

# Allied Health Registration Requirements Checklist

Full Name:

Program(s):

Date of Entry:

Status:    First Year    Re-entry

Copy of Photo ID

High School Diploma or GED

WorkKeys/WIN Results:    LI                                  RI                                  MATH                                  Test Date:

Multiple Measures:

SLED Check (repeat after one year) Date Conducted:

CPR for Healthcare Providers Card, Exp. Date                                  (Cannot expire during course; AHA approved only)

OR Class Reg. Date:

TB Skin Test, # 1 Date                                  #2                                  OR Chest X-Ray                                  (repeat after one year)

Hepatitis B Waiver

Health Status Form

Course Requirements (Signed forms, give copies to student) Completed:

Voucher/Authorization/Payment Plan/Scholarship Form Date:

Notes:

## Allied Health Course Requirements

1. Proof of current CPR certification; Basic Life Support for Healthcare Providers (AHA approved)
2. WIN/WorkKeys OR other approved entrance/placement exam.
3. Approved criminal background check through SLED
4. Health Documentation Program Requirements must be completed:
  - a. Hepatitis B Waiver
  - b. Documentation of negative 2-step PPD or Chest X-ray and/or documented evaluation of signs and symptoms of tuberculosis within the past 12 months
  - c. Change in Health Status Form
5. Scrubs must be worn during all clinical rotations
6. A 90% attendance rate is mandatory for the entire course. Total attendance is calculated by hours of instruction. Students receiving tuition subsidies (sponsorship, scholarship, etc.) must attend the first day of class or tuition subsidies will be withdrawn. Three tardies is the equivalent of one absence.
7. Passing average of 75% required for successful course completion (70% for EMT per SCDHEC Regulations).
8. Only one attempt at certification exam is provided upon successful completion of the course, additional attempts are the responsibility of the student and/or the student's sponsor.

### Allied Health Course Requirements Student Certification:

I, (PRINT NAME)

acknowledge that I have read, understand, and will abide by the course requirements for my program(s) of study.

Student Name (Print)

Student Signature

Date

### Social Networking & Cell Phone Use Policy

Posting or blogging on any type of internet networking site is not permitted during class time or clinical time. Posting or blogging any information regarding a patient's identity or condition, patient care, patient treatment plans – any information about a patient in any form, via electronic, hard copy, or verbal, is on a "need to know basis" per HIPAA regulations. As healthcare students, HIPAA rules must be adhered to at all times, even times you are away from campus or clinical. HIPAA violations may be federally prosecuted, and failure to comply with HIPAA regulations are grounds for dismissal from your Allied Health Sciences - CE class.

In addition, cell phones are not allowed in class or at any clinical site. Do not bring your cell phone to class or clinical. Please give your instructor your emergency contact information prior to the start of your class and/or clinical rotation in the event of an emergency. Any violation may result in dismissal from your Allied Health Sciences – CE class.

I, (PRINT NAME)

acknowledge that I have read, understand, and will abide by the Social Networking & Cell Phone Use policies and procedures of the Technical College of the Lowcountry Allied Health Sciences – CE courses/programs.

Student Name (Print)

Student Signature

Date

## Program Application and SLED Authorization

Full Name:	SSN:	
Maiden Name:	Date of Birth:	
Cell Phone #:	TCL ID #:	
Email:	Home Phone #:	
Mailing Address:		
Emergency Contact Name & Phone #:		
<b>Authorization Statement:</b>		
<p>I understand that I will be subject to a South Carolina Law Enforcement Background check (SLED Check) and a part of the enrollment process. I understand that SLED will charge a non-refundable fee, currently \$26, for this check, payable by credit or debit card. I understand and agree that if my record shows a felony, charges indicating violence, fraud, abuse, and/or charges that make me ineligible for clinical training, I will not be allowed to participate in the programs I have applied for and am NOT due a refund. I authorize the Technical College of the Lowcountry to run this check or to access a check completed within 12 months by my employer or another local or state agency.</p>		
<p>I certify that all of the information I have entered on this document is accurate and true, to the best of my knowledge and ability.</p>		
Student Name (Print)	Student Signature	Date

<b>Declaration of Citizenship or Legal Presence in the United States</b>	
<p>The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. §59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement, you attest that you are a US citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the college may require you to submit documentation that supports your claim.</p>	
<p>Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college.</p>	
Student Signature	Date

<b>Program Policies &amp; Procedures Student Certification:</b>		
<p>I _____, acknowledge that I have received a copy of the student handbook, and that I have read, understand, and will abide by the policies and procedures in the Allied Health Sciences – CE Student Handbook.</p>		
Student Name (Print)	Student Signature	Date

## Hepatitis Waiver

In compliance with OSHA Regulation: 29CFR BLOODBORNE PATHOGENS STANDARD 1910.1030: the student is advised that OSHA recommends persons at substantial risk for HBV (hepatitis B) should be vaccinated. Individuals are often at highest risk during the professional training period. For this reason, when possible, vaccination should be completed prior to the training period.

- I understand that I am considered to be at high risk for acquiring Hepatitis B, as my clinical experience places me in a position to be exposed to a significant degree of blood and body fluids.
- I acknowledge that Technical College of the Lowcountry has advised me of the OSHA Regulation: 29 CFR BLOODBORNE PATHOGENS STANDARD 1910.1030.
- By signing this form, I acknowledge that I have been advised of the advantages of receiving the vaccine and realize the OSHA Regulations indicate that students are often at highest risk during the professional training period.
- I hereby release Technical College of the Lowcountry and any and all clinical sites I may rotate through during my educational experience from any and all damages, compensation, and responsibility should I contract hepatitis B.

Student Name (Print)

Student Signature

Date

## Tuberculin Skin Test (PPD)

The Two-Step TB skin test (Mantoux) is *required* upon admission followed by a repeat PPD every 12 months if still in program. The QuantiFERON-Gold test is an acceptable substitute for the Mantoux, the tine test or the monovac test are not acceptable. Failure to comply with the PPD requirement may result in dismissal from class and clinical.

NOTE: The Two-step PPD requires approximately two (2) weeks to complete the series. The second PPD should be given one (1) week after the first PPD. Each PPD must be read within 48-72 hours after being administered. Both steps must be completed within one month

*Example:*

1st step PPD:	Given – Monday
	Read – Wednesday
2nd step PPD:	Given – Next Monday
	Read – Next Wednesday

Students having a positive TB test will be required to show proof of one negative chest x-ray, taken after conversion to a positive status while the student remains asymptomatic. If symptoms develop, the student will be required to see a Health Care Provider and submit written clearance. Students are responsible for submitting a Change in Health Status Form if they become symptomatic.

### STUDENT CERTIFICATION:

I \_\_\_\_\_, acknowledge that I have read, understand, and will abide by the PPD requirements for the Allied Health Program.

Student Name (Print)

Student Signature

Date

## Current Health Status: Infectious Disease, Vaccine History, & Latex Allergy

Student Name:

Date of Birth:

No Yes Have you had chicken pox (varicella)?

No Yes: Have you received the hepatitis B vaccine?

No Yes: Did you complete the hepatitis B series?

No Yes: Have you ever had tuberculosis?

No Yes: Have you ever had a positive tuberculosis skin test (PPD)? If yes, give date

No Yes: Have you ever taken anti-tuberculosis drugs? If yes, give date

No Yes: Do you have a latex allergy?

### Policy Notification Regarding Health Status Change:

Any student experiencing a change in health status while enrolled will be required to submit a Change in Health Status form from his/her physician or nurse practitioner as to his/her ability to perform all expected functions fully, safely and without jeopardizing the health and/or well-being of the student or others. The Change in Health Status form must be obtained from the Health Sciences office.

Pregnant students must submit a Change in Health Status form from her healthcare provider before registering each semester as to her ability to perform all expected functions fully, safely and without jeopardizing the health and well-being of the student and fetus. In order to resume her activities after delivery, the student must bring a Change in Health Status form from her physician/nurse practitioner/nurse midwife. The Change in Health Status form must be obtained from the Health Sciences office. The student must submit these documents to the Division of Health Sciences prior to continuing her clinical experience. Specific programs may require additional documentation.

I hereby certify that the information on this form is correct. I understand that false information will be sufficient cause for the college to cancel my enrollment and require withdrawal. **I will report any changes in my health status to the Division of Health Sciences and submit a completed change in health status form.** I authorize the Division of Health Sciences to release this information to the agencies where I have clinical assignments. - A new background and/or drug screen may be required at any time during the program.

Student Name (Print)

Student Signature

Date

## Venipuncture Participant Release And Indemnification Agreement

I, the undersigned student of Technical College of the Lowcountry,

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that as part of the instruction I am to receive as part of the PHLEBOTOMY PROGRAM I will be asked to draw blood by venipuncture or finger stick on other Program students, and that such other Program students will be asked to practice drawing blood by venipuncture or by finger stick on me;

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that these activities might under some circumstances under which I have been advised, pose certain dangers, including but not limited to such diseases as Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis A, B, and C, and therefore involve the risk of serious injury or death;

UNDERSTAND AND HEREBY AGREE that accidental exposure to human blood or other potentially infectious materials (OPIM) must be reported immediately. I understand that I will be expected to obtain a risk evaluation, conducted by a clinician familiar with post-exposure evaluation and treatment, which is recommended by Centers for Disease Control and Prevention (CDC), and if deemed necessary, initiation of post-exposure prophylaxis (PEP). The CDC specifically recommends that PEP be initiated within two hours of HIV exposure to prevent disease transmission. I understand that I am personally responsible for the cost of the post-exposure medical management and treatment, and that Technical College of the Lowcountry is in no way responsible for these expenses;

HEREBY AGREE to follow Standard Precautions guidelines as well as to comply with regulations outlined in the OSHA Bloodborne Pathogen Standard in order to minimize the risk of exposure to bloodborne pathogens;

HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Technical College of the Lowcountry, its officers, agents, servants, employees, assigns, or successors, or students of Technical College of the Lowcountry Phlebotomy Program, from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury resulting to my person or my property or resulting in my death, while enrolled in Technical College of the Lowcountry Phlebotomy Program and participating in the activities contemplated by this release, whether such loss, damage or injury is caused by the negligence of Technical College of the Lowcountry, its officers, agents, servants, employees, assigns, or successors, or students of Technical College of the Lowcountry Phlebotomy Program;

HEREBY REPRESENT that I am physically able, with or without accommodation, to participate in the above referenced activities and I understand that it is strongly recommended that each participant in the Phlebotomy Program purchase insurance that covers accidents which may occur during participation in the Phlebotomy Program activities;

HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

Witness to student's signature

Date

Student's signature

Date

Please Print Name

Note: Modification of this document requires approval of the President of Technical College of the Lowcountry.

## Tuberculosis PPD Report Form

Student Full Name

The Two-Step TB skin test (Mantoux) is *required* upon admission followed by a repeat PPD every 12 months. The QuantiFERON-Gold test is an acceptable substitute for the Mantoux, the tine test or the monovac test are not acceptable. Failure to comply with the PPD requirement may result in dismissal from class and clinical.

Students having a positive TB test will be required to show proof of one negative chest x-ray, taken after conversion to a positive status while the student remains asymptomatic. If symptoms develop, the student will be required to see a Health Care Provider and submit written clearance. Students are responsible for submitting a Change in Health Status Form if they become symptomatic.

### STEP ONE:

PPD Administered Date:

PPD Administered By:

PPD Read Date:

results with

mm induration

(+/-)

Read By:

### STEP TWO: (Must be completed within 14 days of STEP ONE)

PPD Administered Date:

PPD Administered By:

PPD Read Date:

results with

mm induration

(+/-)

PPD Read By:

# Registration Form

Last Name First Name MI SSN

Mailing Address

City State ZIP County

Phone (day) (Evening) Email

How did you hear about this course?

Course #

**Tuition**

Newspaper ad

Radio

TV ad

Family

Friend

Flyer

Course Schedule

Teacher

Direct Mail

Website

Other

Title

\$

Tuition Due

Course Begins

\$

CE Fees

Course Ends

\$

Bookstore

Meets Day/Time

\$

Amt. PAID

Blg./Room

**Payment Method**

Cash

Check#

Visa

MC

AMEX

Other Information

*Please read carefully:*

1. Your registration is contingent upon verification of valid payment and confirmation of no other past or outstanding debts or restrictions with TCL.

#

2. **No refunds will be granted after the class start date.** We must have sufficient enrollment to cover our operating costs. If we cancel a course for any reason, you have the option of a full refund or to transfer to the next available course. If you drop a course, you may do so without penalty up until two days before the course start date. **If you drop one work day before the start date, you may transfer to another class or receive a full refund of tuition.** If you purchase books, you may return them if they are in original condition (NO marks). NOTE: Non-attendance does not constitute an automatic refund.

Expires

V Code

initials

3. **Children are not allowed in classrooms unless attending children's program.** In order to promote a teaching and learning environment, it is a TCL policy to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. The college cannot assume responsibility for supervision of children for students.

Name/Address on Check/Credit Card:

4. The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admission or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, political affiliation or belief.

I have read this and understand. *Initial here.*



Allied Health Sciences - CE Student Handbook  
For Students In All Allied Health Science - CE Courses/ProgramsStudent Handbook  
2020-2021

## Allied Health Sciences - CE Faculty and Staff

Shelby Elise Simmons, MAT, M.Ed.; Program Coordinator  
ssimmons@tcl.edu; 843-525-8368; Building 22, Office 105

Tiffany Harrison, Administrative Coordinator  
tharrison@tcl.edu; 843.525.8205; Building 22, Office 106

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

## Program Policies &amp; Procedures

**Academic Information**

- **Grading Methodology:** The final grade must be 75.00 (70.00 for EMT per DHEC regulations) or more in order to pass the course/program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in the Allied Health Science - CE program and does not meet department requirements.
- **Academic Misconduct:** Health care professionals hold the public trust. Academic misconduct by Allied Health Science – CE students calls that trust into question. Academic integrity is expected. Academic misconduct may result in withdrawal from a course/program.

**Attendance Information**

- **Absence from an examination or other graded activity:** A 90% attendance rate is mandatory for all classes in Allied Health Sciences – CE for successful completion. Students receiving tuition subsidies must attend the first day of class or tuition subsidies will be withdrawn. Students absent from an examination or other graded activity will receive a “0” grade for the activity unless other arrangements are made with the individual instructor *before the scheduled event*. The student is responsible for notifying the Instructor of the reason for the absence. It is the responsibility of the student to contact the appropriate Instructor by telephone to arrange a make-up of the examination/activity. Messages sent by other students are *not acceptable*. If the Instructor is not available, a message must be left with the Continuing Education registration desk. The Instructor will decide the time and method of make-up examinations on an individual basis.
- **Clinical absence:** In the event of unavoidable clinical absence, the *student must* provide a doctor’s excuse, death notice, etc., indicating unusual circumstances that would justify the absence or tardiness. Make-up clinical time may be arranged at the discretion of the Program Coordinator. Absences from clinical will result in the student’s inability to demonstrate mastery of the clinical outcomes for a course, and may result in *dismissal* from the course/program.
- **“No Call/No Show”** for clinical is unprofessional conduct and the student will be withdrawn from the program. “No Call/ No Show” Process:
  1. Student does not show up at clinical site and does not contact both the Instructor and clinical site.
  2. Instructor contacts student informing he/she that they must meet with the Instructor and Program Coordinator prior to returning to clinical.
  3. Instructor notifies Program Coordinator and the Vice President for Continuing Education and Workforce Development that a potential “no call/no show” has occurred.
  4. Instructor and Program Coordinator meet with the student and provide 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 Coordinator inform the student that:
    - a. he/she did not follow protocol and is dismissed from program.
    - b. that he/she should meet with the Vice President 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 the Vice President. 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 Vice President determines:

- a. that the "no call/no show" policy was not violated the student will remain in the program while the Vice President 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 Vice President provides the student with information on the grievance process.

- **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. Three tardies is considered the equivalent of one absence. Should a pattern of tardiness develop, the problem will be handled by the Instructor and may result in an unsatisfactory for the course/program.
- **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 Vice President of Continuing Education and Workforce Development and the Program Coordinator. The student is responsible for obtaining the missed classroom materials from the course Instructor.
- **Inclement Weather Policy:** During the clinical rotation, if the Technical College of the Lowcountry is closed, or classes are canceled due to inclement weather, then clinical is automatically canceled. School delays or closings will be posted on the college website, [www.tcl.edu](http://www.tcl.edu). If the Technical College of the Lowcountry classes are on a delayed schedule, students should report to their clinical site at

## Professional Conduct

**Confidentiality Policy:** 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 Allied Health Sciences – CE 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 course/program.

**Guidelines for Appropriate Use of Social Networking Websites:** 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 Allied Health Sciences – CE Program, clinical sites or The Technical College of the Lowcountry. It is also important to ensure patient information is not made publicly available. The Allied Health Sciences – CE Division has adopted the following guidelines to assist students safely using these sites.

### 1. 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.

### 2. 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.

### 3. 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 and the Allied Health Sciences – CE Program when you log on a site and make a comment or post a photograph.

### 4. Conviction of a Crime:

- A. 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.
- B. Early notification to the appropriate State Licensing/Credentialing Board is recommended.
- C. 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.

## Allied Health Sciences - CE 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.

**Change in Health Status:** Students must notify the Allied Health Sciences Program Coordinator 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.

**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.

**South Carolina Law Enforcement Division (SLED):** All CNA, ECG, EMT, PCT and Phlebotomy students must have a (SLED) criminal background check done prior to registering for classes. If an arrest record is present, the record will be submitted to the Division Vice President for a class/program eligibility determination. Any conviction may prevent the student from taking a class or participating in a program.

**Move/ Transfer:** Students will be allowed to move or transfer a resident/client/patient only in the presence of their instructor. Any violation of this policy will be sufficient grounds for immediate dismissal from this program.

**Mechanical Lift Operation Policy:** Nursing Assistant students are not allowed to operate any mechanical lift until they have reviewed the facility's policy and attended a hands on demonstration on their use and operation. The facility's policy will always be followed in the use of these lifts as well as these additional physical restraints. Students will be allowed to operate a mechanical lift only in the presence of their instructor. Any violation of this policy will be sufficient grounds for immediate dismissal from this course.

**Equipment:** Students are frequently given assignments that require the use of equipment without direct instructor supervision. Care of this equipment is essential and students are requested to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to the Instructor or Program Coordinator. Students may not remove equipment from any classroom or lab.

**Children on Campus:** Faculty, staff and students of the College shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The College cannot assume the responsibility for supervision of children of faculty, staff, or students.

**Electronic Devices:** All pagers, cell phones and other electronic devices that may disrupt the classroom are not allowed in the classroom. No pagers or phones are allowed in the clinical area. No exceptions will be made. Basic calculators are allowed for quizzes/tests/exams.

**Smoking Policy:** Smoking is prohibited in College buildings including classrooms, libraries, auditoriums, private offices, labs, student/staff/faculty lounges, and any other enclosed indoor area used by the public or serving as a place of work or study. Smoking is prohibited near all doorways leading into the College buildings. Smoking is allowed in the nine (9) designated smoking areas only. These areas are marked with signs and may be found near buildings 12, 10, 9, 22, 13, 16, 19, 3, and 6 on the Beaufort campus.

**Allied Health Sciences – CE Student Conduct:**

- Food/Drink: Eating or drinking in the classroom is not allowed unless approved by Instructor.
- All pagers, cell phones and other electronic devices that may disrupt the environment must be turned off during lecture and lab periods.
- No pagers or phones are allowed in the clinical area. No exceptions will be made.
- Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing.
- Clinical site assignments are subject to change and registration in a particular section does not guarantee a particular clinical slot.
- Students may not attend clinical on any unit on which they are employed.

**Class Dress Code Policy:**

- Personal appearance of the Technical College of the Lowcountry Allied Health Sciences – CE students is important. Certain basic regulations must be followed. The Instructor may dismiss any student not adhering to this policy. This dismissal would be counted as an unexcused absence for the day.
- Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene.
- Judicious use of cosmetics should be practiced. Use of scented products is not allowed.

**Clinical Dress Code Policy:**

- A Technical College of the Lowcountry ID photo/name badge or a clinical facility ID photo/name badge will be worn at all times in the clinical area.
- Smoking, chewing gum, eating food or drinking is not permitted in the clinical area.
- Uniforms must be clean and neatly pressed at all times. Clinical shoes must be closed toe and closed heel. Socks must be worn at all times during clinical.
- While in uniform, hair must be clean, off the face and shoulders and without bows, ornamental clips and ribbons. For males, side burns should be no longer than the tip of the earlobe. Hair, mustache, and beards should be conservatively styled and neatly trimmed.
- Rings are limited to a plain, simple band. Earrings are limited to one small button type on each ear. No other visible body piercing ornaments are allowed.
- Tattoos or other forms of body art must be covered.
- Pierced tongue art is not allowed.
- Fingernails must be clean and short. No fingernail polish is allowed. Acrylic, gel or silk wrap nails are not allowed.
- A black ballpoint pen is to be available at all times along with a note pad.

**The following characteristics are expected at all times:**

- Refrains from loudness, profanity, sneering, rudeness and sleeping in class or clinical.
- Is truthful.
- Listens receptively.
- Takes advantage of self-learning opportunities.
- Assumes responsibility for course preparation and participation.
- All forms of academic misconduct, including cheating, will result in disciplinary action. Cheating includes copying from another student's test answer sheet.
- Accepts constructive criticism.
- Is consistently punctual.
- Accepts assignments and willingly assists others.
- Communicates in a medically professional manner.
- Approaches client/resident with kindness, gentleness and helpfulness.

**Additional College Policies:** The College adheres to the Student Code for the SC Technical College System. Copies of the Code are available on the College's website at [www.tcl.edu](http://www.tcl.edu) or [www.netc.edu/studentservices/student-code.html](http://www.netc.edu/studentservices/student-code.html).