Yes  No

Did the student follow clinical site's policy on incident reporting?  Yes  No

Prepared by: \_\_\_\_\_ CSTCC Program: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Acknowledgement Receipt

## 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 online at for additional <http://catalog.cincinnatistate.edu/studentrightsandresponsibilities/studentresponsibilities/> information.

Print Name Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Receipt of Handbook

I have received a copy of the 2022-2023 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 online at <https://www.cincinnatistate.edu/catalog> any policies specific to my program.

Print Name Signature \_\_\_\_\_

Date \_\_\_\_\_

Sign this sheet and return it to your Program Chair.