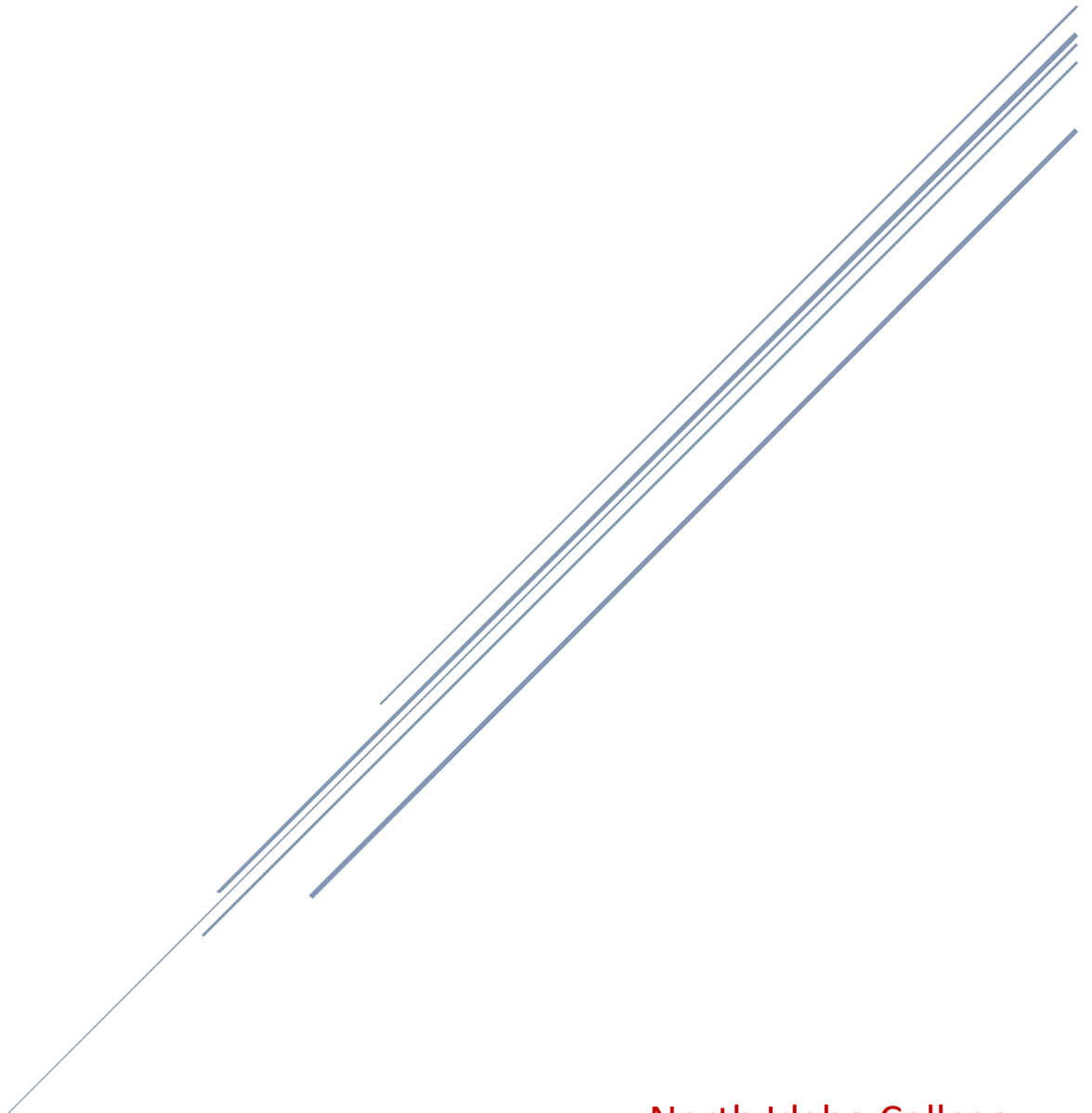


HEALTH PROFESSIONS STUDENT/FACULTY HANDBOOK

2022-23: Policies/Procedures and Guidelines



North Idaho College

WELCOME

Welcome to the Health Professions Division. You have chosen one of the many exciting fields in health care. Health professionals play a significant role in the overall well-being of our community and we are pleased to be a part of your educational experience as you prepare for a health care career.

The Health Professions Student/Faculty Handbook has been designed to outline key North Idaho College (NIC) policies/procedures and unique standards to our health care program offerings. The Handbook is to be used in conjunction with the NIC College Catalog, NIC Policy Manual, and your specific program handbook addendum. Together, these documents will provide general information that will assist you in your college experience and it is your responsibility to become familiar with these resources.

Should you have any concerns, questions or problems relating to your program, please discuss these with your instructor or Program Director. If the concern is not resolved, you are encouraged to meet with the Division Chair of Health Professions. If you do not feel comfortable with the situation after these discussions, please contact me so we may all work together for a solution.

The faculty, division chair, and I hope time spent in the classroom and lab, as well as your experiential education experience, will be a rewarding time for you as you pursue a challenging and fulfilling career in health care.

All the best,

Erlene Pickett
Associate Dean of Health Professions and Nursing

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NORTH IDAHO COLLEGE MISSION

North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement and lifelong learning.

INTRODUCTION

The Health Professions Student/Faculty Handbook has been designed to outline key North Idaho College (NIC) policies/procedures as well as unique standards of our health care program offerings. Standards specific to the student's program will be found in the addendum provided by the Program Director. It is the students' responsibility to become familiar with these materials. Faculty will refer to them throughout the academic program.

A. Philosophy

1. Health Professions faculty believe and support the mission, vision and values of North Idaho College.
2. Health Professions faculty believe the health care field is a vital part of the community; as a division of the college, it is the division's responsibility to provide trained personnel to assist in meeting the needs of the community.
3. Health Professions faculty believe education is based on active participation of both the student and the instructor in selecting learning experiences appropriate to the students' professional goals. Upon completion of the program, the student will have the technical knowledge and skills required of a beginning practitioner in their chosen career, as well as communication and problem-solving skills.
4. Health Professions faculty believe the student must develop integrity, responsibility, resourcefulness, global awareness and a humanistic approach toward meeting the needs of the client, family, peer group and community.
5. Health Professions faculty believe education is an on-going process. Therefore, believe in addition to basic preparation, the faculty role extends to providing continuing education for the health care professional and consumer.

B. Objectives

The faculty will:

1. Provide each student with the learning objectives for each course and the program.
2. Offer learning activities designed to enhance the student's ability to meet the course and/or program objectives.
3. Confer with and advise students in appropriate areas of the learning process.
4. Function as professional role models in their respective fields.
5. Identify the interdependent professional roles of the various members of the health care team as related to each respective practice area.

Individual programs may have specific mission, philosophy, goals, and outcomes.

See applicable program addendums.

SECTION ONE: COLLEGE POLICIES AND PROCEDURES

ACADEMIC/PROFESSIONAL HONESTY

To maintain North Idaho College's academic atmosphere and integrity, academic honesty is of the utmost importance. **All forms of dishonesty, including but not limited to cheating, lying and plagiarism, are unacceptable behaviors** for any student enrolled in Health Professions programs at North Idaho College. Instructors and students are responsible for maintaining academic standards and integrity in their classes.

Examples of academic/professional dishonesty include, but are not limited to, the following:

1. Cheating on classroom or outside assignments or exams.
2. Turning in work copied from another person/source.
3. Assisting others with dishonest behavior.
4. Plagiarism – Any use of wording, ideas or findings of other persons, writers or researchers requires the explicit citation of the source. Use of the exact wording requires a “quotation” format.
5. Intentional inaccuracies in footnoting.
6. Intentionally giving false information to an instructor either in the classroom or in the experiential site setting.
7. Falsifying documentation/records.
8. Use, forging, printing, reproducing, altering, removing, or destroying any record, document, or identification used or maintained by NIC.

Penalties for dishonesty may include but are not limited to: failing the course, termination from the program, and suspension from the college. See NIC's Policy Manual [www.nic.edu/Policy Manual](http://www.nic.edu/Policy_Manual), Section V: STUDENTS > 5.06 E. STUDENT CODE OF CONDUCT > 5.06.01 Academic Integrity.

Revised: 01/16/07, 06/16/14, 08/16/18

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA is a federal law, which protects the privacy of student education records. Generally, NIC must obtain the student's permission to share or release this type of information. Students have the right to review their records and to request corrections to records they believe are inadequate. NIC is not required to gain permission to share directory information about a student. For more information on this law visit the NIC website www.nic.edu, + More > Student Resources > Registrar's Office > Student Privacy (FERPA) or visit the U.S. Department of Education website at <https://www.ed.gov> > Laws > FERPA.

Revised: 09/17/10, 06/16/14, 08/16/18

GRADUATION

The commencement ceremony is held once each year in May. Students eligible to participate in commencement are graduates from the previous fall or students who plan to graduate in the current spring or summer. All students are encouraged to participate in the ceremony.

It is the student's responsibility to be sure all courses required for their certificate/degree are satisfactorily completed. It is strongly suggested students verify with their advisor on a regular basis they have completed all necessary courses and inquire on how to proceed with the graduation process.

Students **must apply** for Graduation with the Registrar's Office **whether or not they plan to participate in commencement**. For more information on graduation, please see the NIC website www.nic.edu, + More > Student Resources > Registrar's Office > Graduation & Commencement, or contact Cardinal Central 208-769-3311.

Revised: 06/16/14, 08/16/18, 07/29/21

PERSONS WITH DISABILITIES STATEMENT

North Idaho College complies with state and federal law regarding assisting individuals with disabilities. For information about the types of services available, please visit the NIC website, www.nic.edu + More > Student Resources > Disability Services or contact Disability Support Services located in Seiter Hall, Room 100 or call 208-769-5947 or 208-665-4520. All policies and procedures set forth herein are subject to reasonable modification as needed by a qualified individual with a disability.

Revised: 06/16/14, 08/16/18

POLICY ON HARASSMENT

The Health Professions programs adhere to the established North Idaho College policies and procedures regarding harassment. Harassment is inconsistent with the efforts to foster an environment of respect for the dignity and worth of all individuals. Harassment of any kind is unacceptable.

Harassment is defined as verbal or physical conduct, which has the intent or effect of:

1. Unreasonably interfering with an individual's or a group's educational and/or work performance or,
2. Creating an intimidating, hostile or offensive educational and work environment on or off campus.

Please refer to the NIC website, www.nic.edu, + More > Student Resources > Sexual Assault, Discrimination, and Harassment or contact the Title IX Coordinator located in the Edminster Student Union Building 200E, or call 208-769-5970 or 208-676-7156.

Revised: 01/16/07, 06/16/14, 08/16/18

POLICY ON NONDISCRIMINATION

North Idaho College does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any educational program or activities receiving federal financial assistance or in employment practices. The College provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this non-discrimination policy and the college's grievance process may be directed to the Assistant Director of Human Resources at the NIC Human Resources Office, 710 N. Military Drive, Building B, 1000 West Garden Ave., Coeur d'Alene, ID 83814, 208-769-3272.

Revised: 08/13/13, 06/16/14, 08/16/18, 7/29/21

POLICY ON SUBSTANCE ABUSE

The Health Professions programs adhere to the established North Idaho College policies and procedures regarding drugs and alcohol. NIC is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The college prohibits illegal possession, consumption, manufacture, and distribution of alcohol and drugs by students in college-owned, -leased, or -operated facilities and on campus grounds. Individuals who violate college policies, city ordinances, state, or federal laws may be subject to disciplinary action and/or criminal prosecution. Student sanctions, as detailed in the Student Code of Conduct, may include warning, censure, fines, disqualification, suspension, expelling, restitution, as well as required attendance at educational programs.

Abuse of alcohol and/or drugs is one of the major reasons students do not succeed in college. The examples provided above are not intended to define prohibited conduct in exhaustive terms, but rather set forth examples to serve as guidelines for acceptable and unacceptable behavior. See NIC's Policy Manual www.nic.edu/Policy Manual, Section V: STUDENTS > 5.06 E. STUDENT CODE OF CONDUCT > Procedure: Article IX: Drugs and Alcohol.

TOBACCO FREE GUIDELINE

The purpose of this guideline is to reduce harm from second hand smoke, provide an environment that encourages individuals to be tobacco free, and establish a college culture of wellness. To ensure a safe and healthy environment for its students, employees, and visitors, North Idaho College is a tobacco-free college. Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on North Idaho College owned, operated, or leased properties including parking lots, walkways, sidewalks, sports venues, and college-owned and private vehicles parked or operated on College property.

For the purposes of this guideline, tobacco is defined as any type of tobacco product including but not limited to cigarettes, cigars, cigarillos, electronic cigarettes, pipes, hookahs, smokeless or spit tobacco or snuff/snus.

All students must comply with "Smoking Policies" at all experiential education facilities.

Cessation Programs and Services

Tools will be available to assist in cessation for each group, and the college will advertise and promote opportunities for free tobacco cessation programs and treatment. These tobacco cessation opportunities shall be publicized regularly in student and employee publications, posted in residence halls and academic buildings, throughout Student Services or other appropriate means.

Revised: 12/20/10, 06/16/14, 07/15/2016

SECTION TWO: HEALTH PROFESSIONS STANDARDS

ABSENTEEISM

Students are responsible for attending the courses in which they are enrolled. Failure to attend during the first two weeks of a full-semester course or first week of short-term or summer courses will result in a drop for non-attendance. If necessary, student's financial aid awards and veteran's benefits will be adjusted if they are dropped for non-attendance.

Classroom, lab, clinical, dental clinic, externship or internship attendance is expected and considered essential, as the content presented is considered vital to the student's learning. Students are expected to attend planned learning experiences that occur outside the classroom. *Note: Individual programs may have additional requirements. See applicable program addendums.*

A. Classroom or Lab Absence

Attendance/Absence/Makeup:

1. In the event of absence from class or lab, the student is responsible for acquiring the missed content.
2. Make-up tests may consist of various types of questions other than multiple choice such as essay, short answer, fill in the blank, etc.

Test Absence and Make-up:

1. Extenuating circumstances beyond the student's control may necessitate an absence. If this occurs, the student **must notify the instructor** citing the reason for the absence prior to the start of the scheduled test and arrange for test make-up. Failure to do so will result in a zero for the test. Please refer to your program addendum for additional procedures specific to your program.
2. Tests or quizzes must be made-up on a school day within 48 hours of the scheduled test. Make-up tests completed after the allowed timeframe will have 10% deduction of the total possible points for the test for each additional school day.

Example:

Test scheduled for Monday, make-up exam taken on Wednesday, the grade is recorded as scored.

Test scheduled for Monday, make-up exam taken on Thursday, the student's test is scored as 91%, the grade will be recorded as an 81%.

3. Any exceptions must have instructor approval.

Late Assignments:

If a written assignment is not turned in on the due date, 10% of the total possible points for the assignment will be deducted for each day the assignment is late. In extenuating circumstances beyond the student's control, the date a paper is due is negotiable with faculty prior to the due date.

B. Clinical, Dental Clinic, Externship or Internship Absence

Attendance is mandatory. Students are responsible for informing the Program Director AND the facility at least one hour prior to the clinical, dental clinic, externship or internship start time. An important component of learning and practicing ethical work behavior includes the student being required to take responsibility for good attendance.

1. One absence due to illness or circumstance beyond the student's control is allowed without consequence.
2. If the student is absent for three consecutive days or longer a doctor's note may be required stating it is okay for the student to return to school or the experiential site.
3. If the student misses more than one day per semester of clinical, dental clinic, externship or internship arrangements will have to be made to make up time lost. The student is responsible for contacting the Program Director regarding make-up of clinical, dental clinic, externship or internship time.
4. Students who have excessive absences may be terminated from the program or have to retake clinical, dental clinic, externship or internship courses at the next available semester. See the NIC College Catalog for additional information on grading and incomplete grades, see the NIC website www.nic.edu, + More > Student Resources > Registrar's Office > Academic & Registration Information.
5. Instructor-Initiated Withdrawal: An instructor may initiate the withdrawal of any student in his/her class if he/she deems that the student's absences have been excessive and it is before the final withdrawal date.

Effective: 01/16/07; Revised: 06/06/13, 06/16/14, 07/15/2016, 08/16/18

ACCIDENT PREVENTION

Accident prevention is the responsibility of everyone. Students who directly care for patients have an extra measure of responsibility for the patient's safety as well as their own. Report to the instructor or experiential site supervisor immediately any potentially dangerous conditions such as slippery walking surfaces, defective equipment or flammable material near open flames. Everyone, no matter where, can contribute to safety by keeping work areas neat. Do not attempt to operate oxygen, electrical or other special equipment unless authorized and given proper instruction. At all times, observe safety rules or restrictions. Individuals become more accident-prone when they are short of sleep, overly tired, emotionally upset or otherwise below par. Good daily health practices should be part of a personal safety program. If a student jeopardizes the life or safety of a patient by **unsafe** practices, immediate suspension will occur.

CLASSROOM/LABS

In order to maintain an environment conducive to learning for all students, appropriate classroom standards will be adhered to during all classes and labs. Where appropriate, accommodations may be made for qualified individuals with a disability.

A. Class Visitors

It is the college's responsibility to maintain an environment conducive to learning. Children in the classrooms or buildings can be disruptive to the concentration of students and employees. Students are not to bring children to class or to have children wait outside or in the hall. It is the student's responsibility to make appropriate childcare arrangements for their children. No visitors will be allowed in the classroom during class without the permission of the instructor.

B. Recording of Classes

1. Instructor permission is **required** for any type of recording device. The faculty acknowledges the value of recording to certain learning styles as well as in the event of absence from a class, however, faculty and students have a right to know if a recording device is being used during the class.
2. In certain instances, due to the nature of the class and the need for free discussion, recording may not be permitted.
3. In certain instances, the instructor may, in the midst of a class, request recording devices be turned off to allow for discussion.
4. Recorded classes are for the student only and should be considered and handled as confidential material since experiential site situations may be discussed in class; shall not be posted to media sites or shared with others, i.e., You Tube, Facebook.
5. In the case of a qualified individual with a disability, recording may be permitted under reasonable limitations.

C. Promptness

1. Classes will begin and end promptly at the scheduled time.
 - a. Students entering late can be distracting so please be ready to engage at the class starting time.
 - b. Faculty recognizes students may have a class in another part of the campus and will dismiss class promptly at ten minutes before the hour.
 - c. Tardiness on a test day can be particularly disruptive to the concentration of students who have already begun the test. Late students may be turned away at the instructor's discretion.
2. Breaks:

In a two-hour class, a ten-minute break will normally be provided. Students should return promptly at the designated time to avoid loss of class time. At experiential education facilities, or during treatment of patients, exceptions to the break schedule may occur.

D. Noise Control

1. Individuals vary in distractibility.
2. Some individuals find it difficult to focus attention with auditory distraction.
3. Please listen in class and do not converse with others during classes unless group work is indicated by the instructor.
4. Direct questions to the instructor rather than a classmate sitting near.

E. Guest Lecturers

Healthcare professionals within our community may guest lecture sharing their time and expertise out of their desire to contribute to student's learning. Therefore, students must give them the utmost respect and attention.

F. Use of Resources

1. Sometimes a written resource, video, etc. is needed by all students and copies are limited requiring consideration of others.
2. Library study rooms are available for video viewing by groups and can be reserved at the circulation desk.

G. Testing

1. No cell phones or text messages are allowed to be used at any time during testing. Cell phones must be in the off position and kept in a pocket, backpack or purse during testing.
2. Students are not allowed to leave the testing area, except for an emergency and with the instructor's approval.

Effective: 01/16/07; Revised: 06/16/14

CLINICAL, DENTAL CLINIC, EXTERNSHIP OR INTERNSHIP

Clinical, dental clinic, externship or internship (hereinafter, called experiential education) requirements are based on state law, hospital policy and legal agreements between NIC and the facilities. Failure to attend mandatory orientation and computer training at one's assigned location at the correct time will result in a student's removal from the program unless prior notification and approval of the absence by the Division Chair or Program Director has been obtained. Orientation and computer training are part of each student's responsibility and, therefore, complete uniform and school identification name tag are required at these training sessions. Students must upload all documentation required for attendance at experiential education facilities into the CastleBranch Compliance Tracker. **Files must be complete in order to attend clinical, dental clinic, externship or internship.** Facilities and potential employers may request copies of student documents. It is the student's responsibility to send these documents using the CastleBranch Compliance Tracker. Students should keep a copy of any record submitted; copies will NOT be provided, nor will student files or documents be returned upon completion of the program. Thus, it is important that the student keep a copy of all documentation uploaded in the system. **All documentation becomes the property of North Idaho College – Health Professions Division**

and will not be returned, copied or shared with another party. If further information is needed on facility requirements, check with the Program Director.

A. Agreement

All students must complete and turn in the Experiential Site Agreement. See **Appendix A**, which is an agreement made by the student to complete **all documents by the deadlines** set by their program and outlined in the CastleBranch Compliance Tracker.

B. Documents

1. **Criminal Background Check:** Upon acceptance into any Health Professions program, a criminal background check will be required for participation in experiential education site rotations. Convictions that appear on the criminal background check may result in denied access to an experiential education facility and/or inability to complete the educational plan or continue in the program.
2. **Immunizations:** A current schedule of childhood immunizations: MMR or proof of titer, Varicella or proof of immunity by titer, Tdap or Td booster, and seasonal influenza, per facility policy.
3. **Hepatitis B:** Area experiential education facilities require health care providers to be immunized with Hepatitis B vaccine (unless there is a signed waiver for students who decline). **Since the series of Hepatitis B vaccine may take up to six months, it is recommended students start immunizations as soon as possible.** If a student has received the vaccine series, proof of inoculation is required. A positive Hepatitis B titer is required.
4. **Tuberculin Status:** 2-step process then annually. There are two types of tests that are done to measure for TB exposure: TST and IGRA. Students must provide documentation of an annual tuberculosis test the semester prior to the start of experiential education rotations. See program requirements in CastleBranch.
5. **CPR Certification:** Each student is required to obtain a current American Heart Association BLS Provider Certificate prior to beginning experiential education rotations. Certification must be valid throughout the program.
6. **Name Badge:** An NIC picture identification (ID) card is required before starting experiential education experiences and is provided by NIC.
7. **Uniforms:** Where required, students are to purchase uniforms prior to clinical, dental clinic, externship or internship. Uniform guidelines will be provided by the Program Director.
8. **Smoking:** Each student is required to comply with “Smoking Policies” at clinical, dental clinic, externship or internship facilities.

C. Drug Screening

Some programs require drug screening for entrance into the program. Some medical facilities may require students to get a drug screening done at a lab of the facility’s choice. Check with the Program Director to see if this will apply to the clinical, dental clinic, externship or

internship attendance requirement. Students are responsible for any fees accrued.

Additional/subsequent drug screening may be required by the experiential site facility. If a student fails to participate in drug screening or fails to provide a negative drug screening, he/she will not be allowed to continue in the program.

Revised: 7/22/2019

D. Insurance

Medical Insurance: All students must be protected by a health and accident insurance policy. All students must sign a waiver acknowledging it is their responsibility to ensure they are covered by medical insurance, individually, or as a part of an organization **and that NIC will not provide such coverage.** See **Appendix B: Student Release and Acknowledgement for Participation.** Under this policy, all injuries must be reported to the Dean of Instruction, Workforce Education and proper forms completed. **Any costs or fees associated with a student injury are the direct responsibility of the student.**

2. **Professional Liability:** North Idaho College covers students for professional liability when participating as a student in clinical, internship, and externship experiences. Professional liability coverage will not cover students while working as an employee at a health care organization. Professional liability insurance coverage only covers students when participating in unpaid clinical coursework at a health care facility.

NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THE MEDICAL INSURANCE IS IN EFFECT. STUDENTS WILL NOT BE ALLOWED IN EXPERIENTIAL EDUCATION FACILITIES WITHOUT THIS COVERAGE.

E. Student File Requirements

Students who change programs or are re-entering a program: previous files are not considered current, and many file requirements will have to be updated. **Students who do not have all current experiential education requirements completed before rotations begin each semester are subject to suspension/dismissal.**

F. Student Pregnancy

Students who become pregnant during their enrollment in a Health Professions program have the ability to decide whether, or not they choose to notify the Program Director. Students, who do not voluntarily disclose their pregnancy, are considered not pregnant. Certain situations/diagnoses may pose a health risk. The pregnant student assumes the responsibility for safeguarding her health and the health of the unborn child.

Students who decide to notify the Program Director must do so in writing, and include documentation from the primary care provider stating her ability to continue in her program of study. Students must:

1. Provide a release form from a primary care provider to attend the experiential education experience each semester that the student is pregnant.
2. If a student has health care limitations related to her pregnancy, the student must provide her experiential site instructor, a physician's written directive regarding her

status.

3. If class, lab or experiential education hours are missed, the student must coordinate with the Program Director or instructor regarding absences.
4. Provide a release form from a primary care provider in order to return to the experiential education facility after delivery.
5. Certain situations/diagnoses may pose a health risk. The pregnant student assumes the responsibility for safeguarding her health and the health of the unborn child.

Individual programs may have specific requirements. See applicable program addendums.

G. Scheduled Facility Rotations

Students will not be substituted for paid staff during **any** clinical, dental clinic, externship or internship rotation. Students will not take the responsibility or the place of staff. After demonstrating proficiency, students may be permitted to perform procedures and assignments under supervision.

All student activities associated with the curriculum, especially while students are completing experiential education rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience.

H. Transportation

The student's clinical, dental clinic, externship or internship experience may involve varied shift work. It is the student's responsibility to arrange for transportation to the facility and for housing during rotations greater than 20 miles from campus. Some programs require students to do some clinical, dental clinic, externship or internship at facilities greater than 20 miles from campus. Site assignments are designed to carry out the objectives of the program and must be followed as to hours and duties performed.

Effective: 01/16/07; Revised: 06/06/13, 06/16/14, 07/15/2016, 06/24/2020

DRESS CODE

All students are expected to be well groomed and have a professional appearance in classroom, lab and experiential education components of their program. Excessive make-up, hairdos, scents, (fragrances), and long sculptured nails are not allowed. Short shorts, low-cut shirts, midriff tops, mini-skirts, tattered jeans, tight-fitting clothing and other inappropriate articles of clothing, as deemed inappropriate by the Program Director, are not acceptable for school wear. See **Appendix C: Student Dress Code**.

All students should keep in mind that daily appearance and cleanliness reflect on their commitment towards good health and the professional image of both themselves and North Idaho College, Division of Health Professions.

A. Classroom or Lab

The student will wear appropriate dress for all college classes. Casual professional attire (or uniforms if required by the program) is expected in the classroom and lab.

B. Clinical, Dental Clinic, Externship, or Internship

Students in any experiential education facility will be dressed in a uniform, which clearly identifies them as a student of North Idaho College. Instructors will inform students of the correct uniform for each particular program and experiential education site. Full uniform, including name badge, is to be worn when students are in the experiential site and/or representing NIC at any facility. When in uniform, expectations are:

1. Uniforms must be modest, conservative, neat, clean, pressed, and appropriate for your department at all times. Appropriate underclothing must be worn and inconspicuous.
2. Sweaters/lab coats should match uniform color.
3. NIC Program name badges will be worn at all times.
4. Shoes must be clean, safe, well fitted and professional in appearance. Shoes must have closed toes and backs, low heels and non-skid soles. Shoes protect employees from exposure to hazards that might injure the foot.
5. Jewelry should be limited to prevent the spread of infection. A wedding band is acceptable. Visible piercings are limited to the ears and should not dangle.
6. Hair (including facial hair) must be neat, clean well groomed, and of a natural occurring hair color. Hair must not interfere with the safe delivery of patient care or the completion of work duties. Long hair in patient care areas must be tied back, pulled up, and away from the collar and face.
7. Nails must be neat and clean and trimmed to 1 mm above the pad. No artificial nails are allowed.
8. Tobacco scents, perfume, after-shave and cologne can be harmful as well as inconsiderate to both patients and peers and will not be worn.
9. Cell Phones - No cell phones or electronic devices are allowed without instructor permission.
10. Tattoos - Any tattooing on the body must be covered.
11. Chewing gum is not permitted.

Individual programs may have specific requirements. See applicable program addendums.

Effective: 01/16/07; Revised: 06/06/13, 06/16/14, 07/15/2016, 08/16/18

GRADING

The Health Professions programs adhere to the established North Idaho College policies and procedures regarding grading. Letter grades are used to indicate a student's quality of achievement in a given course. Each of the grades are also assigned an equivalency number, which is used to compute grade point averages. See the NIC College Catalog. For additional information on grading see the NIC website www.nic.edu, + More > Student Resources > Registrar's Office > Academic & Registration Information. Each instructor will reflect the grading policies and procedures in course syllabi.

The site supervisor or instructor will normally complete experiential education performance evaluations at regular intervals. In this way, mutual expectations can be understood and realistic goals can be established.

Objectives must be met in all courses and programs. Any absenteeism could affect the student's ability to achieve these objectives and may affect your grade. Clinical, dental clinic, externship or internship make-up is almost impossible; absences could affect student standing in their program of study. Re-enrollment is dependent on space available and may vary by program. See Section Three: Rights and Responsibilities, Readmission.

If it ever becomes necessary to withdraw from a course, please do not withdraw without a conference with the instructor and/or Division Chair. Proper and timely withdrawal **MUST BE** completed to avoid receiving an F grade on the transcript. It is the student's responsibility to be sure all withdrawal steps are completed. *Refer to the North Idaho College Calendar for applicable dates.*

All students in Health Professions programs must meet scholastic requirements. A minimum GPA is required in all courses and programs. *See Program Director for specific information.*

Acceptance of transfer credits depends on individual college policies. NIC will send transcripts when requested, but the credit allowed, if any, depends upon the college to which a student is applying.

Electronic progress/grades are utilized by instructors; students may access their grades through the learning management system; it is the student's responsibility to monitor progress and seek assistance when needed.

Effective: 08/13/13; Revised: 06/16/14, 07/15/2016, 08/16/18

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs. Students will maintain HIPAA confidentiality and security of all patient and experiential education facility information at all times. **Any breach of HIPAA may immediately remove the student from the program or result in probation.** For more information, please visit <https://www.hhs.gov/hipaa/index.html>.

Effective: 08/13/13; Revised: 07/15/2016, 08/16/18

INCIDENT/INJURY RESPONSE REPORTING

A. Campus, Clinical, Dental Clinic, Externship or Internship

If a student is injured in the clinical setting, the student will need to be treated at a local hospital or urgent care facility. If the injury is life-threatening, immediately call 911.

If payment is expected up front, the student is responsible for payment. The student can file a claim for reimbursement from the North Idaho College Student Accident Insurance Policy but first must submit the NIC Student Accident Report form www.nic.edu, + More > Student Resources > Health Services > Student Health Services > Student Accident Insurance. The information to obtain reimbursement is found on the NIC Student Accident Report form. This is a separate form from the one required by the Health Professions programs. All students who have an incident/injury occur while participating in a learning experience of North Idaho College such as in the lab or work site will be **required** to complete a Health Professions Student

Incident/Injury Report form, See **Appendix D**, within 24 hours of the incident/injury.

If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to the Program Director.

If an injury occurs in the experiential education setting, he/she must report immediately the injury to his/her site instructor.

Revised: 08/09/19

B. Blood Borne Infectious Disease

North Idaho College Health Professions Division operates in compliance with OSHA's Blood borne Pathogens Standard (29 CFR 1910.1030) and the recommendations from the Center for Disease Control. This standard is the facilities' policy to protect students and healthcare employees from occupationally acquired exposure to blood and other potentially infectious materials. Standard precautions for all patients will be followed. NIC is committed to educating health professions and nursing students on how to prevent and/or reduce the risk of blood borne pathogen exposures to themselves and patients.

Methods of Eliminating or Minimizing Exposure:

All North Idaho College Health Profession programs believe that strict adherence to proper infection control procedures by all health care providers is the primary way to prevent transmission of blood borne infectious disease. Many needle sticks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye and face protection, or gowns when contact with blood is expected can prevent many exposures to the eyes, nose, mouth, or skin.

Employee and student protection are to be provided in a manner consistent with a high standard of care using a combination of the following:

1. Engineering and work practice controls
2. Personal protective clothing and equipment
3. Training and education
4. HBV vaccination/positive titer
5. Signs and labels

Exposure Control Program:

A. Purpose:

Is to identify tasks and or positions associated with occupational exposures to blood or other potential infectious materials and to document the schedule of implementation of the measures that will be used. To require the development of procedures to be used in the evaluation of the circumstances surrounding exposure incidents.

B. To include:

1. Universal precaution procedures.
2. HBV vaccine and titer.
3. Training and education, to include:
 - a. Understanding the risk

- b. Proper work practices
- c. Engineering controls
- d. Disposal of regulated waste
4. Post exposure procedure, evaluation and treatment.

Exposure Determination & Protection:

A. Persons at risk of exposure

1. Faculty working in the Health Programs at North Idaho College.
2. Students attending the Health Programs at North Idaho College.

B. Task and procedures involved in occupational risks

1. Specific tasks and procedures included, but not limited to:
 - a. Oral care
 - b. Emptying bedpans and urinals
 - c. Collection of specimens such as sputum, blood, fecal, wound drainage.
 - d. Cleaning and dressing open wounds
 - e. Parenteral injections
 - f. Starting, discontinuing and managing intravenous lines and catheters
 - g. Oral and tracheal suctioning

2. Specific jobs

- a. Student: Meeting the needs of patients in a progressive manner as determined by the job description utilized in an acute care, extended care, emergency care, clinic, psychiatric, and cancer center facilities. The student will carry out only those tasks and procedures in a clinical setting after being taught and practiced in pre-clinic or a laboratory on campus.
- b. Faculty: Supervision, assistance and/or oversight of students in meeting the needs of patients.

3. Method of Compliance:

- a. All Health students and faculty will have the series of HBV vaccines prior to beginning the first clinical experience and a follow-up titer six months after the completion of the series.
- b. Should the titer be negative, a booster HBV vaccine will be given.
- c. All Health students and faculty will maintain current on immunizations and health requirements as outlines in the Clinical Passport Requirements.
- d. Students in the Health Programs are taught and practice prior to clinical experience working with patients:
 - 1) Standard precautions, which includes wearing the appropriate protective clothing and equipment.
 - 2) Aseptic hand washing techniques.
 - 3) Prior to starting clinical or treating patients, students are taught the correct procedure for safe disposal of sharps.
 - 4) Prior to starting clinical or treating patients, students are instructed on the correct procedure for specific tasks and procedures that involve potential contact with blood and body fluids, especially, but not limited to:
 - Collection of specimens

- Cleaning and dressing open wounds
- Parenteral injections
- Starting, discontinuing and managing intravenous lines and catheters
- Oral and tracheal suctioning
- Oral health procedures

4. Implementation of plan:

- a. Health students and faculty follow procedures that have been implemented in each facility.
- b. Students and faculty maintain current immunizations as identified on the Clinical Passport Requirements.
- c. The lab, simulation lab and pre-clinic are set up to ensure practice of standard precautions, using preventative clothing and equipment. Students are trained on use of universal precautions and protective equipment.

Procedure for needle stick/body fluid splash:

All contaminated needle sticks or bloody body fluid splash to mucus membrane or open skin should be treated as if there is a potential risk of pathogen exposure. If an exposure takes place in an experiential education facility, the student will be required to follow the procedure(s) outlined below, as well as, complete any appropriate facility requirements and forms. If the student receives an exposure to blood or body fluid:

1. Provide immediate care to the exposed site:
 - Wash needle sticks and cuts with soap and water
 - Flush splashes to the nose, mouth, or skin with water
 - Irrigate eyes with clean water, saline, or sterile solutions
 - No scientific evidence shows that using antiseptics or squeezing the wound will reduce the risk of transmission of a blood borne pathogen. Using a caustic agent such as bleach is not recommended.
2. Notify Clinical Instructor, Team Lead Instructor, Program Director or Associate Dean of Health Professions and Nursing immediately.
3. Fill out a college incident report and return to the Program Director within 24 hours to be kept in the student file.
4. A copy of the incident report is to be taken to NIC Student Health, to be placed in the student/faculty health file.
5. The Infection Control or Occupational Health Department from the facility involved need to be contacted with follow-up instructions. A copy of the follow-up instructions should be provided to the Program Director or Associate Dean of Health Professions and Nursing to be kept in the student file.

6. Complete all appropriate facility requirements and forms for the facility where the exposure occurred.

Procedure for an accident or injury in clinical setting:

If an accident or injury occurs involving the student or a patient(s) they are caring for in the clinical setting, the student should do the following:

1. In the event that a patient is injured in the student's presence, insure the safety of the patient from further injury and report the incident to the supervisor immediately. All incidents involving patients, visitors or students, no matter how minor, must be reported. The facility supervisor, site or lead instructor will assist with completing appropriate forms.
2. Notify Clinical Instructor, Team Lead Instructor, Program Director or the Associate Dean of Health Professions and Nursing immediately.
3. If the student is injured, seek immediate treatment as needed.
4. Notify **Employee Health of the facility for the facility**. Complete all appropriate facility requirements and forms for the facility where the incident occurred.
5. Complete an NIC incident report and file with the Director of the Program within 24 hours to be kept in the student file.
6. A copy of the incident report is to be taken to NIC Student Health, to be placed in the student/faculty health file.
7. Student should follow-up with care provider.
8. If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to the Program Director. The student will also need to provide the Program Director with a written release from any physical restrictions once they have been granted by the healthcare provider.

References:

Center for Disease Control (July 2003). Exposure to Blood: What Healthcare Personnel Need to Know. Retrieved from https://www.cdc.gov/HAI/pdfs/bbp/Exp_to_Blood.pdf

United State Department of Labor. Occupational Safety and Health Administration. Retrieved from: <https://www.osha.gov/>

Effective: 08/13/13; Revised: 08/16/18

STUDENT CONDUCT

Students are expected to read and comply with the Student Code of Conduct, which may be found at www.nic.edu/Policy Manual, Section V: STUDENTS > 5.06 E. STUDENT CODE OF CONDUCT > Procedure.

In addition to the NIC Student Code of Conduct, students in Health Professions programs are subject to professional standards. Students will act in a professional manner at all times. The Health Professions and Nursing Instructional Unit reserves the right to dismiss a student from a Health Professions program if a student demonstrates unprofessional conduct. Unprofessional conduct may

be subject to immediate suspension and/or dismissal from a program.

Standard:

1. The student will maintain a professional attitude at all times and conduct himself/herself as a mature adult in compliance with discipline specific codes of ethics for each program.
2. Keep the college and instructor advised on change of name, address, e-mail, or telephone number.
3. Assignments are designed to accomplish specific learning objectives and are not to be changed without the instructor's permission.
4. NIC reserves the right to place a student on suspension and/or dismiss the individual from clinical, dental clinic, externship or internship for inappropriate conduct as determined by NIC in its sole and absolute discretion. The following is a **non-exhaustive** list of some of the violations, which constitute grounds for immediate suspension and recommendation for dismissal.
 - a. Stealing, willfully destroying or damaging any property of patients, other employees or of the organization.
 - b. Disobedience or insubordination.
 - c. Disorderly conduct at clinical, dental clinic, externship or internship site.
 - d. Duty performance under the influence of alcohol or other drugs at any time.
 - e. Use of illegal drugs, or abuse of dangerous or controlled substances.
 - f. Gross negligence in performance of duty.
 - g. Release of privileged information.
 - h. Unprofessional or irresponsible behavior.
 - i. Absenteeism and tardiness.

Experiential Education Facilities

1. The health care team handles a great deal of confidential information concerning the history and condition of patients. Safeguarding the privacy of the patient is the responsibility of all. In accordance with HIPAA, a patient's condition or personal problems must never be discussed with anyone except as it relates to the care of the patient on the unit. Release of information to newspapers, radio stations and TV stations is forbidden. Identifying information must not be used in any written case studies or discussions. Release of any privileged information regarding a patient is cause for immediate suspension and recommendation for dismissal. Discussion of a student clinical, dental clinic, externship or internship assignment and information gathered is NOT a topic for social conversation.
2. Respectful consideration of all experiential site facilities and personnel is required. The students are there by invitation, and this could be rescinded at any time, if undesirable conduct occurs. The clinical, dental clinic, externship or internship area was chosen for specific learning experiences and the value received will depend on the student and his/her attitude. Any problems that might develop should be discussed privately with the instructor. Students will follow the policies and procedures of the facility.

3. Students should not accept tips. Tactfully decline any gifts or tips for services from any patient. Gifts to faculty by students are discouraged.
4. Cooperate with other team members. Tactfully explain any limitations because of student status.
5. Students should know all legal implications, which affect them. DO NOT perform any procedure or operate any equipment without permission of the clinical, dental clinic, externship or internship instructor.
6. Time assigned to the various clinical, dental clinic, externship or internship areas is a valuable learning experience. Please do not interrupt this by outside interests, phone calls, etc.
7. The clinical, dental clinic, externship or internship facilities have the authority to require immediate testing of a student, for example, urine or lie detector tests. These tests, if required, would be at the student's own expense.
8. During clinical, dental clinic, externship or internship, students are responsible to the instructor and personnel so designated. RESPONSIBILITY FOR PATIENT CARE RESTS WITH THE EXPERIENTIAL SITE FACILITY. THE EXPERIENTIAL SITE FACILITY HAS THE AUTHORITY TO GRANT OR REFUSE STUDENT ACCESS OF ANY STUDENT FOR JUST CAUSE. Remember, students are guests and represent North Idaho College and the program.

Effective: 07/24/13; Revised: 06/14/14, 07/15/2016, 08/16/2018

OUTSIDE EMPLOYMENT

The Health Professions Division promotes successful student outcomes by recommending students limit the number of hours they work, or abstain from employment, while enrolled in Health Professions programs. Students may be employed during times when there are no scheduled school clinical, dental clinic, externship or internship hours.

Effective: 07/24/13; Revised: 07/15/2016

SECTION THREE: RIGHTS AND RESPONSIBILITIES

ACADEMIC OR EXPERIENTIAL EDUCATION PROBATION

Although this section sets forth-proposed steps for probation and remediation, NIC reserves the right to immediately remove any student from the program for conduct that NIC determines, in its sole and absolute discretion, is sufficiently inappropriate. Students should review the prior section for some examples of such conduct.

The purpose of probation is to formally recognize that a student is not making satisfactory progress in theory or experiential education. The probation process will allow the student to receive specific feedback regarding his/her performance. The student will be given an opportunity to remediate and correct deficiencies and to demonstrate satisfactory performance.

Reasons for Probation:

1. Failure to make satisfactory progress in relation to course requirements: classroom, experiential education facilities or campus lab.
2. Student behavior and/or performance endangering either the student's and/or patient's safety, which may include but is not limited to:
 - a. Performing procedures on a patient beyond the limit of educational preparation in the program.
 - b. Leaving an assignment without properly advising appropriate personnel.
 - c. Participating in the violation of a patient's human rights, dignity, or discriminating in any way when rendering care for the patient.
 - d. Failing to follow specific rules and guidelines for each course.
 - e. Failing to behave appropriately.
 - f. **Any breach of Health Insurance Portability and Accountability Act (HIPAA).**
HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs. Students will maintain HIPAA confidentiality and security of all patient and experiential education facility information at all times.
3. Student behavior that fails to meet healthcare provider expectations e.g. lack of respect towards peers, patients, supervisor.

Process:

1. Student will be informed of the faculty's concern(s) regarding the students' performance and/or behavior in a private conference and/or by a written record of an incident.
 - a. Initially the student and instructor will discuss plans for the student to improve his/her performance.
 - b. Failure of the student to demonstrate satisfactory performance in the area of concern will result in the student being placed on academic or clinical, dental clinic, externship

- c. or internship probation. Determination of probationary status occurs after review by the Program Director and Division Chair.
2. The student will receive a written contract which delineates the expectations of the student to successfully meet the course objectives.
 - a. The student will be asked to sign the contract; however, documentation of the meeting between the instructor and the student will serve as evidence that the student was informed of probation and the expectations of the contract.
 - b. The length of probation for experiential education reasons will be determined by the faculty and/or the Program Director.
 - c. Failure to meet the requirements of the probation by the designated due date will result in dismissal from the program.
 - d. Completion of the requirements of probation will remove the probationary status and return the student to good standing in the program.

In addition, students are expected to read and comply with the NIC Academic Probation, Suspension and Disqualification policy and procedure. See NIC's Policy Manual www.nic.edu/Policy Manual, Section V: STUDENTS > 5.02 B. Academic Probation, Suspension and Reinstatement.

Effective: 08/13/13; Revised: 06/24/2015, 07/25/2016, 08/16/18

APPEALS

A. Academic

The appeals process provides an avenue of appeal for a student who feels a decision, action, or inaction pertaining to instructional issues e.g. concerns about an instructor, change of grade, course substitutions, academic sanctions, or other instructional matters has occurred. The student has the right to appeal the decision to the Health Professions Appeals Committee. This appeal hearing represents the College's internal appeal and exhausts the North Idaho College Appeal process outlined in NIC Policy and Procedure 5.06, Student Code of Conduct, Article XIII. See www.nic.edu/Policy Manual, Section V: STUDENTS > 5.06 E. Student Code of Conduct > Procedure > Article XIII Disposition of Disciplinary Matters; Judicial Process for Academic Misconduct. This appeal process **does not** override or negate any processes related to overall college reinstatement. To file an appeal, see Section Three: Rights and Responsibilities, Student Concerns and Grievance, of the Health Professions Student/Faculty Handbook (this handbook).

If the student elects to appeal, he/she will be suspended from the program during the appeals process. If the appeal is denied, the student has exhausted the NIC internal appeals process and he/she will cease attending class and receive a failing (F) grade for the course.

Process:

1. After receiving the written notification of the decision, the student will have three (3) business days to file an appeal.
2. To file an appeal, the student submits a written statement of request to the Health Professions Division Chair. In submitting the request, the student will provide

available times within the subsequent seven (7) business days within which the appeals hearing may be scheduled. The Division Chair will call a meeting of the Health Professions Appeals Committee at the earliest possible date within the seven (7) business day time frame.

Health Professions Committee Process:

1. The Appeals Committee will review documentation such as syllabi, performance criteria guidelines, written statements and materials submitted by the student and/or instructor, and other pertinent documentation. All materials to be reviewed by the Appeals Committee will be made available to the student at least 24 hours prior to the appeals hearing.
2. At the appeals hearing, the student will:
 - a. Present own verbal appeal to support, clarify, or expand upon their written statement.
 - b. Present other substantiating documentation if he/she desires.
 - c. Be prepared to answer clarifying questions posed by the committee.
 - d. Be permitted the presence of a support person during his/her appearance before the committee with the understanding that this individual does not participate in the proceeding.
 - e. Be excused after presentation while the committee deliberates.
3. The instructor may also choose to appear in person to support, clarify or expand upon their written statement, after which he/she will be excused from the meeting.
4. The committee's decision will result in one or more of the following:
 - a. Uphold grade/evaluation, dismissal.
 - b. Reconsider grade or evaluation, or dismissal decision.
 - c. Request submission of other specified documentation.
 - d. Develop a specific contractual agreement for continuance in the program.
 - e. Other.
5. The recorder, appointed by the Division Chair, will submit the written decision and meeting minutes for committee approval or editing for accuracy; committee members will sign the final copy.
6. The Division Chair will meet with the student immediately following the meeting to inform her/him of the outcome. The student, Program Director and/or instructor will receive written notification of the outcome.
7. The Division Chair will notify the Associate Dean of Health Professions and Nursing who will inform the Vice President for Instruction of the Appeals Committee decision within 48 hours of the committee meeting.
8. The Appeals Committee decision is final, represents the College's internal appeal, and exhausts the North Idaho College Appeal process outlined in Policy and Procedure 5.06

Student Code of Conduct. See www.nic.edu/Policy Manual, Section V: STUDENTS > 5.06 E. Student Code of Conduct.

B. Non-Academic

In the case of probation, suspension, or dismissal not related to instructional matters, the student follows the process outlined in NIC Policy and Procedure 5.06 - Student Code of Conduct.

Effective: 07/24/13; Revised: 06/14/14, 08/16/2018

DISMISSAL

Dismissal is the termination of the student's enrollment in their specific health professions program. As of the date of dismissal, the student may no longer attend classes, labs and/or work site experiences in any health professions courses in which he/she may be currently enrolled. The student may not register for any other program specific courses before petitioning for and being granted readmission into the specific health professions program.

Policy:

1. The following behaviors occurring at any time shall prompt evaluation of the student for continuation in or dismissal from the health professions program. This list is not exhaustive. NIC reserves the right to evaluate a student for continuation in or dismissal from the program based on other conduct not identified below.
 - a. Failure to meet written contract requirements for probation. See Section Three: Rights and Responsibilities, Academic or Experiential Education Probation of this handbook.
 - b. Program policy violations (experiential education, labs and/or class).
 - c. Student Code of Conduct violations. See NIC Student Handbook, Section 6: Student Code of Conduct.
 - d. Behavior which jeopardizes learning experiences for other students.
 - e. Behavior which places self or others in physical or psychological jeopardy.
 - f. Unethical, unsafe, dishonest behavior and and/or behavior which demonstrates consistently poor judgment may result in the student's withdrawal from the experiential education experience or immediate dismissal from the program. Some examples are:
 1. Attending any experiential education learning activity in the health professions program while under the influence of alcohol, illegal drugs or non-prescribed use of prescription drugs, which affect alertness, judgment or mood. Signs and symptoms such as:
 - I. Slurred speech
 - II. Alcohol on the breath
 - III. Impaired motor functions
 - IV. Inappropriate verbal remarks
 2. Felony conviction.
 3. Falsifying or altering a patient's records.

4. Knowingly performing a procedure without a supervisor's order.
5. Violating the confidentiality of information or knowledge concerning a patient and/or his/her family.
6. Academic dishonesty or other behaviors which violate NIC's Student Code of Conduct.

Effective: 07/24/13; Revised: 07/15/2016, 08/16/18

Procedure:

1. When a problem or concern is identified by the instructor or Program Director as potential grounds for dismissal, the instructor will:
 - a. Notify the student verbally and in writing that he/she is in jeopardy of dismissal from the program as a result of the identified behavior.
 - b. Inform the student that the student's behavior, actions, non-actions will be reviewed at a meeting of the Program Director and Health Professions Division Chair.
2. The Program Director will conduct an investigation regarding the behavior/s within seven (7) calendar days. The investigation will include a conference with the student, as well as applicable materials and other individuals as deemed necessary/appropriate. The student will be suspended during the investigation and may not attend classes, labs, and/or experiential education experiences in any program specific courses in which he/she may be currently enrolled.
3. Based on the investigation, the Program Director will meet and make a recommendation to the Division Chair regarding the student's continuation or dismissal from the program.
4. The Division Chair will inform the Associate Dean of Health Professions and Nursing regarding the recommendation. The decision of the Division Chair and Associate Dean of Health Professions and Nursing will be verbally shared with the student by the Program Director. The student will also receive written notification of the decision by the Division Chair.
5. The student will have an exit interview with the Division Chair.
6. The Associate Dean of Health Professions and Nursing will inform the Vice President for Instruction of the decision.
7. The student will be assisted, if he/she so desires, to explore other educational and career options.

Effective: 07/24/13; Revised: 06/14/14

READMISSION

A student may be readmitted one time only (exception, withdrawal due to crisis). The Health Professions program will readmit students who meet the following eligibility criteria:

1. To be eligible for consideration for readmission the student must:
 - a. Apply within two years of the time of exit. If application for readmission is after the two-year time frame, application to the program must be made as an entering new student.
 - b. Meet program requirements that are in effect at the time of reapplication.
 - c. Follow guidelines for readmission as designated in the readmission procedure.
2. Decision for readmission will be based upon:

- a. Academic and experiential education performance while enrolled in the program.
 - b. Circumstances surrounding exit from the program.
 - c. Actions taken by the student subsequent to exit to resolve problems and increase his/her potential for success in the program.
3. Readmission is contingent upon space availability.

Process:

The student requesting readmission must apply for admission to North Idaho College if not presently enrolled. In addition, the individual will submit to the Program Director the following information:

1. A letter requesting readmission to the Health Professions Program which addresses:
 - a. Reasons why he/she would like to be considered for readmission.
 - b. Activities or experience since withdrawal from the program that would contribute to his/her potential for success if readmitted.
 - c. If applicable, work experience including submission of name and address of immediate supervisor for reference.
2. Official transcripts of courses taken since withdrawal from the Health Professions Program and a copy of the student's current schedule.
3. Any other data deemed appropriate by the student.

The deadline for submitting readmission requests:

1. The end of the first week of September for entry into spring semester.
2. The end of the first week of February for entry into the summer semester.
3. The end of the first week in April for entry into the fall semester.

The Program Director will review the letter of request and the data submitted and act upon the request for readmission. Additional data may be requested by the Program Director. The Program Director will make a recommendation to the Health Professions Division Chair. The recommendation will be shared with the Associate Dean of Health Professions and Nursing and a decision made to grant or deny readmission pending completion of the readmission procedure. The applicant will be notified in writing of the decision on his/her request.

Upon approval, the student will be notified to proceed with the readmission process which will include:

1. Demonstration of knowledge base through completion of the final exam of the health professions course prerequisite to the course of requested readmission. A minimum passing score of 75% is required on the exam. Note: some programs may require a score higher than 75% to meet their accreditation standards. Please consult your program's addendum to this handbook.
2. Demonstration of satisfactory performance of experiential education competencies. Testing of skills will be scheduled on an individual basis. The student will have two opportunities to demonstrate satisfactory performance of skills.
3. All readmission procedures need to be completed according to the following guidelines:
 - a. December 1 for entry into the spring semester
 - b. April 1 for entry into the summer semester
 - c. May 1 for entry into the fall semester

The granting of readmission will be on a space available basis only. Upon readmission, current completed documentation of the following will be required prior to experiential education:

- Experiential Site Agreement
- **CastleBranch Background Check and Compliance Tracker with required documents uploaded**
- Drug Screening, if applicable to program
- Insurance: Personal Medical Insurance

*Effective: 07/24/13; Revised: 07/15/16,
08/16/18, 06/24/2020*

STUDENT CONCERNS AND GRIEVANCE

Students will have a process to voice concerns and have their concerns addressed. The following are the sole procedures to be followed by Health Professions students:

Informal Guidelines for Addressing Student Concerns

The following steps are to be followed by Health Professions students when seeking review of a concern involving a faculty or staff member of North Idaho College. The student is asked to remember:

- This is an **informal** process, requiring no paperwork or forms. The intent is to establish a dialogue between the student and the college that results in resolution of the concern.
- Concerns must be initiated within 15 days of the start of the semester following the semester during which the alleged action(s) occurred.
- The review of concerns must proceed from the lowest level of review to higher levels of review.

Step 1: The student speaks with the person with whom they have the concern and seeks to resolve the matter at this level. There is no need for further action if the concern is resolved at Step 1.

Step 2: If the concern is not resolved at Step 1 the student may request a meeting with the faculty member's Division Chair or the staff member's immediate supervisor. There is no need for further action if the concern is resolved at Step 2.

Step 3: If the concern is not resolved at Step 2 the student may request a meeting with the faculty or staff member's **Division Dean.**

Cause for the student not proceeding through Steps 1 and 2 above must be ascertained and found credible by the Dean before he/she will consider hearing the student's concern. The Dean, upon determining that the appropriate steps were followed, will attempt to informally resolve the complaint.

If the concern cannot be resolved at this informal level and the complaint warrants formal action the student may proceed to the formal process for addressing student concerns. See Section Three: Rights and Responsibilities, Appeals of this handbook.

Special Circumstances: There are some instances when students believe they have been the victims of harassment. In the event of an allegation of harassment, the student should immediately report such action to a NIC administrator. Harassment directed toward any individual or group on the basis of race, creed, color, national origin, age, gender, marital status, veteran's status, sexual orientation, or the presence of a physical, sensory or mental disability is a violation of the mission and purpose of North Idaho College as an institution of higher education and shall not be tolerated.

Effective: 07/23/2013

STUDENT WITHDRAWAL

Students who wish to withdraw from the program prior to completion of the program must submit written notice to the Program Director. The monitoring of program effectiveness requires that the program determine the reasons for student withdrawal when possible.

Process:

To withdraw from any course at NIC, the student must login to their MyNIC account, access Self Service and drop the course.

1. A student may withdraw from a full-length course only during the first ten weeks of the semester. The last date to withdraw is noted on the College calendar. Students in academic jeopardy will be informed of options and time lines for their decision making. **Students who withdraw from any Health Professions course are also withdrawing from the program.**
2. Students who do not officially withdraw from a class will receive a grade of **F** unless the instructor for the class initiates a withdrawal for them.
3. Students may withdraw after the tenth week only for compelling and extraordinary reasons. If a Health Professions student must exit under such circumstances, he/she should make an appointment with the Program Director to explore petitioning for withdrawal.
4. Any student withdrawing from the program must meet with the Program Director for an exit interview and completion of an Exit/Withdrawal Interview Form.
5. The student **must** return any name badges and any college/program property not belonging to the student which were issued to them as a student of NIC.
6. It is the student's responsibility to check the current NIC College Catalog, Registrar's Office, and program literature regarding readmission criteria prior to applying for readmission. All readmissions are contingent on space-availability.

Effective: 07/23/2013; Revised: 8/13/18

SECTION FOUR: GENERAL INFORMATION

CAMPUS ACTIVITIES

1. Students are encouraged to participate in campus activities such as social activities and student clubs. There are many opportunities in which to be involved.
2. The Edminster Student Union, Student Activities provides diverse social, cultural, recreational, and educational programs and activities for the North Idaho College community. For more information visit the SUB or contact ASNIC, phone 208-769-7761 for more information.

CLASS REPRESENTATIVES

If applicable to specific Health Professions program, the Class Representative will:

1. Act as a liaison between the class and the faculty.
2. In the event of illness or other absence by the Class Representative, the alternate shall assume the duties of Class Representative.
3. Represent the class regarding issues to the appropriate faculty.
4. Attend Program Advisory Committee meetings as requested by the instructor/Program Director.
5. Schedule and hold class meetings as necessary.
6. Take charge of updating class bulletin boards as applicable.
7. Coordinate activities for graduation if desired e.g. appoint committees, organize fundraising events.
8. Educate peers on importance of participating in program surveys to aid in quality improvement activities.

Election Procedure:

1. Nominations are to be held during lecture class early in the semester and at any time there is a resignation of the Class Representative.
2. Nominations will be limited to four individuals.
3. Nominees will be allowed a maximum of three minutes during lecture class to give a campaign speech.
4. The election will be conducted by a current Class Representative and will be secret ballot.
5. The nominee with the most votes shall assume the position of class representative.
6. The nominee with the next highest number of votes will be designated alternate Class Representative.
7. In the event of a tie, the two candidates receiving the highest number of votes may submit to a second vote, or may co-chair the office.

8. The term of office shall be for the length of the program.
9. In the event of a resignation by the Class Representative, the alternate will assume the Class Representative position and a new alternate will be elected. If no alternate is available a new election will take place.

Procedures for Class-Faculty Communication:

1. The Class Representative shall be provided with a schedule of class times for the current semester to enable the scheduling of class meetings.
2. The Class Representative will negotiate appropriate times with the instructor when announcements must be made to the class.
3. When asked to represent the class or an individual on an issue, the class representative will access the appropriate faculty using the chain of command as outlined in the handbook.
4. Students will be encouraged to communicate with the appropriate faculty person prior to involving the Class Representative.

Effective: 8/13/13

COLLEGE SERVICES

The Edminster Student Union Building (SUB), building #4, is the center of student activities and services. The areas available include a cafeteria, coffee house, auditorium, a lounge area including a lower level entertainment center (game room), and student bookstore.

COUNSELING SERVICES

A licensed counselor provides quality services with a focus on brief, solution focused therapy, (usually 2 to 4 sessions). When the student's issue is beyond the scope of services, NIC will work with the student to identify appropriate community resources. Stop by for an appointment in Seiter Hall, Room 100, or call 208-665-4520.

FOOD SERVICE

The Edminster Student Union Building (SUB) is available with cafeteria and lounge facilities for student use. At the experiential education site, the instructor or supervisor will advise students in regards to these activities.

HEALTH SERVICES

NIC Health Services are focused on acute, short-term health issues. If you have questions or need a community medical referral, please contact the NIC Student Health Director at 769-7794.

Revised: 08/09/19

HOUSEKEEPING DUTIES

Each student is responsible for maintaining a neat work space. Please return all equipment to its proper place and straighten classroom. No food or drink on or near computers, or in clinic or lab settings. Classroom space must be shared with others; therefore, the rooms must be left in order. Pick up after yourself. Please do your share.

LIBRARY - MOLSTEAD

The NIC Library and Media Center contain valuable resources for health professions students. The materials collection includes books, periodicals, videos and CD-ROMs on a wide variety of medical topics. Extensive health professions information can also be found on the library web site via databases such as Health Professions Center, CINAHL and ProQuest. Computers are available for accessing these databases and other web-based information. Students are encouraged to take advantage of the research assistance provided by helpful librarians. The second floor Computer Lab provides drop-in opportunity with a wide array of programs. The Library and Computer Lab are located in Building #23.

MEYER HEALTH AND SCIENCES COMPUTER LAB

The Computer Lab in the Meyer Health and Sciences Building has been provided as an area for hands-on instruction and the utilization of computers. There are dedicated classrooms (Room 143, Meyer Health and Sciences Building) and a drop-in lab (Second floor of the Molstead Library) for student's access. The MHS Computer Lab and the drop-in computer lab are considered a "quiet study area", thus, social discussions, cell phones and children are not allowed. Please see the NIC website for hours of operation of the Molstead Library Computer Lab. **NO FOOD OR BEVERAGES ARE ALLOWED. Other access is available on the main level of the Edminster Student Union Building.**

STUDENT SERVICES

There are many student services available on campus: Advising Services, Career Services, TRIO Student Support Services, Admissions, Adult Education Center, Bookstore, Children's Center, Disability Support Services, Financial Aid, Math Study Center, Multicultural Advisor, American Indian Student Support, Registrar, Testing Center, Tutoring, Veteran Services, and the Writing Center. Please refer to the NIC Student Handbook, Section 2: Student Services.

TELEPHONES

1. In the work site area, the instructor or person so designated will identify the location of public phones. Clinical, dental clinic, externship or internship area phones are not for personal use.
2. Please inform family or employer not to call the college or the facility except in an emergency.
3. Personal cell phone use is permitted outside of the learning environment only. Please turn off cell phones in the classroom, setting, and in computer labs.

APPENDICES

Appendix A. Experiential Site Agreement

NORTH IDAHO COLLEGE: HEALTH PROFESSIONS DIVISION Experiential Education Facility Agreement

I, the student, understand it is my responsibility to complete and submit all of the required documentation in order to participate in a clinical, dental clinic, externship or internship experience. I understand it is my responsibility to maintain current vaccinations, medical insurance, and education modules during my time in a clinical, dental clinic, externship, or internship experience. I understand I may be required to undergo Drug Screenings at various times during the clinical, dental clinic, externship or internship experience. I understand it is my responsibility to keep a copy of all documentation. I understand the documentation I turn in becomes the property of the North Idaho College Health Professions Division, and will not be returned to me or copied for me.

I understand when I attend a clinical, dental clinic, externship or internship experience I am obligated to follow the college and the facility policies and I am to wear appropriate uniform/clothing with an official NIC ID. I understand when I attend and/or participate in clinical, dental clinic, externship or internship experiences, I remain a student and am not an employee of the facility or North Idaho College and am not entitled to any monetary or other remuneration for services performed.

I have reviewed this agreement and agree to all of its terms.

Please read Section Two: Health Professions Standards; Clinical, Dental Clinic, Externship or Internship (page 11) and the CastleBranch Background Check and Compliance Tracker requirements for your program before signing.

Student Name (please print)

Student Signature

Date

Appendix B. Student Release and Acknowledgement for Participation

NORTH IDAHO COLLEGE: HEALTH PROFESSIONS DIVISION

Student Release and Acknowledgement for Participation

I, the undersigned “Participant”, am eighteen years of age or older and have voluntarily applied to participate in an Instructional Program course and/or Workforce Training and Community Education course (collectively the “Course”) provided by North Idaho College (“NIC”). For and in consideration of being allowed to participate in the Course, I hereby agree as follows:

Acknowledgement. I acknowledge that I am in good health and have no physical conditions that affect my ability to participate in the Course and have not been advised otherwise by a medical practitioner. I expressly acknowledge that it is my responsibility to ensure that I am covered by medical insurance, individually, or as a part of an organization and that NIC will not provide such coverage.

I expressly acknowledge and agree that my participation in this Course, including any component of the Course that involves my participation in learning opportunities outside of the classroom environment, are solely for educational purposes and are not for the benefit of NIC as my employer. I expressly acknowledge and agree that I am not entitled to any NIC-employee benefits such as compensation, retirement benefits, worker’s compensation benefits, unemployment benefits and/or any other benefit afforded to individuals as a result of their employment with NIC.

Assumption of the Risk. I acknowledge and agree that my participation in the Course may expose me to hazards or risks that may result in my illness, bodily injury, emotional injury, loss, death and/or damage to property. I understand and appreciate the nature of such hazards and risks and I, individually and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, assume all risks inherent in my participation in the Course.

Release. I, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, release, waive, discharge and acquit NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim (including claims for attorneys’ fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during my participation in the Course, including my coming and going from the Course, whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

Indemnity. I agree to indemnify, defend and hold harmless NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim, damage, loss, injury, expense, cause of action, dispute and cost (including payment of fees as incurred) that may arise from, result from or occur during my participation in the Course, including my coming and going from the Course, whether made by me or on behalf of me to the extent permitted by law, and whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

Understand. I acknowledge that I have read this agreement in its entirety, understand the terms herein and agree to be bound thereby.

Severability. If any provision of this agreement shall be found to be void, such determination shall not affect any other provision of this agreement.

DATED this _____ day of _____, 20_____.

PARTICIPANT SIGNATURE: _____

PRINTED NAME: _____

If under 18, PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

Effective: 2011; Revised: 08/19/13

Appendix C. Student Dress Code

NORTH IDAHO COLLEGE: HEALTH PROFESSIONS DIVISION

Student Dress Code

Acceptable	Unacceptable
<ul style="list-style-type: none"> • No tie • No hosiery • Modest jeans • Khaki and corduroy pants • Capri pants • Casual blouse • Casual button-up shirts • Shirt without a collar • Sweater • Athletic shoes • Business professional standards for accessories, jewelry, tattoos, body piercings, and grooming. 	<ul style="list-style-type: none"> • Pants or jeans that are tight or have a non-traditional fit (e.g., low-rise, baggy) • Jeans or pants with frayed or torn fabric • Visible undergarments • Shorts • Leggings • T-shirt • Sandals • Flip-flops • Low-cut tops • Rings that may puncture gloves • Jewelry other than a watch • Note: some programs may have specific requirements that extend beyond those mentioned above.

Adherence to NIC’s Health Professions dress code ensures consistent standards of dress and overall image for the college. Instructors are expected to advise and counsel students on the policy. If a facility has additional dress code requirements, instructors are responsible for informing students of those requirements. **Health Professions programs may have unique dress codes, please refer to the appropriate program’s addendum.**

Choices of dress which run counter to this policy will be addressed in a private meeting between the instructor and student (with witness as appropriate). Appropriate corrective action may include verbal warnings, written warnings, and requests that the student return home and change clothes. Continued violations may result in dismissal from the course.

Appendix D. Student Incident/Injury Report

NORTH IDAHO COLLEGE: HEALTH PROFESSIONS

Student Incident/Injury Report

Please complete the NIC Student Incident/Accident Report. Return to your Program Director within 24 hours of incident/injury. Please print.

Student Name: _____ Student ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

Date of Injury/Accident: _____ Time: _____ AM / PM Class Attending: _____

Location of Accident: Main Campus Other: _____

Provide detailed description of injury/accident and surrounding events (please use back of form, if necessary): _____

Was first aid provided? Yes No If yes, Date: _____ Time: _____ AM / PM

Was medical treatment provided? Yes No If yes, Date: _____ Time: _____ AM / PM

Name of medical provider: _____

Was a witness/instructor involved? Yes No If yes, please explain:

Student Signature

Date of Report

Witness/Instructor Signature

Title

Date

Dean of Instruction, Workforce Education

Date

Original – **Dean of Instruction, Workforce Education**

Copy – Student Services

Copy - Student

Appendix E. Student Essential Abilities

NORTH IDAHO COLLEGE: HEALTH PROFESSIONS DIVISION Student Essential Abilities

The following are considered to be essential abilities, which are necessary for admission to, and continuance in, the North Idaho College Health Professions Programs.

With or without reasonable accommodation, all students must meet or exceed the following essential abilities:

- Urine drug test screening if required by program.
- Criminal background check requirements; this may include finger printing if required by program or facility.

Motor/Sensory:

- Provide direct patient care (as appropriate to program)
- Lift a minimum of 25 pounds without assistance
- Be capable of bending, stooping, lifting, pushing and pulling
- Possess manual dexterity necessary to perform common tasks such as gloving, gowning, use of computers, and operating equipment.

Communication:

- Verbally communicate effectively in English with co-workers, providers, patients, and families (in person and on the telephone)
- Be able to read and comprehend written or printed information
- Be able to write and verbalize words commonly used in health care.

Cognition:

- Gather, analyze and draw conclusions from data
- Prioritize activities
- Respond appropriately to spoken words and auditory signals (as appropriate to program)

Behavior:

- Demonstrate the honesty and integrity that reflects essential character traits supporting trustworthiness and professionalism
- Groom and dress professionally, and exhibit appropriate social skills when interacting professionally.

Students requiring accommodation must register with Disability Support Services and provide documentation. Reasonable accommodations for persons with disabilities will be determined in collaboration with Disability Support Services following current Americans with Disabilities Act (ADA) guidelines (PL101 336) as stated in the North Idaho College policy on disabilities. See NIC Policy and Procedure 5.13 **ACCOMMODATIONS FOR STUDENTS AND EMPLOYEES WITH DISABILITIES.**

Effective: 08/16/18; Revised: 07/22/19

Appendix F. Student Acknowledgement/Responsibility Statement

NORTH IDAHO COLLEGE: HEALTH PROFESSIONS

Student Acknowledgement and Responsibility Statement

I have received a copy of the Health Professions Student/Faculty Handbook and program addendum.

I have read and understand the policies, procedures, and guidelines within both the Health Professions Student/Faculty Handbook and program addendum.

I agree to adhere to the rules and regulations of the experiential education facilities, North Idaho College and all program and experiential placement requirements.

I understand it is my responsibility to monitor any progress while in a North Idaho College Health Professions programs.

I understand if I am not present in class where additional information is presented beyond that of the syllabus and course schedule it is my responsibility to obtain the notes and information from another student.

I understand the information I will be tested on is presented in the required textbook or class materials and it is my responsibility to prepare for the tests from these resources as well as lectures.

It is my responsibility to read the assigned reading and prepare myself for the classroom discussions and tests.

I understand this is an interactive program and my conduct and participation or lack of participation will affect my grades.

I agree to show others the same respect I would like them to show me.

I agree to turn off cell phones and beepers during lecture, lab and at experiential facilities and understand text messaging & iPod use during class/lab or experiential education are not allowed.

I understand disrespect (in any form) in lecture, lab or at experiential education facilities may result in removal from the course or program.

I have read and accept the Student Dress Code (See Appendix C – Student Dress Code).

I have read and understand the Student Essential Abilities (See Appendix E – Student Essential Abilities).

Attendance is based on participation in lecture, lab and experiential education. Repeated failure to attend may result in removal from the course and may impact your financial aid award.

I understand that if there is any change in my current health status, I must immediately inform my Program Director.

Student Name (please print)

Student Signature

Date

Revised: 7/22/2019