Student Handbooks constitute Student Policy and are revised as needed. Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences  May 29, 2014
PROGRAM DESCRIPTION: NURSING

This Nursing Student Handbook serves to supplement the current TCL Catalog and Division of Health Sciences Student Handbook to provide additional guidance for students enrolled in the Nursing Program. It constitutes Student Policy. It undergoes revision annually and as necessary. Review online at http://www.tcl.edu for updates.

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Philosophy

The philosophy of the nursing program is congruent with the mission of the Technical College of the Lowcountry (TCL). The nursing faculty serves the profession, community, and society. Both TCL and the nursing programs strive to create an atmosphere of excellence in teaching and learning. Within the college’s open atmosphere of shared values, the nursing program encourages creativity, innovation, and resourcefulness among its students and faculty. With these commitments, a positive, student-centered environment is created and individuals are empowered to learn and develop throughout their lifetimes.

Nursing is an art and a science distinguished by personalized and holistic care. The nursing process is the framework for the provision of care and promotion of health for people with varying capacities to function in society. The nurse promotes health or death with dignity. Theory and research drive the science of nursing while caring embodies the art of nursing. Caring serves to protect and promote dignity and creates a climate of support, respectful of beliefs, cultural values, and lifestyles. All people have the right to expect excellence in health care to be treated with dignity, justice, and compassion.

Education is a lifelong, interactive process of teaching and learning. Teaching is a goal-directed, facilitative process that is based on the needs of the learners and used by both faculty and students. Learning is enhanced by an educational climate that fosters self-direction, self-esteem, and analytical reasoning. The learner is expected to be involved, responsible, and committed to ongoing and life long learning.

Nursing education uses biological, behavioral, social, and nursing sciences to provide students with the opportunities to meet their learning needs. It is the responsibility of the faculty to develop, implement, and evaluate the program of learning and to promote an environment that fosters mutual respect and the development of self-initiated personal and professional goals. At the completion of each level of the nursing programs, graduates are able to function safely and effectively as beginners within their scope of practice.

The faculty of the nursing program believes that nursing is an interactive, multi-leveled, differentiated discipline requiring collaboration across systems. Tenets of effective collaboration are shared planning, decision-making, and accountability with mutual respect. Each level of practice and education are connected and build, one upon the other, in skill and complexity. The faculty believes that facilitating the transition from one level to the next encourages individuals to continue their nursing education. Continued nursing education leads to improved nursing practice and ultimately contributes to the well being of society.

Addendum

The Nursing program at the Technical College of the Lowcountry has adopted the Accreditation Commission of Education in Nursing’s (ACEN) definition of distance learning. ACEN (2013) defines distance education as

“An educational process in which the majority of the instruction occurs when a student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, and/or computer technologies. Distance technology includes instructional methods that may include one-way or two-way transmissions, audio, video, the Internet, and/or computer technologies.” (ACEN, Accreditation Manual, Glossary, p. 2).
The Philosophy of the nursing program at the Technical College of the Lowcountry, which reflects faculty beliefs, serves as the foundation for a program of study that builds in complexity and scope. Six major concepts emerge from the philosophical beliefs. These concepts include professional behavior, communication, teaching and learning, caring, holism and clinical competence. Functional Health Patterns, along with the six major concepts, establish the organizing framework for the program of study, giving structure and direction for learning activities and objectives.

### Program Outcomes

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Health Sciences\Curriculum Committee\Philosophy & Program Outcomes
Dev.2002;
Reviewed 2008; 2009; 2010; 2011; 2013;
Revised 05/12; 05/14

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SECTION I: ACADEMIC INFORMATION

GRADING
Each laboratory/clinical rotation is graded as "satisfactory" or "unsatisfactory." Students must receive a "satisfactory" in laboratory/clinical in order to progress in the program sequence. An overall grade of "unsatisfactory" in laboratory/clinical will result in an overall grade of "F" for the course. Specifics related to each course are defined in the syllabus.

DISTANCE LEARNING
For nursing courses offered at New River, every effort is made to minimize students’ travel to the Beaufort campus. However, there will be circumstances that require the student to attend an event on the Beaufort campus.

ON-LINE AND WEB-CENTRIC COURSES
Some nursing courses are offered on-line. All courses not offered on line have a web-centric component. It is the responsibility of the student to ensure that they have access to a computer with a web browser and internet connection. In addition, each student must arrange to attend a course orientation prior to beginning his or her first on-line or web-centric course.

ATI ACHIEVEMENT TESTING
Achievement tests are given throughout the program to assist in the evaluation of individual student progress and to support student success. ATI achievement tests required in a course and the due dates for completion are included in the course syllabus. Students who do not achieve required scores must meet with the course coordinator and complete prescribed remediation. The due date for completion of remediation, when required, is prior to the final exam. Failure to complete testing or required remediation by specified dates results in a grade of Incomplete ("I") for the course and non-progression in the nursing curriculum. Students having difficulty with either the tests or remediation components must speak personally with the course coordinator at least three (3) business days in advance of the published due dates.

COURSE EXAM PROCEDURES
The following guidelines are enforced during examinations given in the classroom.

The following guidelines are enforced during test reviews after an examination is given in the classroom.

1. All personal items [purses, book bags, etc.] must be placed at the front of the classroom before a test begins.
2. Students may use only basic, 4 function (add, subtract, multiply, divide) calculators.
   A. Calculators may not be shared between students for testing.
   B. No other electronic devices are permitted in the testing area, including cell phones and smart phones.
   C. There is a 10 point penalty on the test for any noise emitting from an electronic device.
3. If students must leave the room during a test, they must turn in the test as complete. They may not leave and return.
4. In general, 60 minutes are allotted for 50 item tests.
5. Variations in testing accommodations are made only based on written documentation from the TCL ADA officer. It is the student’s responsibility to contact the course coordinator before each exam for testing arrangements.
6. Faculty does not answer questions about a test while it is being administered.
7. If a student wants to speak to the test proctor, the student must raise his/her hand and wait for the proctor to come to him/her. The student may not leave his/her seat.
8. Students record the last 6 digits of their college identification number on the answer [bubble] sheet.
9. Online testing occurs only at the testing center on the Beaufort campus.
10. Students who are tardy for an examination will take the examination in the remaining allotted time.

The following guidelines are enforced during test reviews after an examination is given in the classroom.

1. Tests may be reviewed with the entire class. All security measures applied during testing are utilized. In addition, students may not have writing devices during a test review.
2. Students may not take notes or use recording devices during test reviews.
3. Students with academic problems should be encouraged to schedule individual test reviews with a member of the teaching team.
STANDARDS FOR ACADEMIC PROGRESS
Students are expected to follow professional standards of conduct. Guidelines for these standards include the following:

3. Policies and Procedures of the Division of Health Sciences and college.
4. Policies and Procedures of the clinical health care facility including (but not limited to) HIPAA and Standard Precautions.

A student whose behavior does not conform to the professional standards of conduct may be required to leave the clinical setting. The student may be required to make-up the clinical day at the convenience of the faculty. A student may also be required to appear before a faculty committee for failure to conform to professional standards of conduct. A student whose behavior threatens or endangers the well-being of the patient will be terminated from the course and a grade of "F" will be issued. Students terminated for this reason may be reported to licensing/credentialing agencies.

TESTING FOR NURSING ASSISTANT CERTIFICATION
Nursing students are eligible to take the test for certified nursing assistant (CNA) after successful completion of NUR 102, Basic Nursing Skills.

CONDITIONS FOR RE-ENTRY TO NURSING PROGRAMS
Re-entry into the nursing program must be requested when a student withdraws from a nursing course, is unsuccessful in a nursing course, or steps out of the nursing program for a semester or longer. Students are eligible for re-entry into the nursing program one time only. Students seeking re-entry, must meet with their advisor, develop a plan for success, and complete a re-entry checklist. In consideration for progression/re-entry to the nursing program, first preference is given to residents of Beaufort, Hampton, Jasper, and Colleton counties. Second preference is given to residents of other South Carolina counties, and finally residents from other states. All re-entry decisions are contingent on space availability. All health status and background requirements must be current or updated. Students who are unsuccessful in either of the first two nursing courses (NUR 102 or NUR 105) must apply as new applicants.

I. Criteria
   A. Re-entry into the nursing program is contingent on
      1. TCL GPA at least 2.0
      2. plan for success approved by nursing advisor
      3. meeting with TCL Retention Coordinator
      4. re-entry checklist completed and signed by health sciences advisor
   B. Students who left the nursing program for academic reasons and has two WFs or failures in any level nursing course but who has not completed PN option (eligible for PN option only)
      1. has successfully completed NUR 155 & NUR 158
      2. plan for success approved by health sciences advisor
      3. re-entry checklist completed and signed by health sciences advisor
   C. Advanced Placement Licensed Practical Nursing students must maintain an active license in addition to meeting criteria outlined above.

Any student who has the course sequence interrupted for a semester may be required to validate knowledge and skills as condition for re-entry. This may be accomplished through skills competency validation, testing, or repeating previously completed courses.

STUDENT EXPENSES ASSOCIATED WITH GRADUATION/PINNING/LICENSURE
The following items are expenses the student may expect to incur related to completing their program of choice, beyond tuition and books.

Graduation: rental of cap and gown
Pinning: white uniform; new shoes; invitations; nursing pin; nursing lamp; nursing cap
Licensure: CNA exam; NCLEX fee (PN and RN); licensing fee (PN and RN)
Miscellaneous: tuition and hotel fee for overnight stay during NCLEX review courses
USE OF ELECTRONIC DEVICES
No pagers, phones, or any other electronic devices are allowed in the clinical facility. Phones, electronic devices, and other internet recording or messaging devices are not allowed in the clinical area and are not allowed during testing.

CLINICAL BREAKS
Students are eligible for a fifteen-minute break during clinical experiences that are less than seven hours. Students are eligible for a thirty-minute break during clinical experiences that are greater than seven hours. Students must notify the instructor upon taking a break and returning from a break. It is the student’s responsibility to ensure patient needs are met during their absence. Students may not leave the clinical facility campus during their break.

CLINICAL ROTATIONS
Students explore learning opportunities at multiple clinical sites throughout the Lowcountry. Students engage in various clinical rotations in Beaufort, Jasper, and Colleton counties as assigned. Clinical rotations may include days, evenings, nights, and/or weekends. Students are accountable for all eligibility requirements stated in the TCL catalogue. Students must be eligible and able to attend clinical rotations at sites the program utilizes for clinical practice.

TARDINESS
Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas. Failure to attend class, clinical, and lab on time as measured by the clock in these areas may result in point reductions or unsatisfactory clinical evaluations. See course syllabi for details.

E-MAIL
It is the student’s responsibility to establish and monitor a current TCL email address at least twice daily.

DISTANCE LEARNING
The student will be required to attend some courses at the Beaufort campus. Please refer to TCL catalogue for more information.

STUDENT HEALTH
It is the student’s responsibility to provide required health documentation and submit a completed change in health status form to the Health Sciences office.

DEFINITION OF STUDENT COMPLAINT
A complaint is an oral or written claim concerning an academic issue or a college occurrence initiated by a student alleging improper or arbitrary treatment. Disagreement with an administrative decision is not a complaint unless it alleges improper or arbitrary treatment.

UNIFORM POLICY
The patient’s first impression is primarily based on appearance. Patients have more confidence in a clinician who is well groomed and presents a professional appearance. Therefore, TCL Nursing Programs adhere to the following student uniform policy related to the clinical setting.

ALL STUDENTS
1. Name pins and TCL photo ID are to be worn on right upper front of shirt.
2. Students must be in required, properly fitting uniform and comply with all regulations of the nursing program of study. White clinical lab coats with TCL patch on left sleeve may be worn to the hospital but must be removed during patient care activities. Patch must be replaced if it becomes faded. Scrub jackets are optional. If scrub jacket is worn it must be the same color as the uniform with a patch on the left sleeve and be worn with name pin and TCL photo ID.
3. Student uniforms are to be worn for college scheduled clinical sessions. Students may wear the student uniform only during activity associated with the college program. It is recommended that uniforms not be worn in public places.
4. Uniforms must be clean, pressed and in good repair.
5. Undergarments are required, must provide appropriate coverage, and be color-coordinated with uniform or not visible.
6. Plain black or white leather shoes with black or white shoelaces as appropriate. No color logos and/or designs. Entire foot must be covered. No sandals, canvas, or open toe shoes.
7. Students should refer to the syllabus for appropriate dress for observational experiences.
8. Faculty in the clinical area has the final decision on attire.
9. Clinical facilities may have different uniform requirements than detailed in this policy.

**FEMALES**

Females should wear properly fitting white scrubs with college patch above front left pocket. Patch must be replaced if it becomes faded. Tops must have jewel-style neckline. If V-neck tops are worn, a plain white, short-sleeved, or long sleeved crew or mock neck shirt is to be worn under scrub top. Plain white socks or stocking without design. Uniform dress is to be knee length.

**MALES**

Males should wear properly fitting white scrubs with college patch above front left pocket. Patch must be replaced if it becomes faded. Tops must have crew-style neckline. If V-neck tops are worn, a plain white, short-sleeved, or long sleeved crew or mock neck shirt to be worn under scrub top. Plain white socks are to be worn without design.

Name pins may be purchased from Uniforms for the Low Country, 1400-A Ribaut Rd., Port Royal, 843-524-9355 or Buff’s, 1507 Salem Rd., Beaufort, and 843-524-3600. Orders should be placed at least 3 weeks prior to start of clinical.

**Pre-clinical planning & other hospital &/or agency experiences** Students may wear appropriate attire with a white clinical lab coat (with TCL patch on left sleeve) & name pin & TCL photo ID for these sessions. Sandals, jeans, shorts, halter-tops, sweat suits, (tops or bottoms), tank tops, leggings, denim or denim-like material are not appropriate attire. In addition, neckline of blouse, shirt, or dress must be conservative. Material may not be transparent. “Underwear brands” of shirts may not be worn.

**Classroom and learning lab** Students may wear appropriate attire as described in the current college catalog and student handbook.

**Equipment for the clinical experience**
1. Name pin and TCL ID photo ID. TCL photo ID badges are obtained from Student Records.
2. Stethoscope
3. Wrist or pocket watch with second counting capability
4. Bandage scissors
5. Pen light
6. Black ballpoint pen
7. Note pad

**HYGIENE**

Since the practice of nursing involves close physical contact with patients, during clinical experiences students are required to maintain professional standards of hygiene and grooming at all times. Daily showering/bathing, use of unscented deodorant, clean clothing, well-groomed haircut, and conservatively trimmed hair including mustache and beard, are required of all students at all times. Because some students and patients may be sensitive to scent, grooming products used should be unscented and colognes and perfumes should not be used. Smoking is discouraged, and if a student smokes, care must be taken to remove odors from clothing, skin and hair.

**Miscellaneous**
1. Jewelry
   a. No jewelry may be worn other than a wedding band and watch. No necklaces, bracelets or additional rings.
   b. Students with pierced ear lobes may wear one pair of small plain posts. No loops or other decorations.
   c. No additional visible body jewelry may be worn in the clinical setting.
2. Tattoos or other forms of body art must be covered.
3. Hair
   a. Must be arranged in a style that keeps it secured and off the collar.
   b. Fasteners should be of neutral color. Bows or ornate fasteners are not appropriate.
4. For patient safety, fingernails must be of fingertip length, neatly trimmed, filed, and clean. Students may wear clear nail polish. Acrylic, gel, or silk wrap nails are not allowed.
5. No chewing gum in clinical setting.
6. Perfume or strong shave lotions are not appropriate and may not be worn in clinical settings.
7. Proper personal and oral hygiene are required.
8. Students must adhere to the smoking policy of the clinical facility.

SECTION II: PROGRAM INFORMATION

AMERICAN NURSES ASSOCIATION (ANA) CODE OF ETHICS (2001)
(Code of Ethics available at the ANA website.)

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION
With reasonable accommodation, the student should be able to demonstrate the following abilities.
1. Critical thinking ability sufficient for clinical judgment (e.g. identifies cause-effect relationships in clinical situations, develops plan of care).
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g. establishes rapport with others).
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g. moves around in patient’s rooms, workspaces, and treatment areas, administers cardiopulmonary resuscitation procedures).
5. Gross and fine motor abilities sufficient to provide safe and effective care (e.g. calibrates and uses equipment; positions patients).
6. Auditory ability sufficient to monitor and assess health needs (e.g. hears monitor alarms, emergency signals, auscultatory sounds and range of sounds necessary to assess patient health status, cries for help).
7. Visual ability sufficient for observation and assessment necessary to provide care (e.g. observes physical condition and reads monitors and patient information systems).
8. Tactile ability sufficient for physical assessment (e.g. performs palpation, functions of physical examination and/or those related to therapeutic interventions i.e. insertion of a catheter). Note: Examples are not all inclusive.
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Health Sciences\Curriculum Committee\Philosophy & Program Outcomes
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Approved by Marge Sapp, Dean Health Sciences May 29, 2014
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SECTION I: ACADEMIC INFORMATION

A. ACADEMIC ADVISEMENT

Each student in a Health Sciences Program is assigned a faculty advisor to assist in scheduling courses in the curriculum. It is the responsibility of the student to schedule an appointment with his/her advisor during each registration period, including when the student is registering on-line. Any student who has problems that interfere with satisfactory attendance, progress, and performance is encouraged to meet with their advisor to discuss these issues.

B. ACADEMIC MISCONDUCT (See TCL student handbook and course Syllabi)

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses.

C. PROGRESSION: STANDARDS FOR ACADEMIC PROGRESS

- The Health Sciences grading scale will be used to determine grades.

  90% - 100% = A  
  82% - 89% = B  
  75% - 81% = C  
  70% - 74% = D  
  0% - 69% = F

- **Grading Methodology.** The final grade must be 75.000 or more in order to pass the course and progress in the program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in any Health Science Program, and does not meet progress requirements.
- Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Make up quizzes and/or examinations may be offered, at the instructor’s discretion, during the final examination period. Additional options for makeup testing include reweighting the final examination. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination. Grades are posted within one week of administration of tests and examinations.
- Students with concerns or questions regarding grades awarded for a graded activity should contact the course faculty within one week of the grade being posted.
- Students in the Health Sciences Programs are also subject to the standards detailed below:
  1. All required courses taken prior to acceptance into a Health Sciences program must be completed with a “C” or better.
  2. Program courses must be completed in the sequence outlined in the current TCL catalog. No co-requisite course may be delayed. A curriculum profile detailing required program courses in their sequence will be developed upon entry into the program. This profile must be adhered to; any deviation from the sequence may result in the student being withdrawn from the program.
3. Students are eligible to reenter a program only one time. Conditions for re-entry in program student handbooks must be met.

4. Students with two failures within their program of study are not eligible for re-entry.

5. Students are required to maintain an overall TCL 2.0 grade point average (GPA) in order to progress and to graduate.
6. Two failures within the discipline (MTH, NUR, PTH, RAD, and SUR) will result in the student being withdrawn from the program.
7. All curriculum requirements must be met in order to successfully complete the program.
8. A no-call, no-show for any clinical experience will result in the student being withdrawn from their program.
9. All health forms, CPR, and health insurance requirements must be completed annually to participate in laboratory/clinical. In addition, a drug screen and background check is required upon entry into the program. It is the student’s responsibility to keep these requirements current and to submit the appropriate documentation to the Health Sciences office. Failure to do so will result in withdrawal from program.
10. A student will not be able to progress in the course sequence if:
   a. there is a demonstration of a consistent pattern of negligence and/or unsafe clinical practice documented by the clinical instructor.
   b. there is professional negligence and/or verbal, physical or emotional abuse of a patient.
   c. there is a breach of professional standards of conduct. Such actions might include but are not limited to:
      1. failure to recognize the need for assistance when unprepared for clinical action.
      2. failure to take clinical action when such action is essential to the health and safety of the patient and is within the student’s scope of knowledge.
      3. arrest and/or criminal charges while enrolled in a health science program. It is the student’s responsibility to notify the dean or program director on the first class day after an arrest.
      4. attending clinical while under the influence of alcohol and/or drug(s). Use of substances that interfere with the judgment, mood, and/or motor coordination of health science students pose an unacceptable risk for patients, health care agencies, the College, and the faculty. Therefore, use of alcohol, illegal drugs or other substances and/or the misuse of legal therapeutic drugs by health science students while engaged in any portion of their educational experiences is strictly prohibited. Faculty members who suspect a violation of this TCL policy are required to take action. Students are required to be knowledgeable of and abide by this college policy.
      5. failure to manage one’s behavior in such a manner as to have an adverse effect on the relationship with a patient, significant other, clinical site, or colleague.
      6. deliberately giving inaccurate information or withholding pertinent information regarding clinical care.
      7. falsifying medical records
      8. performing clinical activities detrimental to the health and safety of the patient, outside the scope of knowledge/practice, or without appropriate supervision.
      9. failure to assume responsibility for completing clinical activities.
   10. breach of patient privacy or rights.
   11. failure to achieve satisfactory completion of clinical competencies designated for each program.
   12. failure to achieve a satisfactory laboratory/clinical evaluation.
D. REQUIREMENTS FOR GRADUATION AND THE AWARD OF ASSOCIATE OF
APPLIED SCIENCE DEGREE
1. Completion of the Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences courses at TCL
5. Completion of all Health Sciences courses within 3 years of beginning the program (including SMART courses)
6. Recommendation of the faculty

E. REQUIREMENTS FOR GRADUATION AND THE AWARD OF DIPLOMA OF HEALTH SCIENCE
1. Completion of Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C”
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences clinical courses at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

F. REQUIREMENTS FOR GRADUATION AND THE AWARD OF CERTIFICATE OF
HEALTH SCIENCE
1. Completion of the Health Sciences courses, and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of all Health Sciences course at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

G. WITHDRAWAL FROM HEALTH SCIENCES PROGRAMS
The Withdrawal Policy of TCL will be followed as outlined in the current College Catalog and the course syllabus. In addition, the requirements of Health Sciences Programs stipulate that once the student is in the course sequence, course withdrawal may result in withdrawal from the program. It is the student’s responsibly to assure that all paperwork is completed and submitted. If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and receive the grade that was achieved while enrolled.

SECTION II: GENERAL STUDENT INFORMATION
1. All pagers, cell phones and other electronic devices that may disrupt the environment must be turned off during lecture and lab periods.
2. No pagers or phones are allowed in the clinical area. No exceptions will be made (See program handbook).
3. Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing.

4. Clinical site assignments are subject to change and registration in a particular section does not guarantee a particular clinical slot.

5. Students may not attend clinical on any unit on which they are employed.

6. Family members will not be assigned to the same clinical or campus laboratory sections.

**ATTENDANCE POLICY**

(Consult the college catalog for details regarding the current college attendance policy.)

The faculty of the programs in Health Sciences has a responsibility to assure that all Health Sciences students have an adequate background of knowledge and skills. The faculty must insure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide knowledge of patient care and opportunities to apply this knowledge toward developing skills in the clinical laboratory.

**A. Clinical Absence**

In the event of unavoidable clinical absence, the student must follow the protocol outlined in the course materials. A medical excuse may be required. Absences from the clinical area may result in the student’s inability to demonstrate mastery of the clinical outcomes for a course. “No call, no show” for clinical is unprofessional conduct and the student will be withdrawn from the program.

**Data and feedback collected from affiliated clinical sites**

The Massage Therapy, Nursing, Physical Therapist Assistant, Radiologic Technology and Surgical Technology Program Directors contacted clinical sites throughout the TCL service area to gather feedback on the “No Call/No Show” policy. Sites contacted included acute care and long term care facilities, freestanding providers, emergency clinics, surgical service facilities, and spas; these sites hire many graduates of TCL Health Science programs. Responses from affiliated clinical sites contacted voiced strong support of the “No Call/No Show” policy as it is currently written. Respondents cited the following reasons for supporting the policy: The policy

1. holds students accountable and promotes professional behavior enforcing a strong work ethic.
2. allows the clinical site to schedule procedures and activities to provide optimal learning experiences.
3. is imperative to providing quality patient care.

**Recommendation**

Program Directors unanimously recommend that the “No Call/No Show” policy be maintained as currently written.

**“No Call/No” Show Process**

1. Student does not show up at clinical site and does not follow protocol outlined in syllabus.
2. Instructor contacts student informing he/she that they must meet with the instructor and program director prior to returning to class, campus laboratory, or clinical.
3. Instructor notifies Program Director and Dean that a potential “no call/no show” has occurred.
4. Instructor and Program Director meet with the student and provides student an opportunity to share his/her account of the events resulting in the potential “no call/no show”. At this meeting the student, the instructor and Program Director inform the student that:
   a. he/she did not follow protocol and is dismissed from program.
   b. that he/she should meet with the dean if they feel that actions taken were unfair.
   OR
   c. agree that student did not violate the “no call/no show” policy.

5. Student may schedule an appointment with Dean. At this meeting the student is provided with the opportunity to share his/her account of the events resulting in the potential “no call/no show” and actions taken. If, after meeting with the student and reviewing information related to the event the Dean determines:
   a. that the “no call/no show” policy was not violated the student will remain in the program while the Dean meets with all program faculty to review the related events and determine what action, if any, should be taken.
   b. that the “no call/no show” policy was violated the student is dismissed from program on the date of the meeting. The Dean provides the student with information on the grievance process and the VP of Student Affairs contact information; the dean informs the Vice President of Student Affairs that student may be contacting the VPSA office for an appointment.

B. **Tardiness**

   Punctuality is an important element of professional behavior. Students are expected to arrive on time. The clock at the clinical agency/classroom/lab is used to determine tardiness. Should a pattern of tardiness develop, the problem will be handled by the instructor and may result in an unsatisfactory for the course, laboratory, or clinical.

C. **Hazardous Weather**

   See course syllabus

D. **Jury Duty**

   Students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delay in this process may jeopardize the chances of the student being excused by the court. All missed classroom, laboratory/clinical experiences must be addressed with the Dean for the Division of Health Sciences and the course coordinator. The student is responsible for obtaining the missed classroom materials from the course coordinator.

**HEALTH SCIENCES COMPUTER LABS**

The Health Sciences Programs tutorial computer lab is available for Health Sciences student use Monday - Friday from 8:30 am to 4:00 PM. This lab is for computer assisted instruction purposes for components of Health Sciences curricula. Course materials may not be printed from this lab. Students are requested to follow the instructions for the operation of the computers and for each program carefully.

**GRADE REVIEW**: Refer to current TCL College Catalog/TCL Student Handbook
CHANGE OF NAME, ADDRESS, EMAIL ADDRESS OR TELEPHONE NUMBER
Any change of name, address, email address or telephone number must be reported immediately to the Division of Health Sciences and TCL Student Records. The Division of Health Sciences will not be held responsible for failure of students to receive essential information if an incorrect address/e-mail is on file. All students are required to maintain a TCL e-mail account throughout their program.

PARKING
A. Campus Parking
Students must park in designated parking areas and obey all parking regulations as established by the College. Violations are punishable by fines, towing of vehicle at the owner’s expense and/or loss of driving privileges on campus. Speed limit signs are posted around the buildings and parking areas. Students who exceed these limits will be denied the privilege of bringing their vehicles on campus. Students who expect to operate a motor vehicle on campus must register the vehicle upon enrolling at TCL. For more information, contact the TCL Security office.

B. Clinical Facility Parking
Students are to park in areas specified by the facility. Students are NOT to park in areas designated for visitors to the facility or physicians. Students assigned to Beaufort Memorial Hospital may park in TCL student parking areas only.

TRANSPORTATION
In order to provide students with a varied and comprehensive clinical experience, various clinical and observational sites within an approximate 60-mile radius of Beaufort are utilized. Students are required to provide their own transportation to these sites. Students are encouraged to carpool.

TUITION/FEE PAYMENT
No student will be permitted to attend classes until tuition is paid. Students should refer to the current TCL catalog.

SECTION III: PROFESSIONAL CONDUCT

PRIVACY AND CONFIDENTIALITY
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of the Health Sciences student to maintain the confidentiality of patient information. Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient. Students are not allowed to have cell phones or cameras in clinical facilities. See guidelines for appropriate use of social networking. Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees and physicians.

Confidential information includes but is not limited to:
  a. the identity and addresses of individuals served and services they received;
  b. the social and economic conditions or circumstances of any person served;
  c. agency evaluation of information about a person or health facility;
d. medical data, including diagnosis and past history of disease or disability, concerning a person, and confidential facts pertaining to health facilities;

e. the identity of persons or institutions that furnished health services to a person;

f. information identified as confidential by appropriate federal and state authorities;

g. special care needs to be taken to preserve the dignity and confidentiality of patients, including those patients with infectious diseases or conditions.

h. the patient has the right to every consideration of his/her privacy concerning his/her own medical care. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly.

i. the patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential. All patient information shall be regarded as confidential and available only to authorized users.

Breach of this policy may result in disciplinary action and/or termination from the program.

GUIDELINES FOR APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES

1. Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Health Sciences Division, clinical sites or The Technical College of the Lowcountry. It is also important to ensure patient information is not made publicly available. The Health Sciences Division has adopted the following guidelines to assist students safely using these sites.

2. Personal Privacy
   A. We recommend setting your profiles on social networking sites so that only those individuals who you have provided access may see your personal information.
   B. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
   C. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

3. Protection of Patient Information
   A. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
   B. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
   C. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine to whom you are referring based on the context.

4. Professionalism
   A. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or your colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
   B. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
C. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture, lab, and clinical assignments is prohibited.

D. Keep in mind that photographs and statements made are potentially viewable by future employers.

E. Students may be subject to disciplinary actions within the College for comments that are unprofessional or violate patient privacy.

F. Keep in mind you are representing The Technical College of the Lowcountry Health Sciences Division when you log on a site and make a comment or post a photograph.

**CONVICTION OF A CRIME**

Conviction of a crime (other than a minor traffic violation) may make a student ineligible to take the national certification or licensing examination(s) upon graduation or for application for licensure in South Carolina and other states. Early notification to the appropriate State Licensing/Credentialing Board is recommended.

Criminal conviction or pending criminal charges of any of the following will likely make the applicant ineligible to apply for licensure:

A. crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill)

B. crimes involving the distribution of illegal drugs

C. crimes that involve Moral Turpitude

It is the responsibility of the applicant to contact the appropriate licensing board for clarification or advisement.

**SECTION IV: DIVISION REQUIREMENTS**

**CPR CERTIFICATION**

Students must have a current American Heart Association Basic Life Support health Care Provider CPR certificate. This certification must be kept current according to the expiration date of the card and maintained throughout the program. It is the student's responsibility to complete CPR certification. Students will not be permitted in the clinical area without current certification.

**HEALTH STATUS**

Student health information is kept confidential. Release of health forms to clinical facilities may be required to be eligible for clinical rotations. The Health Science Division retains health files for 90 days after a student graduates or withdraws from a program; students no longer in a program may obtain their records from the division office.

1. **Health Examination**

Prior to entering Health Sciences program students must have a Division of Health Sciences history and health examination form completed, along with required immunizations/testing, by a licensed health care provider by the designated date. Results of the history and health examination must conclude that the student is mentally, physically and emotionally qualified for college classes and patient care. Students who do not submit the required Division of Health Sciences health documentation by the designated date will not be permitted to continue in the program.

2. **Drug Screen**
Drug screens for illicit, mood altering, or non-prescribed substances are required prior to clinical experiences. Students with positive results will be excluded from the clinical setting and withdrawn from the program.

In addition to the initial screening that occurs prior to clinical experiences, students may be subject to testing per agency affiliation agreement and/or for cause, such as slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. The suspected individual will be asked to have a drug screen done immediately, at his/her own expense, with a report sent to the Program Director within 24 hours. The student will be dismissed from all clinical activities until the issue is resolved. Failure to submit to the drug screen or attempting to tamper with the sample or the results will result in the student not being allowed to satisfy clinical objectives, therefore completion of the course and progression in the program will not occur.

3. Health Update

Prior to beginning the second year, Health Sciences students must complete a health update that includes TB skin testing/or chest x-ray. Failure to do so will prevent the student from continuing in the program.

4. Change in Health Status

Students must notify the Dean of the Division of Health Sciences of any changes in health status that occur following admission to the program i.e. pregnancy, injuries, major illnesses or surgery. Documentation from a health care provider that the student is mentally, physically and emotionally capable to undertake the requirements of the program in which they are enrolled will be required on the Changes in Health Status form in order for the student to continue in the Health Sciences program.

5. Pregnancy

Any student who is pregnant must have her health care provider complete the division Changes in Health Status form regarding her ability to perform all expected clinical functions fully, safely, and without jeopardizing the health and wellbeing of the student, fetus, or patient before registration each semester. In order to resume her class and clinical activities after delivery, the student must bring a written statement from her healthcare provider on the Changes in Health Status form. Students who do not bring these statements will not be permitted to continue their clinical experience. If a student does NOT declare her pregnancy, the Division of Health Sciences will assume that a pregnancy does NOT exist.

BACK GROUND SCREENING

Students must complete a background screening, at the website provided, by the designated date. Failure to so will result in withdrawal from the program. Conviction of a crime may make a student ineligible to participate in clinical experiences resulting in removal from the Health Sciences program.

INSURANCE

1. Accident Insurance

TCL students are provided with accident insurance coverage. Students are covered to and from classes and clinical, while on campus and while engaged in an assigned TCL clinical activity. A student who is injured on campus or while in the clinical setting must immediately notify the instructor. The clinical instructor will arrange for the student to receive appropriate care. The student and instructor must complete an accident form promptly for submission to the TCL Student Affairs Office. The accident form and copies of any charges incurred must be taken to the TCL Student Affairs Office promptly. The appropriate incident forms will be completed as indicated by the policy of the health care facility.

2. Malpractice Insurance

College students are covered by a college policy for a fee. The fee for the premiums is paid the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage. Re-entry students must confirm the correct major and that the proper fees are assessed.

OSHA’s Bloodborne Pathogens Standard

Health Sciences students will receive training on bloodborne pathogens and are expected to follow Center for Disease Control Standard Precautions at all times.
ADDENDUM:

Please be aware that as of August 24, 2015, students within the Health Sciences Division should not create travel plans while partaking in any Health Sciences program. Health Science students must wait until they have reviewed their assigned class schedule/clinical schedule, and have met with the course coordinator to discuss if any schedule alterations are possible. **Clinical swaps will not be permitted.** Clinical assignments are considered final and may only be altered at the request of the course coordinator or clinical site. Students may not request changes to their clinical obligations once they are assigned.