



DELAWARE TECHNICAL & COMMUNITY COLLEGE

WILMINGTON CAMPUS

ALLIED HEALTH/SCIENCE DEPARTMENT

STUDENT POLICY MANUAL

2007-2008

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Welcome

INTRODUCTION

Welcome to the Allied Health/Science Department (www.dtcc.edu/wilmington/ah/). The faculty and staff in the Department look forward to working with you as you develop knowledge, techniques and professional behaviors in your chosen program as a health care provider. Each experience and interaction provides you with a stronger foundation with which to enter your chosen field. Please take advantage of the opportunities that are presented to you.

The Allied Health/Science Department Student Policy Manual has been compiled to more clearly define the required policies and procedures of the Department. Each allied health program also has a program specific policy manual. All policies and procedures are rooted in the code of ethics and standards of practice that apply to health care practitioners. It is essential that all of us participate to develop and maintain a safe and caring environment which integrates exacting sciences with technique specialization to provide everyone with quality practice in this dynamic industry of health care. The Program Graduate Competencies (PGCs) are based on these same standards.

As a student in this department, you bring a wealth of life experience to the college environment and your career. Take time to share that with the faculty, staff and your colleagues. Your journey here will be enhanced by sharing that experience and taking advantage of the opportunities and support services offered by the Program, Department and College.

The Faculty and Staff wish you a journey that brings insight, knowledge, growth and much success.

MISSION STATEMENT

The Allied Health/Science Department adheres to the principles expressed in ***Delaware Technical & Community College's Mission Statement***. The Allied Health/Science Department offers a comprehensive series of health related technologies designed to develop competent graduates who are dedicated to demonstrating professional behaviors, technical skills, and fundamentals of scientific knowledge. The department is committed to life-long learning and community service in a dynamic and diverse health care environment.

*Delaware Technical & Community College
Advisory Statement*

Delaware Technical & Community College is an Open Admissions institution with degree, diploma and certificate programs that require participation in courses, internships, practicums and clinical assignments. These activities may require one or more medical and/or background screenings as a condition of enrollment. The admissions requirements for these courses and/or program activities may include but are not be limited to:

- Immunizations and physical examinations
- Criminal background checks that may include a review of the Adult Abuse Registry and/or Child Protection Registry.
- Drug screenings
- Licensing requirements

Students are responsible for all arrangements and costs associated with these requirements. It is the student's responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements. A student may seek the assistance of a counselor or technical advisor in identifying conditions of enrollment in all programs and courses at Delaware Tech.

Employment after Delaware Tech

Conditions of employment are established by potential employers **and not by Delaware Technical & Community College**. Such conditions of employment may **include or exceed** any or all of the above requirements.

Academic Policies

Allied Health Educational Programs

CURRICULUM ORGANIZATION and SEQUENCE

Allied Health program curricula offered by Allied Health/Science Department at Delaware Technical & Community College, Wilmington Campus, have the following organizational components in that:

- A.** The sequence of courses provides integration of all core, support and technical courses. The technical courses include one or more learning format: didactic (classroom), lab, or clinical.
- B.** Student evaluation instruments are cumulative in nature within courses and throughout the course sequence. In each course, the student is evaluated on the basis of knowledge, psychomotor skills and professional behaviors. Each student must meet the required Program Graduate Competencies, which encompass all three areas, in order to graduate. These PGCs are required to provide competent health care.
- C.** A student who receives a recycle (“R”) or withdrawal (“W”, “O” or “U”) grade in a technical course is required to withdraw from their enrolled allied health program. (Program Withdrawal Policy p. 26).
- D.** If a student is identified as off-track, they may remain in the allied health program only with the Program Coordinator’s approval. (Off-Track Policy p. 26).

ATTENDANCE

A. Classroom and Laboratory Activities

Classroom and laboratory attendance is critical for successful completion of the course objectives and is therefore strongly encouraged. The student is required to successfully meet all course objectives prior to completion of the course. The student is responsible for obtaining all material and information presented during their absence. The instructor is not responsible for providing additional time of instruction for students who are absent. Refer to program-wide policies and course outlines/instructor handouts for specific attendance policies.

B. Clinic

Each Program curriculum requires that all Allied Health students spend some period of time within the clinical setting. Clinical experiences provided are specific to the curriculum and profession. Many experiences are located off-site and all are in professional settings. Strict attendance policies and make-up time requirements are enforced. Excessive absence may result in recycle of the course. Refer to the Program specific policy manual for specific attendance policies that are required in each Allied Health Program.

C. Inclement Weather/School Closings

All Allied Health Program classes **held at the DTCC Wilmington Campus** follow the DTCC Inclement Weather Policy. Please listen for WILMINGTON Campus delays/closings, as they may differ from the Stanton Campus.

This policy and/or radio announcement **does not apply** to Christiana Hospital, Riverside, or any other off-campus clinical site where scheduled hours are expected to be completed. Please see your program-specific policy manual and/or your Program Coordinator for further instruction.

STANDARDS OF STUDENT CONDUCT

Professional behavior is expected of the health care practitioner to maintain a high level of public trust and confidence. Students are expected to adhere to the standards of student conduct and responsibilities in accordance with the *Delaware Technical & Community College Student Handbook** as well as the Code of Conduct and/or Ethics for the chosen Program.

****The Student Handbook (updated 12.06.06) states:*** The College has determined that the following student actions are unacceptable and subject to disciplinary action under the procedures set forth in this policy. Such behavior shall include, but not be limited to:

1. The incitement or acts of force, assault, offensive touching, coercion, harassment, violence, intimidation or any interference with the free movement of others upon the College premises, or any act which endangers the mental or physical health or safety, or any act which is in violation of the DTCC Violence-Free College Policy.
2. Disruption or obstruction of the orderly operation of Campus activities, on or off College premises. Disruptive behaviors may include, but are not limited to, profane or vulgar statements or gestures, personal habits, personal appearance, slanderous or libelous statements, speech-oriented activities or publications.
3. Gambling.
4. Possession, consumption and/or abuse of illegal drugs and/or alcohol or any violation of the DTCC Drug-Free School and Workplace Policy.
5. Forgery, bribery, perjury, making a false statement, and/or other behavior indicating dishonesty.
6. Cheating, plagiarism or other violation on the College's Policy on Academic Dishonesty.
7. Theft, robbery, criminal trespass and/or burglary.
8. Intentional destruction of College property or the property of another or damaging public or private real or personal property without the permission of the owner by knowingly, purposely or recklessly drawing, painting or making any significant mark or inscription thereon.
9. Sexual assault, stalking or other violation of the DTCC Sexual Assault Policy.
10. Violation of the DTCC Policy Prohibiting Weapons and Dangerous Instruments or Devices.
11. Violation of the DTCC Sexual Harassment Policy which will be handled according to the Procedure for the Resolution of Sexual Harassment Complaints as published in the Student Handbook.
12. Violation of the DTCC Acceptable Use of Electronics Networks Policy.
13. Violation of any other published DTCC policy, rule and/or regulation included in the Student Handbook and elsewhere.
14. Any other violation of federal, state or local law.

****In accordance with the Student Handbook (updated 12.06.06), the College***

"...has the authority to immediately remove from campus any student who is accused of violating the Standards of Student Conduct when, in the opinion of the Vice President and Campus Director or other designated College official, the student's continued presence on campus creates an unreasonable risk to the health, safety and/or welfare of any member of the College community or is disruptive to the learning environment. This action may include calling the local law enforcement officers as necessary." In addition, the College "... shall have the authority to suspend a student pending a hearing in cases when...the welfare of the College community is endangered or jeopardized by the student's continued presence on campus."

***The term "campus" extends to any location where allied health student education takes place. Therefore, the supervising instructor or Program Coordinator has the right to immediately remove a student from the clinical setting, if the student's conduct is in any way endangering the patient or clinical employee.**

Student's failure to abide by any of the above documented standards in the classroom, laboratory, or clinical setting will result in the course instructor initiating Delaware Tech policies that may include but are not limited to the Violation of Student Conduct and/or Academic Dishonesty Policy.

In addition to the college guidelines, the Allied Health/Science Department will enforce the following consequences for an action of academic dishonesty:

- The initial offense will result in a no credit for the activity.
- The Department's Retest Policy will not apply in instances of academic dishonesty.

When a student is dismissed from a Program for an offense of conduct, the Allied Health/Science Department reserves the right to prohibit that student from reapplying to any Allied Health Program.

CONFIDENTIALITY POLICY

A. Confidentiality of patient, employee and hospital information:

- 1.** It is essential that **ALL** information about patients, employees, hospital procedures, research and equipment be kept absolutely confidential. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is in effect in all clinical facilities.
- 2.** Prior to entering the first clinical experience, each student is required to complete a self-instructional packet on the subject of HIPAA.
- 3.** The clinical site may require the student to sign a statement which indicates the student understands and will adhere to the policy. Failure to do so may prohibit the student's ability to complete the program.
- 4.** There are stringent consequences for students who do not adhere to HIPAA regulations. These may potentially include dismissal from a clinical site for a first offense. Within the Allied Health/Science Department, unauthorized release of information will be treated as a Violation of Student Conduct.

B. When a student is dismissed from a program for the above offense, the Allied Health/Science Department reserves the right to prohibit that student from reapplying to any Allied Health Program.

INTERACTION WITH HUMAN SUBJECTS

Some Allied Health/Science Department courses and all Allied Health Programs require “hands-on” interaction with faculty, students, patients, animal and/or human tissue and/or bodily fluids for successful completion. The Allied Health/Science Department has defined its policy regarding required interaction with human and animal subjects as follows:

- A.** In courses with a laboratory component, students will be handling human body fluids (blood, saliva, cheek scrapings, throat swabs, urine, etc), preserved dissection specimens and hazardous chemicals. For reasons of standard precautions and the potential for student injury, students will be required, when appropriate, to wear protective gloves, safety glasses which conform to OSHA guidelines identified as “Meets ANSI Z87.1” and/or laboratory coats. Students who refuse to wear appropriate protective attire will be immediately removed from the activity and will be advised that they will receive a zero for that particular laboratory/clinical activity.
- B.** In courses offered by the Allied Health/Science Department, students will be instructed in the affective, psychomotor and cognitive domains. This involves appropriate physical contact necessary to develop needed clinical skills for successful completion of course objectives. This learning will involve appropriate physical contact between, including but not limited to, student and animal, faculty, health care provider, patient and/or student.
- C.** Today’s health care worker is frequently exposed to a variety of potential risks during the process of patient care. Many times the greatest risk to the health care worker is the patient who has not been identified as having a contagious disease. In most instances however, the health care worker is well protected provided he/she is well educated and follows the appropriately prescribed protocol.
 - 1.** All students in the Allied Health Programs are required to attend a forum on infectious diseases prior to starting Program courses. After attending, any student may obtain further information regarding their questions about potential risks.
 - 2.** During the course of the curriculum, each student learns and is evaluated on knowledge about proper procedures, potential risks and safety protocols pertinent to the Program.

- 3.** Christiana Care Health System has implemented a policy on fingernail enhancements based on studies “that linked artificial nails and nail enhancements to infection outbreaks.” Therefore, artificial finger enhancements at Christiana Care facilities are not permitted. These include, but are not limited to, artificial nails, tips, wraps, appliqués, stones, decals, acrylics and gels.
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- D.** Students are assigned to the treatment of patients when competency has been developed. Instructors provide direct supervision and consultation to oversee student safety. All instructional objectives associated with these activities are expected to be completed successfully in order to assure progression in the curriculum. Students must treat all assigned patients.

ESSENTIAL FUNCTIONS

Physical Demands are the “physical requirements made on the worker by a specific job-worker situation as defined by the *Dictionary of Occupational Titles*”. These are the physical attributes which are used to describe the Essential Functions of the job. Essential Functions is the term used to identify these technical standards: the fundamental, not marginal, job duties.

The Allied Health Programs at Delaware Technical & Community College- Wilmington are rigorous and demanding programs. Essential Functions are required by each Program, as adopted by the Allied Health/Science Department. They establish the technical standards necessary for students to achieve the knowledge, skills and competencies during the student’s education. In addition, they meet the expectations of the programs’ accrediting agencies. In the allied health programs at Wilmington the demands in each program are consistent with those in the workplace. The student is given a program specific Essential Function form for advisement purposes prior to acceptance. Required psychomotor and behavior standards are noted on the form. These are required and evaluated through the curriculum, in the didactic, laboratory and clinical environments.

Upon acceptance into an allied health program, the student must accurately complete and sign the form to verify the student can meet the Essential Functions that are required in the Program. In addition, an Essential Function form is part of the Medical Form. The examining physician is expected to review the form and report any restrictions based on the program Essential Function form.

While reasonable accommodation (defined by the College in accordance with the ADA) will be made, the policy is that all Essential Functions must be met successfully. In the event it is determined that a student is unable to fulfill these Essential Functions, the student may not be admitted into the program. This decision is made by the Program Coordinator, Instructional Director and the Asst. Dean of Instruction in conjunction with the ADA Counselor.

PROCEDURE TO REQUEST ACCOMMODATION

In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided for students who qualify. To be protected under the ADA an individual must have, have a record of, or be regarded as having a substantial impairment which limits a major life function. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. It is important to note that a diagnosis in and of itself does not necessarily constitute a disability.

Not every student with a disability will need an accommodation. A reasonable accommodation need not be made by the College if doing so will fundamentally alter the program or the Essential Functions the program deems necessary to meet its accreditation standards. The reasonableness of a proposed accommodation will be determined on a case by case basis.

Students requesting reasonable accommodation should follow the steps below:

- A.** Meet with the ADA Counselor (Student Development Center-Wilmington) to procure the College's *Guidelines for Documenting a Disability*. **It is the responsibility of the student to meet with the ADA counselor prior to the beginning of the Allied Health program.**
- B.** Once verification of the disability has been received by the ADA Counselor, a discussion about appropriate reasonable accommodation will occur with the Program Coordinator, the ADA Counselor and the student to determine if the student can meet the Essential Functions of the program with the requested reasonable accommodation. This review will take into account whether an accommodation will jeopardize client/patient safety or the educational process of the student or the College, including coursework, clinical experiences and all related activities deemed essential for graduation.
- C.** The student will certify in writing that they are in agreement with the requested accommodation; they understand the Essential Functions; and believe to the best of their knowledge that they can meet each of these standards with the agreed upon accommodation.
- D.** **Accommodations are not automatically continued every semester.** It is the student's responsibility to consult with the ADA Counselor and Program Coordinator prior to the beginning of each semester. At this time re-evaluation of the students' disability and the Essential Functions of the program will be discussed.

In order to ensure the College and the student have sufficient time to comply with the requested accommodation it is important the student follow the above procedure in a timely fashion. Failure to comply with the above procedure will result in a delay in the process to determine reasonableness of requested accommodation, and implementation when deemed appropriate.

Graduates of the Allied Health Programs are often required to take licensing or registry examinations to practice as clinicians in an area of expertise. Some licensing organizations have criteria for providing accommodation during testing. Please contact the appropriate licensing organization if you have a reason to request accommodation during testing.

STUDENTS WITH MEDICAL CONDITIONS

- A.** The Department does not discriminate against any student known to have a medical condition. Extenuating circumstances will be evaluated on an individual basis. To be successful in a course or any Allied Health Program, all required curriculum objectives must be satisfactorily completed.

- B.** A student who has a medical condition that has potential of impacting the student's academic performance but is not protected by the ADA guidelines must abide by the following:
 - 1.** Proper medical treatment must be undertaken and proper documentation of such treatment must be provided to the Program Coordinator. Minimal required documentation from a physician includes: date of permitted return, what activity is permitted (class, laboratory or clinical experience) and activity limitations.

 - 2.** All involvement in program activities will be suspended until required documentation from a physician is provided.

 - 3.** When the short term medical condition changes, has extended beyond the provided documentation or has significantly impacted achieving the course objectives within the necessary timeframe, the Program Coordinator can request a meeting with the student and the ADA Counselor.

 - 4.** Reduced or delayed activity in the Program can delay graduation and eligibility to sit for professional certifying/licensing exams.

 - 5.** Appointments for medical conditions should not interfere with program activities.

 - 6.** When a medical condition exists or changes that requires physician documentation (#1), the student is required to sign an information release form permitting communication on a need-to-know basis that pertains to the student's status. This is to ensure safety of all people within the classroom and clinic area. Failure to do so will result in a violation of student conduct.

STUDENT EXPOSURE TO DISEASE

- A.** Because an exposure policy can only be effective with the cooperation of the enrolled student, the student is obligated to:
1. submit medical history and physical examination forms **on or before** the mandatory New Student Orientation. Failure to do so will result in forfeiture of the student's program seat.
 2. provide a signed statement of understanding regarding Hepatitis B vaccination and contagious disease exposure.
 3. routinely complete the appropriate protocol for prevention of transmission of disease between student and patient.
 4. immediately report any occurrence or illness that may indicate exposure to an infectious disease.
 5. comply with all required vaccination or testing prior to entering the clinical setting.
- B.** The Department's responsibility is to make Program students aware of potential exposure to infectious disease. In meeting this obligation the Department:
1. requires attendance at the New Student Orientation which includes information on infectious diseases.
 2. provides access to literature regarding vaccination programs or testing to determine the potential for contracting disease.
 3. provides Program specific education for standard precautions and transmission based diseases.
- C.** Variation from defined protocol or required testing may result in dismissal from the clinical setting. Resolution must occur prior to the student's return to the clinical site.
- D.** Federal and state regulations have defined obligations between the employer and employee regarding exposure to infectious disease. It is important to note that while students are not defined as employees, they are required to comply with all institutional/programs protocols expected of an employee.

E. Tuberculosis - Students accepted into the technical portion of an allied health program are required to have yearly tuberculosis screening. As part of the physical examination, a current PPD (Mantoux), must be documented. The PPD (Mantoux) must be completed within twelve (12) months prior to submitting the required physical/immunization form for the allied health technical program. A PPD (Mantoux) is only effective for twelve (12) months and must be completed annually to be current during the tenure of the student's program enrollment.

If there is a reaction to the first test, a second test must be completed within 1- 3 weeks of the first test. Results of both tests must be submitted. If the two-step PPD (Mantoux) testing is positive, then the following protocol will be used:

The student will obtain a chest x-ray and submit the results to their physician. If the chest x-ray results are negative, it is recommended the student consider a course of preventive therapy with their physician or the Chest Clinic at the Hudson State Service Center. The student must obtain a statement from the physician that includes:

- 1) the preventive course given, including dates
(if this course is chosen)
- 2) the student is without symptoms of TB at that time
- 3) the student is cleared to participate in the allied health program

Submit the statement and the chest x-ray results to the Allied Health/Science Department office. Yearly, the student is required to obtain a statement from their personal physician that states the student is without TB symptoms at that time and may participate in the allied health program.

F. Hepatitis B - The series of three (3) hepatitis B vaccinations is recommended for students participating in Allied Health programs. All students will be required to sign a statement of understanding regarding the Hepatitis B vaccine at the time of admission. If a student chooses to complete the series, documentation of all three (3) hepatitis B vaccines may be submitted to the Allied Health/Science Department for placement in the student's Medical Record file.

STUDENT INSURANCE

A. Health Insurance

1. All students are expected to maintain continual medical insurance during the period of enrollment in the Allied Health/Science Department. The College is not responsible for coverage of individuals for occurrences routinely covered through such insurance. A limited policy covering accidental injury during enrollment in a laboratory or clinical course is carried by the College on registered students for the period of that course. This is **not** health insurance.
2. Some clinical sites may require a student submit proof of current health insurance. Failure to do so may prohibit the student's ability to complete the program.

B. Malpractice/Liability Insurance

1. The College carries, on an annual basis, malpractice/liability insurance coverage for Allied Health Program students. Payment for the insurance is the student's responsibility. The student is notified annually during the Spring Semester of the required cost.
2. Students delinquent in paying for malpractice will **not** enter the clinical setting until payment is confirmed. Holds will be placed on the next semester's registration, when payment is delinquent. Students are still responsible for academic and clinical progress required during this period to remain on-track.

EMERGENCY CARE FOR STUDENTS

- A.** Students involved in an injury or illness while assigned to a clinical, off-campus site, or any class activity location will be treated or essential medical care will be arranged immediately.
- 1.** Enlisting emergency services is determined at the discretion of the supervising instructor. Once the service arrives, the student has the right to waive the use of the service. Medical emergencies will be followed by an authorized person onsite (fieldwork supervisor, etc.) as needed until student is under professional care in a hospital setting.
 - 2.** In the case of injury or illness that does not require hospitalization, persons on-site will not be responsible after immediate medical care has been implemented or arranged for, except for informational purposes.
 - 3.** Students must attend their private physician, HMO, or other applicable health agency to complete follow-up care.
 - 4.** Costs associated with all treatment, including services that are requested by supervising instructor, are the responsibility of the student. Persons may need to provide medical and insurance information to other health professionals when medical treatment is necessary.
(See Insurance-Health, above).
- B.** An AH/S Department incident report must be completed and forwarded to the Allied Health/Science Department Instructional Director by parties involved at the time of the occurrence. All other incident reports must be completed as required by the institution where the emergency occurs.

MAKE-UP EXAM POLICY

Each Program determines the policy associated with make-up exams in the technical courses of the program. This policy is program specific and is documented in the Program's policy manual. In addition, the Science Department adheres to their own make-up exam policy as presented to students in individual course policy forms.

RETEST POLICY

In order to provide students with reasonable opportunities for successful completion of the Program, the following retest policy applies to students who have recycled ("R") a technical course:

- A.** At the end of a technical course, when the student has a recycle grade for the course, the student may be permitted to retest. If the student passes the retest, a grade of 75 will be awarded for the retest. It will be weighted according to the course evaluation mechanism described in the Instructor handout.
- B.** Instructors will notify the Program Coordinator of any retests administered. This information will be maintained by the Program Coordinator in a central location.
- C.** The following three restrictions apply to this policy:
 - 1.** Only one retest will be permitted per semester regardless of the number of courses taken that semester. The retest can be given in either a didactic or laboratory component of the Program course, but not both.
 - 2.** Only two opportunities to retest will be permitted within the curriculum.
 - 3.** No opportunities to retest will be permitted when academic dishonesty occurs.

PROGRAM WITHDRAWAL

- A.** Matriculated Allied Health students who receive one or more recycle (“R”) or withdrawal (“W”, “O” or “U”) grades in a technical course are required to officially withdraw from the Program.
- B.** Matriculated Allied Health students who receive one or more recycle (“R”) or withdrawal (“W”, “O” or “U”) grades in a core or support course may be required to officially withdraw from the Program. This decision is the responsibility of the Program Coordinator and Instructional Director.
- C.** Students who have withdrawn from an Allied Health Program may request reentry by following the Allied Health Program Reentry Policy. (See Reentry Policy p. 27).
- D.** Students who have recycled or withdrawn from any (same or different) allied health program twice will not be considered for a seat in an allied health program for three years.

OFF-TRACK STATUS

The number of students who can be admitted to the Allied Health Programs each year is limited due to available resources.

Because of this stringent limitation upon the number of students who can be admitted to the Program, the following guidelines prevail in each Program:

- A.** Students are expected to progress through the required courses, semester by semester, following the recommended course sequence.
- B.** When a student, for whatever reason, is required to repeat a core or support course, the student is identified as off-track. This status occurs only with approval of the Program Coordinator. This status can occur only for a limited time.
- C.** When a student is off-track and the course not yet completed is required as a pre-requisite, the student may be required to withdraw from the Program.

The Allied Health/Science Department is not obligated to retain off-track students in the technical program. Each case will be independently reviewed by the Instructional Director/Department Chairperson, Program Coordinator, and student to determine the appropriate academic plan.

REENTRY

The following policy is in place to assure faculty and clinical sites that students who have previously withdrawn from an Allied Health Program are adequately prepared for reentry into the **same** Program.

- A.** Students will be required to document their request for reentry in writing to the Program Coordinator, the Department Chair, and the assigned counselor. This must be completed by mid-semester prior to the semester the student wishes to reenter. Students will be considered for reentry for only one academic year after withdrawing from a Program.
- B.** Reentry can be considered only if a seat is available. Students who have withdrawn with passing grades will be considered first for available seats. If there are more students who withdrew with passing grades requesting reentry than there are seats available, names will be drawn at random by the Program Coordinator. Students who have withdrawn with recycle grades (at the time of withdrawing) will be considered for reentry after all students with passing grades have been accepted. If there are more students with recycle grades requesting reentry than there are seats available, names will be drawn at random by the Program Coordinator.
- C.** The Program Coordinator will determine if a cumulative basic science exam is needed, to confirm academic readiness for reentry.
- D.** The Program Coordinator will be responsible for advising the student who has requested this process in writing.
- F.** Students who wish to be considered for the same or different Allied Health Program after one year of withdrawal must follow the Allied Health/Science Department Program Application Process for seat consideration.
- G.** The Allied Health/Science Department reserves the right to prohibit a student from reapplying to any Allied Health Program. The reason(s) for such action may include, but is (are) not limited to safety issues, dishonesty, theft, disregard for policies, dismissal from a clinical site, and previous Program withdrawals or recycles.
- H.** Due to the unique nature of each Allied Health Program, the point and requirement for reentry is determined by each program. (Refer to the specific Program Reentry policy).

Clinical Policies

CLINICAL/OFF-CAMPUS EXPERIENCE

Students who are registered for a course that pertains to a clinical experience (e.g., internship, practicum, Clinical Fieldwork, Clinical Practice) are placed in a “non-paid” experience. Students cannot be paid by the clinical facility for the hours of the clinical experience that constitute the course for which the student is registered. Students placed in “non-paid” clinical experiences cannot take the place of an employee or be counted as such.

(Curriculum Guidelines, Delaware Technical & Community College, p.317)

The Allied Health educational experience requires that all students spend some period of time within specialized settings. Many of these experiences are off-campus and all occur within professional settings. Therefore, the student is required to:

- A. provide own transportation and assume all associated costs to and from all clinical sites as assigned.
- B. be prepared with required equipment for all clinical sites as designated.
- C. be properly attired and identified as defined by the Program dress code.
- D. maintain proper and professional demeanor required in the setting at all times by displaying appropriate interpersonal dynamics and communication skills.
- E. maintain safe and prudent practice procedures.
- F. adhere to assigned start and stop times as scheduled by the faculty member responsible for clinical education.
- G. identify him/herself as a Delaware Tech student during Clinical Education periods only. **Students cannot voluntarily go to a clinical site, outside of scheduled hours, without approval from a faculty member and the department.** Malpractice insurance is applicable only when a student is in an approved clinical setting, at a scheduled time as part of a course. All other observation, volunteer or employment opportunities not related to the scheduled hours of the clinical experience must be arranged through the specific clinical facility. A student cannot identify him/herself as a Delaware Tech student during those periods which are not clinical education.

- H. follow Delaware Tech class policies while at a clinical site. Students register and pay for clinical experiences as technical courses, therefore all classroom policies are in effect at the clinical site. This includes the College policy stating that all cell phones and electronic devices must be turned OFF during classes.
- I. maintain current immunizations and health examinations. There are facilities that require a current Criminal Background Check and/or Drug Screen prior to starting the experience. The student is responsible for complying with the Allied Health/Science Department process. Failure to comply with the required process and pass the check and/or screen may prohibit the student's ability to complete their enrolled program.

An **Academic Hold** will be placed on a student's account for any missing records including, but not limited to, PPD, other immunizations, drug screen and criminal background check. An Academic Hold prohibits a student from registering for classes.

Clinical supervisors, instructors, and/or professional personnel may require the dismissal of a student from the clinical site for lack of compliance with any component of this policy. The student will leave the site and resolution(s) must occur prior to the student's return to **any** clinical site.

STUDENT EMPLOYMENT

The Allied Health/Science Department recognizes the potential need and desire by enrolled students to be employed during the course of the curriculum. Likewise, the Department recognizes the desire of medical facilities to utilize students in a part-time employee capacity. Due to considerations related to assurance of competency and the need for direct supervision, the College does not support the employment of students in the field of current study until after graduation. Further, the College malpractice/liability insurance does not provide coverage for students during such employment periods.

Allied Health students who accept a position in the field currently being studied prior to graduation do so as individuals and cannot represent themselves as students of the College during their hours of employment. The College in no way will consider itself responsible for the actions of the individual or any incidents that occur during these periods of employment

CLINICAL GRADING

- A.** Clinical experiences require a specific instructor/student ratio to assure patient safety. All experiences are closely monitored and structured during the assigned time. Clinical courses must be taken in sequence. Objectives must be completed within the appropriate time schedule. Extenuating circumstances may result in a deviation from the schedule. Therefore, the Department maintains the following policy:

Incomplete (“I”) Clinical Grades

- a.** Incomplete “I” grades as end-of-semester evaluations are given at the instructor's discretion only for extenuating circumstances deemed beyond student control.
- b.** Lateness and absence will not be considered an extenuating circumstance.
- c.** Students must make arrangements for course completion immediately following notification of an incomplete grade. These grades require additional time to complete outstanding objectives.
- d.** Incomplete grades carried into the final semester can jeopardize projected graduation and board eligibility.

CRIMINAL BACKGROUND CHECK

- A. When a clinical/off-campus facility requires a criminal background check for students, a student in the Allied Health/Science Department is required to complete the process and have a criminal background check acceptable to the facility prior to beginning the experience. The student is responsible for:
1. Paying for the criminal background check.
 2. Completing the process in a timely manner.
 3. Keeping a copy of the results for their own records, and providing a copy to the clinical/off-campus facility if requested.
- B. ***A Clinical Site May Require Any or All of the Following:***
1. A residency check for the past seven years.
 2. A criminal background check for convictions of **any** crime under Delaware Law, or the State law of the clinical site.
 3. A Child Protection Registry check for a record of any substantiated case of child abuse in Delaware, or the State of the clinical site location.
 4. An Adult Abuse Registry check for a record of any substantiated abuse in Delaware, or the State of the clinical site location.
- C. ***Process***
1. Pick up an Instruction Form from your Program Coordinator or the AH/S Department (Wilmington Campus SE 308 or Riverside Suite 101).
 2. Follow the instructions at www.CertifiedBackground.com and provide payment online for the background check.
 3. Within 72 hours of payment, results will be available online for student view and that of the department's authorized personnel.
 4. A copy of the results will be placed in the student's Medical Records folder on campus. The student is responsible for retrieving a copy for his/her own records.

IMPORTANT:

Some Allied Health programs use mandatory clinical sites that require a criminal background check free of **BOTH misdemeanor and felony charges**. Failure to pass a criminal background check will prohibit the student's ability to complete the program.

In addition, any criminal activity identified **after** beginning any clinical experience will jeopardize the student's ability to complete the program.

DRUG SCREEN

- A. When a clinical/off-campus facility requires a urine drug screen for students, a student in the Allied Health/Science Department is required to complete the process and pass the test prior to entering the facility. The student is responsible for:
1. Paying for the urine drug screen.
 2. Completing the process and passing the test in a timely manner.
 3. Keeping a copy of the results for their own records, and providing a copy to the clinical/off-campus facility if requested.

Note: Documentation of a urine drug screen from a current employer will be accepted **ONLY** if completed within the past six months and **ONLY** if identical to the screen performed through the College's established process. No variations on these guidelines will be accepted, and a new drug screen will be required following the process below.

B. **Process**

1. Pick up an Instruction Form from your Program Coordinator or the AH/S Department (Wilmington Campus SE 308 or Riverside Suite 101).
2. Follow the instructions at www.CertifiedBackground.com and provide payment online for the urine drug screen.
3. Take the email "receipt" of payment, along with a photo ID, to the AH/S Department (Wilmington Campus SE 308 or Riverside Suite 101) to receive a Chain of Custody Form and a list of participating LABCORP locations.
4. Take the Chain of Custody Form, along with a photo ID, to LABCORP for the completion of the drug screen.
5. Within 72 hours of testing, results will be available online for student view and that of the department's authorized personnel.
6. A copy of the results will be placed in the student's Medical Records folder on campus. The student is responsible for retrieving a copy for his/her own records.

IMPORTANT:

Allied Health programs require a clean drug screen. Failure to pass a drug screen will prohibit the student's ability to complete the program.

In addition, any drug activity identified **after** beginning any clinical experience will jeopardize the student's ability to complete the program.

Licensure & Accreditation

LICENSURE INFORMATION

State licensure or professional certification is necessary in the following professions: Dental Hygiene, Nuclear Medicine, Occupational Therapy Assistant, Physical Therapist Assistant, Radiology and Respiratory Care, in order to secure employment as a graduate of these Allied Health Programs. In other disciplines, it may be required by the employer or voluntary. As such:

- A. It may be necessary to disclose misdemeanor and/or felony offenses when applying for licensure or professional certification. In some circumstances the student may be prohibited from taking the certification/licensure exam and/or be denied licensure as a result of this disclosure.
- B. Title II of the “Americans with Disabilities Act” prohibits Delaware Tech from discriminating against any individual who previously used illegal drugs but is no longer engaged in the current and illegal use of drugs. Such individuals shall have access to all of Delaware Tech’s services and programs.” In order to secure a license or certification for the professions listed above, it may be necessary that an applicant disclose prior convictions for drug related offenses. In some circumstances the student may be prohibited from taking the certification/licensure exam and/or be denied licensure as a result of this disclosure.
- C. Some licensure exams require that a Program Coordinator verify authenticity of the information provided by the graduate applicant. The Program Coordinator is responsible for confirming that the information is accurate prior to approving the application. The Program Coordinator has the right not to verify the application when information is known to be other than accurate.

Any student with concerns pertaining to obtaining licensure or certification should request specific information from the licensing or certifying agency before making a decision as to their course of study. The college is **not** responsible for ensuring licensure or employment upon graduation.

ALLIED HEALTH ACCREDITATION AGENCIES

Dental Hygiene

American Dental Association
211 E. Chicago Avenue
Chicago, IL 60611
Phone: (312)440-2500
Fax: (312)440-2800
Web: www.ada.org

Diagnostic Medical Sonography*

Joint Review Committee on Education in
Diagnostic Medical Sonography (JRCDMS)
2025 Woodlane Drive
St. Paul, MN 55125
Phone: (651)731-1582
Fax: (651)731-0410
Email: JRC-DMS@jcahpo.org
Web: www.jrcdms.org

HistoProgram

National Accrediting Agency for Clinical
Laboratory Sciences (NAACLS)
8410 W. Bryn Mawr Ave, Suite 670
Chicago, IL 60631
Phone: (773)714-8880
Fax: (773)714-8886
Web: www.naacls.org
Email: info@naacls.org

Medical Assistant*

American Association of Medical Assistants
20 N. Wacker Drive #1575
Chicago, IL 60606
Phone: (312)899-1500
Web: www.aama-ntl.org

Nuclear Medicine

Joint Review Committee on Education Programs
in Nuclear Medicine Program (JRCNMT)
716 Black Point Rd
P. O. Box 1149
Polson, MT 59860-1149
Phone: (406)883-0003
Fax: (406)883-0022
Email: webmaster@jrcnmt.org
Web: www.jrcnmt.org

Occupational Therapy Assistant

The Accreditation Council for Occupational
Therapy Education (ACOTE) of the American
Occupational Therapy Association, Inc. (AOTA)
4720 Montgomery Lane
PO Box 31220
Bethesda, MD 20824
Phone: (301)652-2682
Fax: (301)652-7711
Web: www.aota.org
Email: accred@aota.org

Physical Therapist Assistant

Commission of Accreditation in Physical Therapy
Education (CAPTE) of the
American Physical Therapy Association (APTA)
1111 North Fairfax Street
Alexandria, VA 22314-1488
Phone: (703)684-3245
Fax: (703)684-7343
Web: www.apta.org/Education/Accreditation

Radiologic Program

Joint Review Committee on Education in
Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-2901
Phone: (312)704-5300
Fax: (312)704-5304
Web: www.jrcert.org
Email: mail@jrcert.org

Respiratory Care*

Committee on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Phone: (817)283-2835
Fax: (817)354-8519
Web: www.coarc.com

****Commission on Accreditation of Allied Health Education Programs (CAAHEP)***

1361 Park St.
Clearwater, FL 33756
Phone: (727) 210-2350
Fax: (727) 210-2354
Web: www.caahep.org

LICENSING/CERTIFICATION EXAMS

PROFESSION (TECHNOLOGY PROGRAM)	EXAM
Dental Hygiene	Delaware Practical Examination in Dental Hygiene (RTP)**
	Northeast Regional Boards (not required to practice in Delaware but is required to practice in surrounding states)
	National Dental Hygiene Board Examination (RTP)**
Diagnostic Medical Sonography (Each specialty - General DMS, Echocardiography and Vascular – has a separate ARDMS exam)	American Registry of Diagnostic Medical Sonographers ARDMS (not required)*
Exercise Science	ACSM Certification HFI (not required)* ACE Certification (not required)*
Histotechnician	Board of Registry American Society for Clinical Pathology Certification Exam (RTP)**
Medical Assistant	AAMA CMA Certification Exam (not required)*
Nuclear Medicine	Certification of Nuclear Medicine Technologists (RTP)**
Occupational Therapy Assistant	National Board for Certification in Occupational Therapy (RTP)**
Physical Therapist Assistant	National Physical Therapy Exam NPTE:PTA (RTP)**
Radiologic Technology	American Registry of Radiologic Technology ARRT (RT) Certification Exam (RTP)**
Respiratory Care	National Board for Respiratory Care Entry Level Exam (RTP)**
	National Board for Respiratory Care Advanced Practice Exam (RTP)**

*specific positions may require the certification.

**Passing this exam is required to practice (RTP) in Delaware. In most cases, a person must graduate from an accredited program to sit for the exam.

Lic.Exams (4.13.07)

ALLIED HEALTH/SCIENCE DEPARTMENT

As an Allied Health Student in the _____ Program, I have carefully read the Policy Manual. I fully understand and agree to adhere to the policies covering:

- _____ ***CURRICULUM ORGANIZATION***
- _____ ***ATTENDANCE***
- _____ ***STANDARDS OF STUDENT CONDUCT***
- _____ ***CONFIDENTIALITY POLICY***
- _____ ***INTERACTION WITH HUMAN SUBJECTS***
- _____ ***ESSENTIAL FUNCTIONS***
- _____ ***PROCEDURE TO REQUEST ACCOMMODATION***
- _____ ***STUDENTS WITH MEDICAL CONDITIONS***
- _____ ***STUDENT EXPOSURE TO DISEASE***
- _____ ***STUDENT INSURANCE AND EMERGENCY CARE***
- _____ ***MAKE UP EXAM***
- _____ ***RETEST***
- _____ ***PROGRAM WITHDRAWAL***
- _____ ***OFF-TRACK STATUS***
- _____ ***REENTRY***
- _____ ***CLINICAL EXPERIENCE***
- _____ ***STUDENT EMPLOYMENT***
- _____ ***CLINICAL GRADING***
- _____ ***CRIMINAL BACKGROUND CHECK***
- _____ ***DRUG SCREEN***
- _____ ***LICENSURE INFORMATION***

NAME (please print)

SIGNATURE

DATE

PROGRAM

_____ If you do not fully understand all policies, please check here and an appointment will be set up to discuss each policy with you.