The policies in this handbook are based upon present conditions and are subject to change by amendment or addition without prior notice. The college and the Respiratory Care Program reserve the right to modify any statement in accordance with unforeseen conditions or circumstances.

This is NOT intended to be a legal document.
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Introduction

The purpose of this handbook is to provide information regarding student policies and procedures within the Respiratory Care Program at Tulsa Community College, so as to provide consistent and equitable treatment throughout the Respiratory Care Program. (For general college policies in addition to those in this handbook, the student should refer to the “Student Code of Conduct Policy Handbook” distributed through the Student Services office.)

Any revisions or addendums to this handbook will be provided in writing to each student and will become effective at the time specified on the written notice.

All activities associated with the Respiratory Care Program, including student and faculty recruitment, student admission, and faculty employment practices, is non-discriminatory and in accordance with federal and state statutes, rules and regulations.

The faculty of the Respiratory Care Program welcomes each student and encourages each one to attain his/her career goals. It is the intent of each faculty member to provide support and encouragement to each student during the course of this 2-year program. Each faculty member has an open-door policy and will be available to answer questions and assist with problems that may arise. See individual course syllabi for each instructor's office hours.

Application Instructions

Complete the Tulsa Community College Application for Admission and submit it to the Registrar's Office if you have not been enrolled at TCC within the past year.

Send official high school transcript or GED scores to the Registrar’s Office. High School seniors need to send a seventh (7th) semester transcript. Upon completion of high school, another official transcript needs to be sent with final grades and graduation date.

Send official college transcript(s) to the registrar’s office from each college attended.

Successful completion of the program prerequisite, BIOL 1314, Human Anatomy and Physiology, with a grade of “C” or better, must be reflected on the college transcript.

Send official ACT/SAT scores to the Registrar’s Office. (Each applicant must have either ACT/SAT scores to be considered for the program, REGARDLESS of age or educational background).
First-time college students must meet with counselors regarding new student orientation, CPT (College Placement Test) and possible high school curricular deficiencies.

Students new to TCC must meet with counselors regarding the CPT (College Placement Test). Each applicant must show a proficiency in English, Reading and Science.

Send the completed Allied Health Services – Respiratory Care Program application for admission to the Allied Health Services Division by April 15th.

Students dismissed from the Respiratory Care Program for disciplinary reasons will not be eligible for readmission at a later date.

**Selection Criteria**

A selection committee reviews all the applications. Qualified applicants will be granted an interview with the Respiratory Care Program faculty. Qualified applicants are then ranked from the highest to the lowest score according to an established point system. The top 20-25 applicants are selected for the next fall semester class and are notified by mail of their selection by the first week of May. The selection criteria are based upon the following:

- Cumulative GPA
- Math and/or Science GPA Score
- ACT/SAT Composite Score
- High School GPA (if less than 12 college credit hours)
- Interview

After the selection process is completed, the new students are notified of the date and time to attend the new student orientation. This orientation takes place 3-4 weeks prior to the beginning of the fall semester. During the orientation the students will complete paperwork that will permit them to enroll in the appropriate respiratory care courses. Student requirements such as immunization records, random drug testing, CPR training, HIPAA training and criminal background checks will be discussed with the students, and a timeline for completion of all the requirements will be provided.

During the first week of the program, the *Respiratory Care Program Student Handbook* will be provided to each student and discussed in detail. The *Student Agreement Form* at the back of the handbook must be completed and signed by each student stating they have read, understand and will abide by the policies of the program. The signed form is given to the Program Director by the end of the first week of classes.
Respiratory Care Program Faculty

Gary Persing, BS, RRT
Program Director
Office: MC 608
Phone: 595-7015
Email: gary.persing@tulsacc.edu

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Director of Clinical Education
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Phone: 595-8344
Email: faith.summers-gates@tulsacc.edu

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Clendon Mitchell, RRT
Stephanie Schrepel, RRT
Marie Stewart, RRT
Howard Ward, CRT

Dean of Health Sciences

Midge Elliott, RN, MA, MS, JD
Office: MC 605
Phone: 595-8920
Email: midge.elliott@tulsacc.edu

Program Medical Director

Hassan Abouhouli, RRT, MD
Hillcrest Medical Center

Associate Dean, Allied Health Services Division

Suzanne, Reese-Taylor, MS, PT
Office: MP 458
Phone: 595-7002
Email: Suzanne.reese@tulsacc.edu
Clinical Affiliates

All Saints Home Health
3218 S. 79th E. Ave.
Tulsa, OK 74129
(918) 624-4400

Bailey Medical Center
106th Street North and Garnett
Owasso, OK 74055
(918) 376-8000

Cancer Treatment Center
10109 E. 79th St.
Tulsa, OK 74133
(918) 286-5000

Cherokee Nation Hastings Indian Hospital
100 S. Bliss Ave.
Tahlequah, OK 74464
(918) 458-3100

Cornerstone Hospital-Broken Arrow
1000 West Boise Circle
Broken Arrow, OK 74012
3rd Floor
(918) 994-8300

Cornerstone Hospital-Muskogee
351 South 40th Street
Muskogee, OK 74403
(918) 682-6161

Eastar Health System
300 Rockefeller Drive
Muskogee, OK 74401
(918) 682-5501

Hillcrest Hospital-Claremore
1200 N. Muskogee Pl.
Claremore, OK 74017
(918) 342-6755
Hillcrest Hospital-South
8801 S. 101st E. Ave.
Tulsa, OK 74133
(918) 294-4372

Hillcrest Medical Center
1120 S. Utica Ave.
Tulsa, OK 74104
(918) 579-2311

Home Care Warehouse
12206 E 51st St #100
Tulsa, OK 74146
(918) 307-1359

Jane Phillips Medical Center
3500 E. Frank Phillips Blvd
Bartlesville, OK
800-824-8854

Montgomery VA Medical Center
1011 Honor Heights Drive
Muskogee, OK 74401
(918) 577-3924

Northeastern Health Systems-Tahlequah
1400 East Downing Street
Tahlequah, OK 74465
(918) 456-0641

OSU Medical Center
744 W. 9th St.
Tulsa, OK 74127
(918) 599-5111

St. Francis Hospital (Includes the Children’s Hospital)
6161 S. Yale
Tulsa, OK 74136
(918) 494-1350

St. Francis Hospital South
10501 E. 91st St.
Tulsa, OK 74133
(918) 307-6000
St. Francis Sleep Lab
William Building
6585 S. Yale Suite 650
Tulsa, OK  74136
(918) 502-5600

St. John Medical Center (including Sleep Lab)
1923 S. Utica Ave.
Tulsa, OK  74104
(918) 744-2360

St. John – Owasso
12451 E. 100th St. North
Owasso, OK  74055
(918) 274-5000

St. John – Sapulpa
1004 E. Bryan
Sapulpa, OK  74066
(918) 224-4280

Respiratory Care Professional Organizations

American Association for Respiratory Care (AARC)
11030 Ables Lane
Dallas, TX  75229
(972) 243-2272
www.aarc.org

American Respiratory Care Foundation (ARCF)
11030 Ables Lane
Dallas, TX  75229
(972) 243-2272
(Regarding grant and scholarship information)

Oklahoma Society for Respiratory Care (OSRC)
PO Box 575
Bethany, OK  73008
www.okrespiratorycare.org
The Profession of Respiratory Care

Respiratory Care is one of the fastest growing health care professions. The profession is in need of dedicated and motivated individuals to provide respiratory care to critically ill infant, pediatric and adult patients. Respiratory Care practitioners also deliver care to non-critical patients and help in the rehabilitation of patients suffering from a variety of cardiopulmonary disorders. Most Respiratory Care practitioners are employed by hospitals and administer care to patients on the general floors, adult intensive care unit, cardiac intensive care unit, pediatric intensive care and neonatal intensive care unit. Diagnostic studies are performed by therapists in the pulmonary function lab and sleep lab. Many therapists administer respiratory care to patients in the home setting.

Respiratory Care practitioners are called upon to administer various treatment modalities, medications, perform diagnostic procedures, and manage sophisticated life support equipment.

Respiratory Care Credentialing

The overall goal of the Respiratory Care Program is to provide an educational curriculum designed to prepare the students for the successful completion of the National Board for Respiratory Care (NBRC) credentialing examinations. Upon graduation from the program, the student will be eligible to take the Therapist Multiple Choice Examination. Successful completion earns the Certified Respiratory Therapist (CRT) credential and the eligibility to take the Clinical
Simulation Examination, which when successfully completed, the Registered Respiratory Therapist (RRT) credential is awarded.

The TCC Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The CoARC has assigned program #200146 to the TCC Respiratory Care Program.

The goal of the Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Program Course Curriculum

In order to complete graduation requirements, a grade of “C” or better must be achieved in ALL Respiratory Care (RESP) courses. Human Anatomy and Physiology (BIOL 1314) requires a grade of “C” or better for the applicant to be considered for acceptance into the program. Because the program is heavily science and math based, more consideration will be given to applicants with a stronger background in math and science courses.

Prerequisite

BIOL 1314 – Human Anatomy and Physiology

First Year – Fall Semester

RESP 1232 – Applied Sciences for Respiratory Care
RESP 1313 – Respiratory Care Techniques and Theory I
RESP 1354 – Cardiopulmonary Anatomy and Physiology
RESP 1511 – Clinical Procedures Lab
RESP 1242 – Respiratory Care Patient Assessment
RESP 1251 – Physician/Therapist Interaction
PSYC 1113 – General Psychology

First Year – Spring Semester

RESP 1403 – Respiratory Care Techniques and Theory II
RESP 1443 – Respiratory Care Pathophysiology
RESP 2352 – Respiratory Care Pharmacology
RESP 1414 – Clinical I
ENGL 1113 – Freshman Composition I
First Year – Summer Semester

RESP 1522 – Introduction to Ventilator Management
RESP 2102 – Clinical II
POLS 1113 – American Federal Government

Second Year – Fall Semester

RESP 2324 – Advanced Topics in Mechanical Ventilation
RESP 1213 – Neonatal/Pediatric Respiratory Care
RESP 2204 – Clinical III
RESP 2311 – Mechanical Ventilator Lab
ENGL 1213 – Freshman Composition II or ENGL 2333 – Tech/Professional Writing

Second Year – Spring Semester

RESP 2563 – Cardiopulmonary Diagnostics
RESP 2493 – Respiratory Critical Care
RESP 2452 – NBRC Examination Review
RESP 2414 – Clinical IV
HIST 1483 – American History 1492 to 1865 or HIST 1493 – American History 1865 to present

Total Program Hours: 72

General Guidelines and Policies

Grade Requirements

The student must complete Human Anatomy and Physiology and all respiratory care classes with a grade of “C” or better. Receiving a grade lower than “C” in any of these classes will affect the student’s progression through the program, depending on course prerequisite requirements. The failed course must be repeated the following year before the student can continue full progression through the program. Failure to pass the same class twice may result in the student being withdrawn from the program.

Students receiving a grade of less than “C” in two or more classes during any semester will be placed on probation and may be required to reapply to the program.
Qualifications for Graduation

Along with passing each respiratory care course with a grade of “C” or better, the student must demonstrate competency, based on evaluations by program and adjunct faculty and in some cases clinical preceptors, while performing the following respiratory care tasks in the laboratory and/or clinical setting:

- Handwashing and Isolation Procedures
- Oxygen Supply Systems (tanks, liquid, concentrators)
- Patient Assessment
- Patient Positioning
- Vital Signs
- Breath Sounds
- Humidity Therapy
- Aerosol Therapy (long term; small volume for medication delivery, MDI)
- Oxygen Administration
- Artificial Airway Care
- Cuff Care
- Pulse Oximetry
- Incentive Spirometry
- IPPB Therapy/Lung Hyperinflation Therapy (PEP, flutter valve, etc.)
- BiPAP (non-invasive ventilation)
- Directed Cough
- Bedside Pulmonary Function Studies
- Pulmonary Function Studies
- Chest Physiotherapy
- Endotracheal and Nasotracheal Suctioning
- Tracheostomy Care and Suctioning
- Manual Ventilation
- Endotracheal Intubation
- Endotracheal Extubation
- Ventilator Management
- Ventilator Weaning Parameters
- Arterial Blood Gas Sampling
- Neonatal Oxygen Delivery Systems
- Oxygen Hood
- Neonatal Airway Management
- Neonatal Nasal Suctioning
- Neonatal Non-Pressurized Aerosol Delivery
- Neonatal Patient Assessment
- Neonatal Ventilator Management (including non-invasive and CPAP)
- Communication Skills (Oral Case Presentations)

Students failing to meet the minimum competency score must remediate before attempting the task again.
During the summer of the first year and again in the last semester of the program prior to graduation, the student will be re-evaluated on selected competencies. The student must complete the selected competencies successfully in order to graduate. If a student fails a competency, he/she will be given time to remediate before attempting the competency again.

**Advanced Standing Credit**

Students accepted into the program who already have professional respiratory course credits in the same discipline from another college may get credit for those courses upon review by the Program Director provided the courses have been successfully completed with a grade of “C” or better **within the past three years**. The course description from the classes already taken at the other institution will be compared to those offered in this program, and if the courses appear to cover the same material, credit will be given. The PD will work with the Counseling Office to make sure the credits will transfer. At least 16 hours of credit from this program must be successfully completed to earn a degree from TCC.

**Student Records**

All student files including didactic coursework and tests, laboratory competencies and clinical coursework will be secured in the locked offices of the Program Director, Director of Clinical Education, and other full-time faculty. Course grades and credits are recorded on the student’s transcript and maintained in the Office of the Registrar.

**Classroom Conduct and Academic Honesty**

The student has a responsibility not to engage in any unethical behavior that relates to their academic studies. Students committing any of the following offenses will be subject to immediate removal from the program. These include but are not limited to the following offenses:

1. Gaining assistance from or giving assistance to another student during testing.

2. Reproducing the content of an exam after the exam is reviewed in either written, oral or digital media. (Tape recorders are not allowed during exam reviews.)

3. Modification of test answers during an exam review.

4. Dissemination of examination content to other students in the current class or future classes.
5. Plagiarism of copyrighted material or submitting materials generated by another individual.

6. Falsification of clinical records.

7. Cell phones are not to be used in the classroom or skills lab. Use of electronic notebooks and laptops require permission of the instructor.

**Class Attendance and Tardiness**

Students are required to attend class on a regular basis. Attending all Respiratory Care classes is essential for success in the program and to prepare for the NBRC credentialing examinations and clinical experiences. Recognizing that attendance is not always possible, the student will be allowed to miss an equivalent of two weeks of class during a sixteen-week semester. For example, six absences will be allowed for classes meeting three days per week. Four absences will be allowed for classes meeting two days per week. Two absences will be allowed for classes meeting one day per week. In an eight-week semester the allowable absences will be reduced to half of the allowable absences in a sixteen-week semester. The student will be withdrawn from the course if the maximum number of allowable absences is exceeded. Since all Respiratory Care courses are offered only once per year, being withdrawn from the class will result in the student having to repeat the course the following year. This will affect the student’s progression through the program, causing a one-year delay in graduation. Refer to the course syllabus of each class for the specific attendance policy for that course.

Students are required to arrive for class on time. Arriving late is a disruption to both the instructor and students and cannot be tolerated. **Arriving more than fifteen minutes late will be counted as an absence.**

**Clinical Rotations**

Beginning in the Spring semester of the first year students will be assigned to area hospitals and institutions for clinical training. Clinical rotations take place on Thursday and Friday of each week. Clinical times are 6:45 A.M. to 2:00 P.M. unless otherwise specified.

In the sixteen-week fall and spring semesters the student will be assigned to three or four. During the summer semester, the student will rotate through one or two facilities.

While on clinical rotations, the student will be assigned to a department therapist. The student is under direct supervision of a licensed therapist the entire clinical day except time spent with TCC clinical faculty.
A licensed RCP must be present during ALL student interventions with patients. At no time is the student to be left unattended with the patient. All exams and procedures performed by students must be under supervision of the TCC clinical faculty or the licensed department therapist. A student cannot be assigned a clinical procedure as the sole responsible individual under any circumstance.

It is the responsibility of the student to reiterate this policy to any staff or faculty who may attempt to leave the student unsupervised. Should the staff fail to honor this policy, the student is to return to the department for reassignment to another therapist. The student must also report the incident to the TCC Director of Clinical Education as soon as possible. A student in violation of this policy will be counseled.

Students must not be substituted for clinical instructional or administrative staff while on clinical assignment. Students on rotation at an institution where they are employed may not receive any form of remuneration in exchange for work they perform as a student during that rotation.

Clinical time will be spent observing and performing procedures on patients and being evaluated by TCC clinical faculty. **Performance of procedures is evaluated and recorded on a task objective performance sheet and is to be completed and signed by only TCC clinical faculty or the assigned therapist.** (Refer to each clinical syllabus for a list of procedures to be performed for that semester.)

Students will also complete a written patient case study during certain clinical courses. Specified case studies will be presented orally to the class in the spring semester of the second year.

The student is responsible for completing a daily log at the end of each clinical day. The log documents the procedures performed and events witnessed on that day. **The log must be signed by the assigned therapist at the start of the clinical day and at the end of the day in order to document the student’s arrival and departure time.**

Cellular phones are not permitted at the clinical site. In order to be reached in an emergency, the Respiratory Care Department can be notified, where a message can be left with the office staff.
Clinical Attendance and Tardiness

Students are required to arrive at the clinical sites on time and stay until the designated sign-out time. Generally, clinical rotation times are from 6:45 A.M. to 2:00 P.M. Arriving late and/or leaving early will not be tolerated. Students are allowed a specific number of clinical absences during the semester. Exceeding the allowable absences will result in the student being withdrawn from the clinical course. The course must be repeated the following year resulting in a one-year delay in graduation.

Arriving late to the clinical site on two occasions or leaving the clinical site early twice will be counted as a clinical absence. A combination of arriving late and leaving early will also constitute a clinical absence.

It is imperative that the student notify both the clinical site and the Director of Clinical Education when he/she is going to be absent or arrive late to the clinical site.

Please refer to each clinical course syllabus for the specific attendance policy for that course.

Physician Lectures

Our program Medical Director, Dr. Hassan Abouhouli, meets with the students and conducts lectures on topics pertinent to Respiratory Care every other Wednesday morning at the Metro Campus. The lectures begin at 8:00 A.M. and last for approximately one hour. (Refer to the Physician Lecture Schedule.)

Students are expected to be at the lecture on time. Students are allowed one lecture absence each semester. A second absence will result in a drop of one letter grade. A third absence will result in being withdrawn from the course. The course must be repeated the following year resulting in a one-year delay in graduation.

Students arriving late to two lectures will be assessed one absence. Students arriving more than fifteen minutes late to the lecture will be counted absent.

Children are not permitted at the doctor lecture.

General Conduct*

Students will conduct themselves in a professional manner at all times. The student will:
1. Refrain from discussing the patient’s condition and/or diagnosis in any way other than in an educational setting.
2. Keep all patient information confidential (as specified by the Student Confidentiality Statement).
3. Maintain department or area decorum by refraining from loud or boisterous behavior.
4. Address all clinical instructors and faculty members with respect.
5. Turn off and put away cell phone while in the classroom and clinical setting and receive no personal telephone calls or visits in the clinical setting except in emergency situations.
6. Remain in the assigned department or area the entire clinical day.
7. Abstain from profanity, abusive language or the use of alcohol or other drugs both at the college and in the clinical setting.
8. Not chew gum while in the patient care areas.

A student who engages in inappropriate conduct at the college or in the clinical setting will be asked to leave the premises and will receive disciplinary action in accordance with the “Academic Grievance Procedures and Due Process Guidelines” and the “Academic Standards, Probations, Temporary Exclusions, Dismissals and Readmission Procedures.” (See appendices for these procedures.)

*All TCC students must be in compliance with TCC Student Services Code of Conduct.

Dress Policy

Casual attire is acceptable for all classes at the college.

To assure that the TCC Respiratory Care student is readily recognizable as a student and not a practitioner, and is neat and professional in appearance, the following dress code is to be adhered to by all students while on clinical rotations:

A. All students are to wear the designated color scrubs which may be purchased in the TCC bookstore. A TCC student patch must be sown on the right sleeve of the scrub top. A white lab jacket is optional. If a jacket is worn, a TCC student patch must be visible on the right sleeve of the jacket.
B. A TCC student name tag (not work name tag) must be worn and visible at all times.

C. All students will wear clean, closed-toe, soft-soled shoes. Leather athletic shoes are acceptable, provided they are predominately white.

D. The student must have a watch with a second hand, pen with black ink, note pad, stethoscope and clinical task objectives in his/her possession at all times at the clinical site.

E. Personal appearance:

1. Hair must be neat and clean. It must also be held back if longer than shoulder length to promote safety and prevent contamination.

2. Fingernails must be kept neat, clean and trimmed to moderate length. False nails and/or extensions are prohibited.

3. Inadequate personal hygiene will not be tolerated (dirty hands or hair, body odor, etc.).

4. No cologne or perfume should be worn since their odor can worsen the condition of pulmonary patients. Strong fragrances and perfumes are not permitted in the classroom or lab as well.

5. Because of dress code policies at particular clinical affiliates, body piercings, other than pierced ears, are prohibited. Dangling earrings, due to safety considerations, should not be worn. (Please refer to the Tulsa Community College Student Code of Conduct Policy Handbook regarding dress code.)

6. Tattoos must be covered by the clinical uniform and not visible while on clinical rotations.

A student judged to be in violation of the dress policy by a clinical instructor or program faculty may be sent home from the clinical site resulting in a clinical absence.

Criminal Background Check

All health sciences students must consent, submit to, and satisfactorily complete a National criminal background investigation as a condition of participation in clinical rotations in the Allied Health Services, MLT/Phlebotomy and Nursing programs. Eligibility for participation in clinical rotations will not be final until the completion of the criminal background check with results deemed acceptable to
the applicable clinical affiliates of the program/division. The following databases are examples of those that may be examined as part of the comprehensive

National criminal background check: Residency History Check, Social Security Number Search, County Criminal Records Searches, National Criminal Database Search, National Wants and Warrants Search, National Sexual Offender Database Search, Healthcare Fraud and Abuse (FACISIII), and International Screening as applicable. **Any positive findings may be subject to review by the clinical affiliates and could prevent the student from completing clinical requirements.** All expenses associated with the CBC are the responsibility of the student.

*Students who do not consent to the required background check, who refuse to provide information necessary to conduct the background check, or who provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including, dismissal from the program.*

**Note: See Appendices for the complete Criminal Background Check Procedure for Students.**

**CPR Certification**

All students in the Respiratory Care Program must be certified in CPR prior to attending clinical rotations in the spring semester of the first year. The student must obtain certification in the **American Heart Association’s “Basic Cardiac Life Support for the Health Care Provider.”** The Respiratory Care Program generally has a CPR instructor that will certify all the students in groups of 5-6. The instructor will set up a schedule in the fall semester with the Program Director, who will schedule the students for the class. You may also enroll in this course by calling the American Heart Association at 747-8254.

**Drug Screening**

Drug screening will be performed on all students of TCC health sciences programs (all current Allied Health Services, MLT/Phlebotomy and Nursing students) prior to participation in the initial clinical rotation, as a requirement of clinical affiliate agreements to ascertain students’ eligibility for continuing program enrollment. Fees for all drug screening must be paid by the student. Drug screening reports and all records pertaining to the results will be considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. For additional information on FERPA, please see: [http://www.ed.gov/policy/gen/guid/ferpa/index.html](http://www.ed.gov/policy/gen/guid/ferpa/index.html)

If a current student tests positive for drugs that are illegal substances, non-prescribed legal substances or is deemed unsafe for the clinical setting by the
Medical Review Officer, the student will be immediately dismissed from the Allied Health Services, MLT/Phlebotomy or Nursing Program.

_A student’s refusal at any point to be tested for drugs &/or alcohol will result in dismissal from the Allied Health Services, MLT/Phlebotomy or Nursing program and forfeiture of any health scholarship._

Drug test results are usually accepted for the duration of the student's continuous program participation but may be required on a more frequent basis depending on the requirement(s) of clinical affiliates or for cause.

**Note:** See Appendices for _Guidelines for Student Drug Screening._

**Immunizations**

Students must be in compliance with immunization policies of the TCC Allied Health Services and the Respiratory Care Program in accordance with the Center for Disease Control Guidelines. All Respiratory Care students must provide proof of immunizations: MMR, Varicella, Hepatitis B, Influenza, Tdap, and annual negative TB screening. These documents must be submitted and approved prior to the Clinical I, RESP 1413, and updated as required. CDC guidelines and TCC Allied Health Division policies. The student is responsible for the cost of immunizations and/or titers and TB screening.

**HIPAA Training and Confidentiality Statement**

All students will receive HIPAA Level I Training prior to enrollment in Clinical I, RESP1413. All students will sign a confidentiality statement to demonstrate their understanding of the HIPAA (Health Insurance Portability and Accountability Act) Standards and guidelines and to agree to maintain confidentiality in the access, discussion, use, and distribution of a patient’s/client’s health information. A breach of confidentiality will result in disciplinary action, up to and including dismissal from the Clinical and/or Respiratory Care Program.

**Note:** See Appendices for _Student Confidentiality Statement._

**Student Safety on Campus**

The TCC Campus Police functions primarily to protect the life and property of TCC students and staff and provides numerous services to students as a routine part of the College operation. Included in these services are personal escorts to the student’s vehicle. The campus “Lost and Found” is located in the Campus Police Office located in MC 1005 of the main building. _The Campus Police phone number is 595-8888. Dialing 911 will activate Tulsa Police dispatch as well as notify Campus Police._ Campus Police makes an annual _Campus Security Report_ available in the _Student Code of Conduct and Policy Handbook._
This report is a compilation of crime statistics, as well as procedures and programs for preventing and dealing with incidents of sexual harassment, assault and substance abuse and where students should go to report a crime. You can receive this information from the Campus Police Office.

**Student Health Services**

Students Health Services offices are available on each campus to provide health care and health education to students and staff. Each is staffed by a registered nurse who will evaluate and treat injuries and advise treatment for illness. Students with health concerns are referred to their personal physicians or agencies. The Student Health Services Office is located in MC 1011 in the main building. Their phone number is 595-7270.

**Allied Health Counselor**

Tulsa Community College has provided a personal counseling service for students in the Health Sciences programs. The licensed counselor sees students who self-refer or who may be referred by the faculty for personal problems that may be interfering with success in the Respiratory Care Program. The counselor can also work with the student on time management, stress reduction, study skills and test taking strategies, and managing test anxiety. The counselor can give you resources in the community if that is in your best interests. All sessions are confidential and at no cost to the student. The counselor can be accessed by calling 918-595-7108 or going by office MC-330.

**Academic Support Services**

Students have access to computer, math and reading labs. For a list of all the academic support services, see the current college catalog.

**Student Employment**

Students are allowed to secure employment as a Respiratory Care Practitioner based on the Oklahoma State Respiratory Care Practice Act implemented in 1995. The student must obtain a provisional license to practice Respiratory Care as a student. Students will be able to begin employment during the spring semester of the first year after specific respiratory care procedures have been performed both in the lab and during clinical rotations.

To obtain an application for a provisional license, contact the Oklahoma State Board for Medical Licensure and Supervision at the phone number or address listed below:

Oklahoma State Board of Medical Licensure and Supervision
PO Box 18256
Oklahoma City, OK 73154-0256
Student employment is neither encouraged nor discouraged by the Respiratory Care Program faculty. It is the student’s responsibility to maintain class attendance regardless of the number of hours worked. It is unacceptable to miss class or clinical time for personal employment. The student will be counseled by the Program Director if classroom and/or clinical performance is affected by employment.

**Students are not to complete any clinical coursework during their hours of employment.**
UNIFORM HEALTH SCIENCES ACADEMIC STANDARDS, PROBATIONS, TEMPORARY EXCLUSIONS, DISMISSALS AND READMISSION PROCEDURES

I. SCOPE

The scope of the interventional procedures will apply to all Health Sciences students and will include but not be limited to performance evaluation, probations, temporary exclusions, dismissals, hearings and readmissions.

II. STATEMENT OF PURPOSE

The purposes of this procedure are fourfold; (1) to protect the integrity and quality of the Tulsa Community College (TCC) health science programs and their respective course offerings, (2) to protect the legitimate interests of students enrolled in and faculty assigned to the Health Science courses and programs, (3) to ensure the safety and security of students, faculty and the public during the educational process, and (4) to maintain due regard for the community and society for whom the graduates of this College shall serve.

III. STATEMENT OF HEALTH SCIENCES EDUCATIONAL PHILOSOPHY

A – The Health Sciences faculty members of TCC are considered educational professionals and as such have been given the academic freedom within the established policies and procedures of TCC and the Oklahoma State Regents of Higher Education (OSRHE) to decide the best methodology for instructional delivery and assessment of course content.

B - Subject to the procedures delineated in Sections 4, 5, and 6 of this Standard, the Health Sciences programs have reasonable latitude to address with their students appropriate academic standards and performance expectations which include the cognitive, psychomotor and affective behavioral components of their program of study.

C - Each of the Health Sciences programs will communicate in written form each semester the required academic performance standards expected of each student, the thresholds that must be achieved to be successful and any
deficiencies that must be corrected in order for the student to be eligible to graduate from the Health Sciences program.

IV. HEALTH SCIENCES DEFINITIONS, ACADEMIC PERFORMANCE EVALUATION AND INTERVENTION PROCEDURES

A. DEFINITIONS

1. **Unsatisfactory Academic Performance or Misconduct** refers to behavior(s) that occur(s) in the classroom, laboratory and/or clinical rotation that directly pertain to the course and/or program requirements and do/does not meet the stated academic standard(s) of the specific course or program of study. These guidelines pertain to “academic-related” performance and are to be differentiated from non-academic misconduct issues, which are addressed in the Student Code of Conduct section of the Student Policies and Resources Handbook.

2. **Due Process** is defined as: “Fundamental fairness in the method which discretionary power is exercised.” (Stevens, E. (1999). Due Process is achieved by “…ensuring that all official inquiries into disputed facts are conducted in a predictable and dignified manner, that any members of the institutional community who face official action adverse to their protected interests receive proper notice and a meaningful opportunity to present and respond to evidence, and that academic and disciplinary decisions are made by unbiased officials.” [http://www.ericdigests.org/2000-3/due.htm](http://www.ericdigests.org/2000-3/due.htm)

3. **Warning** is defined as a formal communication by the faculty to the student that one or more student behaviors is/are unsatisfactory, and that if the behavior is repeated or does not improve, will cause the student to be eligible for probation or dismissal.

4. **Probation** is defined as a formal notice to a student that performance is less than satisfactory and must be improved, or face dismissal without prejudice or dismissal. The guidelines pertaining to the probation processes are outlined for each program within the respective program’s student handbook.

5. **Temporary Exclusion** is defined as temporary exclusion from an academic course or series of courses and/or exclusion from one or more components of a health sciences course or courses, pending the outcome of an investigation, hearing or appeal, as a result of an impending dismissal process.

6. **Dismissal without Prejudice** is defined as termination from a program with the possibility of readmission.
7. “Dismissal” is defined as permanent termination from a program, with no possibility of readmission.

8. “Working days” is defined as periods when the college is open. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Any extensions must be communicated to all parties.

9. “Unsafe Behavior” is defined as (a) a potentially LIFE-THREATENING incident; and/or (b) an incident contributing to the actual/potential injury of self; and/or (c) an incident contributing to the actual/potential injury of another.

B. UNSATISFACTORY ACADEMIC PERFORMANCE AND INTERVENTIONAL PROCEDURES

Any Health Sciences student who does not meet the established program thresholds for the successful completion of any academic performance standard (including programs with clinical components) may be subject to academic discipline. A Health Sciences program’s disciplinary action may include but shall not be limited to providing a student with a written warning, placing a student on probation, temporarily excluding a student from participation in course or courses pending the outcome of an investigation or appeal, student dismissal without prejudice or student dismissal, provided that:

1. The student be kept fully informed of the specific nature of deficiencies in his or her academic performance and the program’s dissatisfaction with that performance: and

2. The program’s decision to dismiss will be careful and deliberate, and conducted with due process.

The standard at TCC for academic decisions is based on whether the academic decision given is “erroneous or was assigned in an arbitrary and/or capricious manner”. These procedures are available only to review allegedly erroneous, arbitrary or capricious academic decisions and not mere differences of opinion regarding the professional judgment of the faculty member in evaluating a student’s work or making an academic decision.

The academic decision will be considered erroneous if it may be shown, for example, that the grade assigned was inaccurate based upon a mathematical or calculation error.
The academic decision will be considered arbitrary and/or capricious if the decision is made:
1) On some basis other than performance in the course and/or compliance with the course assignments and requirements;
2) By more exacting or demanding standards than were applied to other students in the same section or course; or
3) By a substantial departure from the faculty member’s, divisions’ or college’s announced standards as articulated in the course syllabus, catalog descriptions, blackboard announcements, or other written materials.

1. Program Warning/Probation/Dismissal Categories

(Please refer to the individual Program Handbook for each specific health sciences program for further guidance regarding each of the following categories.)

a. Course Grades

1) A final grade of "D" or "F" in any health sciences course may result in course and/or program dismissal and if eligible, the student may be permitted to repeat the course.

The student may appeal a final course grade of “D” or “F” according to the procedures outlined in the “Student Academic Grievance Procedures and Due Process Guidelines for Health Sciences Students.” Any student dismissed from the program for reason of course grades must apply for and be re-admitted to the course and may be required to re-apply to the health sciences program.

b. Grade Point Average

1) A student who is academically suspended from TCC according to the criteria and process outlined in the TCC College Catalog will be dismissed from the program.

2) A student whose GPA falls below the required minimum GPA for retention in the program (as published in the Program Handbook) will be dismissed from the program.
c. **Time Delays in Program Completion**

1) Successful completion of all required coursework and graduation from the program must occur within the designated time frame from initial enrollment in the courses, as described in the Program Handbook.

d. **Unsafe Laboratory or Clinical Practice**

1) The safety of the students, fellow students, faculty and the consumers of health sciences programs is paramount. The decision to place the student on program probation or temporarily exclude or dismiss a student for unsafe practices may occur at any time during the academic semester.

2) The decision to place a student on program probation or temporarily exclude/dismiss a student based on unsafe behavior demonstrated by the student in the laboratory/clinical setting is determined by the faculty of the health sciences program and will be pursued at the discretion of the Associate Dean. Students may dispute the Temporary Exclusion/Dismissal decision by following the procedural guidelines.

e. **Breach in Confidentiality/Patient Privacy**

1) The option of probation/temporary exclusion/impending dismissal due to a breach of patient confidentiality or privacy, or any act that violates any established rights or reasonable expectations of confidentiality of a patient, client or other person in the laboratory or clinical setting, is decided by the health sciences faculty and will be pursued at the discretion of the Associate Dean.

f. **Unprofessional Behavior**

1) The option of probation/temporary exclusion/dismissal due to unprofessional behavior, in the laboratory/clinical setting, is decided by the health sciences faculty and will be pursued at the discretion of the Associate Dean.

2) Examples of reasons for Probation/Dismissal for Unprofessional Behavior include but are not limited to the student’s failure to perform appropriately in one or more of the following areas:

   a. Failure to practice within the Clinical Practice Guidelines of the health sciences program, of TCC, and/or of the clinical setting.
b. Failure to practice within the program–specific professional code of ethics, including clinical dishonesty.

g. Probation/Dismissal for Excessive Absences

1) Excessive absences may result in academic discipline. Students are typically permitted a limited number of excused absences with varying opportunities to make-up the missed practicum experiences. Each health sciences program handbook and/or course syllabus specifies the number of excused absences in hours/days that a student may be absent from a clinical/laboratory or academic course.

h. Probation/Dismissal for another Reason

1) The option of probation/temporary exclusion/impending dismissal may occur for another reason, which according to the judgment of the faculty is inconsistent with successful achievement and/or completion of course and/or program objectives.

2. Interventional Procedures For Unsatisfactory Academic Performance

Any performance concern will be addressed in a timely manner by the faculty with the student, upon discovery of the incident, and may range from a warning to probation to impending dismissal.

a. Performance Warnings

1) Students may be given a written warning for unsatisfactory academic, clinical performance, or breach of professional behavior and/or ethical standards. The purpose of the warning is to formally notify the student that his/her performance is not consistent with the expectations of the program.

b. Program Probation Procedures

1) Any performance concern will be addressed immediately by the faculty with the student, upon discovery of the incident, and may range from a warning to probation to impending dismissal. Students may be placed on probationary status for academic, clinical performance, or breach of professional behavior and/or ethical standards. The purpose of probationary status is to formally notify the student that his/her performance is not consistent with successful completion of the program.

2) The faculty will perform the necessary and indicated review of the circumstances that form the basis of the proposed probationary decision...
and may also meet with course/level/program faculty and/or the Associate Dean, as indicated by the circumstances.

3) The student is given timely notice of the required meeting with the faculty member(s) to discuss the proposed probation decision and the grounds therefore. The student shall meet with the faculty member(s) supervising the laboratory or clinical experience at issue, in an urgent and timely manner, at which time the reasons for the proposed probation will be explained by the faculty member(s) and discussed with the student. Further clarification of any relevant extenuating circumstances or other mitigating information is sought from the student to ensure an accurate understanding of the performance issues.

4) The faculty member(s) will develop a formal written probation report that will be reviewed and approved by the Associate Dean (or Dean in the AD’s absence) prior to the review with the student. The written probation report will be reviewed with the student within 7-10 working days of the faculty discovery of the specific act of omission/commission and will include:

   a). rationale for probationary decision, (including the description of the alleged behavior, the time, date and location of the alleged behavior, the witnesses and their contact information if applicable, other individuals involved in the alleged behavior, a description of infraction and the program rule violation);

   b). specific evaluation criteria during and at the end of the probationary period; and

   c). probationary time frame and approximate date(s) of follow-up.

5) If the student has reason to believe that the probationary status accorded him or her was decided in an erroneous, arbitrary or capricious manner by the faculty member(s), the student should complete and submit a written Student Concern Form to the Associate Dean within 5 working days of receipt of the written probation report, and may request a meeting with the AD to review their concerns. The student must describe in writing why he/she believes the probation decision is erroneous, capricious and/or arbitrary; the student’s attempts to resolve the disputed decision informally with the faculty member; and the precise relief sought by the student.

6) The Associate Dean will review all evidence, interview the appropriate Program Director /Level Facilitator/Course Coordinator, faculty member(s), student, and others if indicated, and will hold joint
conferences with the Program Director/Level Facilitator/Course Coordinator, student and faculty member(s) to attempt to resolve the dispute. These meetings will not include tape recordings by either party nor will there be attendance by legal counsel.

7) The Associate Dean will submit a written decision to the student, faculty member and Program Director/Level Facilitator/Course Coordinator, with recommendations as to the resolution of the dispute within 5 working days of receipt of the student’s written notice. In the case of a probation decision dispute, the decision of the Associate Dean will be final.

8) The student placed on probationary status is presented with specific behavioral expectations and is provided feedback through scheduled conferences. This period of probation permits the student to have opportunities to change problematic behaviors/conduct and to improve performance.

9) For students placed on probation, the faculty will review a student’s program performance during the probationary period. The status updates and final disposition will be documented in written form and reviewed with the student.

10) At the end of the probationary period, faculty will review student response to the evaluation criteria and recommend one of the following:

   a). Removal from probationary status;

   b). Removal from probationary status with condition(s);

   c). Continuation of probationary status with a second opportunity for evaluation; or

   d). Recommend dismissal from the Program.

11) If the program faculty recommend dismissal of a student upon the conclusion of a probationary period, for failure to achieve satisfactory academic standing, then the procedures outlined in the “Temporary Exclusion/Impending Dismissal” guidelines will be used to resolve a student’s dispute of this impending dismissal decision.
c. Program Dismissal Procedures: Temporary Exclusion/Dismissal

1) The **supervising faculty member** may temporarily exclude, on an interim basis pending the completion of the process indicated below, any student who, while performing in a clinical or laboratory experience of his or her program, commits any act or omission endangering the life, health, or well-being of a patient, client or other person; violates any established rights or reasonable expectations of confidentiality of a patient, client or other person; or behaves in an unprofessional manner, as defined herein. The decision to temporarily exclude the student is determined by the faculty of the health sciences program and will be pursued at the discretion of the Associate Dean.

2) An **academic program** may further act to temporarily exclude, dismiss without prejudice or dismiss any student who, while performing in a clinical or laboratory experience of his or her program, commits any act or omission endangering the life, health, or well-being of a patient, client or other person; or violates any established rights or reasonable expectations of confidentiality of a patient, client or other person; or behaves in an unprofessional manner **provided that:**

   a) The student is given timely oral notice of the temporary exclusion or impending dismissal and the grounds thereof. Such oral notice shall be given no later than 2 working days after the faculty discovery of the commission or omission of the act (or in the case of a decision to dismiss subsequent to the conclusion of a probationary period).

3) The student shall meet with the faculty member(s) supervising the laboratory/clinical experience (or supervising the probationary status at issue), in a timely manner, at which time the reasons for the temporary exclusion and/or impending academic dismissal will be explained by the faculty member(s) and discussed with the student. Further clarification of any relevant extenuating circumstances or other mitigating information is sought from the student to ensure an accurate understanding of the performance issues.

4) With approval by the Associate Dean, the faculty will remove/temporarily exclude the student from attending the specific clinical and/or laboratory course in which the alleged misconduct occurred. The student will be
permitted to continue attending all remaining courses for which they are enrolled during which time the investigation is being conducted and/or appeal is being heard.

5) The student will be provided written notice of the temporary exclusion and impending dismissal decision, with supporting rationale. This written notice will be reviewed and approved by the Associate Dean and will be provided to the student no later than 7-10 working days after the faculty discovery of the commission or omission of the act (or upon the decision to dismiss subsequent to the conclusion of a probationary period).

6) The written notice will document the course/section from which the student is to be temporarily excluded, and will document which courses/sections that the student should still attend. The number of courses and length of the student’s temporary exclusion will be minimized to the fullest extent possible to meet the essential goals of the temporary withdrawal of the student while minimizing course disruption.

7) If the student wishes to challenge the impending dismissal decision, he/she is directed to place the concerns in writing on the Student Concern Form within 5 working days of written notice, and the student shall meet with the Program Director/Level Facilitator/Course Coordinator, in order to resolve the issue. The student must describe in writing why he/she believes the temporary exclusion/ impending dismissal decision is erroneous, capricious and/or arbitrary; the student’s attempts to resolve the disputed decision informally; and, the precise relief sought by the student. These meetings will not include tape recordings by either party nor will there be attendance by legal counsel.

8) The student may attach copies of any relevant documents with the written complaint. The student is advised to maintain a personal set of any materials submitted to the Program Director/ Level Facilitator/Course Coordinator, or Associate Dean.

9) The student should ensure that the program/division has the student’s most current contact information on file, including mailing address and telephone number and email address, if indicated.

10) If resolution of the issue has not occurred in the meetings held with the faculty member(s) or Program Director/Level Facilitator/Course Coordinator, then the student may appeal to the Associate Dean. The student will notify the Associate Dean in writing of their intent to appeal the decision of the faculty member(s) and Program Director /Level Facilitator/Course Coordinator, and the reasons therefore, within 5 working days of the decision.
11) The Associate Dean will review all evidence, interview the faculty member(s) Program Director /Level Facilitator/Course Coordinator, student and associated others, if indicated, and will hold joint conferences with the Program Director /Level Facilitator/Course Coordinator, student and faculty member(s) to attempt to resolve the dispute. These meetings will not include tape recordings by either party nor will there be attendance by legal counsel.

12) The Associate Dean will submit a written decision to the student, faculty member and Program Director/ Level Facilitator/Course Coordinator, with recommendations as to the resolution of the dispute within 5 working days of receipt of the student’s written appeal notice.

d. Program Dismissal Hearing Procedures

1) If the dispute pertains to an academic decision to temporarily exclude or dismiss a student and the issue has not been resolved at the level of the Associate Dean, then the student may request a hearing. The student must notify the Dean of Health Sciences in writing of their request for a formal hearing within 5 working days of the written decision rendered by the Associate Dean. The date of the hearing will be confirmed by the Dean of Health Science’s office with the student, the committee members who will be hearing the case, and the Dean of Student Services.

2) The Dean of Health Sciences shall have the right to reinstate a student on an interim basis, pending exhaustion of the academic appeal process.

3) The student shall be given the opportunity at the hearing to answer the charges against him or her, to confront and question the person(s) charging him or her in the matter, and to call witnesses in his or her own behalf. For any written materials submitted as evidence during the hearing process, the student is advised to maintain a personal copy of any materials provided to the Dean of Health Sciences. Where reasonably possible, the hearing shall take place within 20 working days of receipt of the written request for a hearing by the Dean of Health Sciences.

4) Since the object of the hearing is the ascertaining of truth and protecting the interests and rights of the student and the interests of the faculty, the process will be conducted in a respectful manner in the least formal setting possible, and

   a. The student may be accompanied by another person, but said person shall not address the proceedings; and,
b. The student may choose to be accompanied by legal counsel, but that fact must be communicated to the Dean of Health Sciences upon written notice of their intention to appeal and request a hearing, so that the College’s attorney may be scheduled to be present; and

c. The goal of the fact-finding process shall not be limited by formal rules of evidence; therefore, it is not required that the hearing conform to the procedural formality of a trial and,

d. The members of the Hearing Committee will include but not be limited to at least three full-time Health Sciences Faculty members, an Associate Dean from Health Sciences, an Academic Counselor, a Health Sciences Student and the Dean of Health Sciences shall hear the case. The Student appointed to participate in the hearing procedure should not be a member of the same health sciences program/class as the appealing student. The supervising faculty member(s) bringing the charges will likely present the facts of the case, but shall not hear the case, and,

e. A Dean of Student Services shall participate, as a representative of the student, to explain procedure and ensure due process, and,

f. A record, in the form of minutes, shall be made of the evidentiary portion of the hearing and of the decision, and either party in the hearing may make, if unobtrusive, a tape recording of the proceedings.

5) The hearing shall be decided by the committee members. The decision of the committee members who are hearing the case shall be impartial and based on all the facts presented at the hearing, using a consensus process.

6) The Hearing Committee will concern itself with two issues:

   a. Whether the appropriate college, division and/or program procedures were followed; and

   b. Whether the student was treated equitably, without arbitrariness or capriciousness.

7) Should the Hearing Committee find that the college and/or division and/or program procedures were not followed, and/or the student was treated inequitably or unfairly, then the Hearing Committee may not support the original dismissal decision.
8). Alternatively, if the Hearing Committee finds evidence that affirmatively supports each of the two issues of concern listed above (adherence to procedure, and equitable treatment) the decision to dismiss the student will be upheld.

9). Based upon the evidence submitted and with consideration of the issues above, the Hearing Committee may find to:

   a. Support the original dismissal decision.
   b. Dismiss the student without prejudice. Students dismissed without prejudice are eligible to apply for readmission.
   c. Dismiss the student. Students who are dismissed permanently are not eligible to apply for readmission at any future point.
   d. Overturn the original dismissal decision/temporary exclusion and reinstate the student in the program. The reinstated student will be supported in meeting all course requirements and will be permitted to "make-up" all missed clinical and/or course assignments to the fullest extent possible.

10). The Dean of Health Sciences will submit in writing to the student, faculty member, Program Director /Level Facilitator/Course Coordinator, and Associate Dean, the decision concluding the appeal no later than 5 business days after the conclusion of the evidentiary portion of the hearing.

11). The written decision will include whether the Hearing Committee recommends that the student be dismissed with or without prejudice and, therefore, whether the student is eligible or not for readmission into the program of study.

**e. Program Appeal Decisions**

1. Neither TCC’s Provost, TCC’s Vice President of Academic Affairs, TCC’s President nor will the TCC Board of Regents accept or consider academic appeals.

2. In the case of an academic dispute that DOES NOT pertain to a final course grade appeal, the decision of the Dean of Health Sciences is final.
V. EXITING THE HEALTH SCIENCES PROGRAM

A. PROCEDURE FOR EXITING

*All students who are exiting the program, for whatever reason, are advised to complete the following steps. Students are advised to see the individual Program Handbook for more specific guidance.*

1. Consult with their faculty advisor or Learning Enhancement Representative (LER) concerning exit from the program. (*Please see specific Program Student Handbook for more guidance regarding the readmission process for each health sciences program.*)

2. Schedule an exit conference and complete an Exit Interview Form with the LER/Program Director/Level Facilitator/Course Coordinator. The student's academic and clinical performance will be reviewed during the exit conference which will become part of the student file.

   The student may be required to schedule a “planning for readmission session” in which the student is provided with a plan which outlines the specific requirements of the re-admission process.

3. **It is the student’s responsibility to OFFICIALLY WITHDRAW** from the course(s) according to the withdrawal procedure outlined in TCC’s Catalog. Failure to officially withdraw may be recorded as a failing grade for the course(s).

VI. APPLICATION FOR READMISSION PROCEDURE

A. Purpose

The purpose of the readmission procedure is to describe the process by which students who have been **dismissed without prejudice** may reapply for readmission. Students who apply for readmission will be considered on the same basis, according to the same criteria as all other candidates for the respective program. The application process and admission will proceed and admissions decisions will be made and communicated according to the procedures outlined in the appropriate program handbook. Students who apply for readmission will not receive priority over other applicants. Readmission may depend on availability of program space. **Students are advised to see the specific Program Handbook for more guidance.**
B. Dismissal for Course Grades or Grade Point Average

Dismissal which initially occurred as a result of course grades or grade point average will be reconsidered on an individual basis. For example, when a student had pursued additional coursework with sufficient success to show a grade point average above a 2.0, (or the stated required minimum GPA) the student may be considered for reapplication or readmission into the health sciences program.

C. Dismissal for Time Delays in Program Completion

Dismissal which initially occurred as a result of time delays will be reconsidered on an individual basis for reapplication/readmission into the health sciences program.

D. Dismissal for Unsafe Laboratory or Clinical Practice

Dismissals from the program which initially occurred as a result of unsafe laboratory or clinical practice, breach of confidentiality or as a result of unprofessional behavior will be evaluated on an individual basis.

E. Withdrawal in Good Standing

Withdrawal in good standing will enable the student to be eligible for re-application or readmission into the health sciences program.
I. INTRODUCTION

Any health sciences student at Tulsa Community College who wishes to file a grievance may do so according to a prescribed procedure. Health Science students who disagree with an academic decision made by a faculty member, including the assignment of a course grade or decision about progression in the program of study, or decisions about program or degree requirements or eligibility, may file a grievance under these procedures. Generally, academic concerns that are eligible for a grievance process include two categories of student concerns: 1) student concerns regarding those academic decisions pertaining to the assignment of a final course grade; and 2) “other” student concerns regarding academic decisions of a more limited scope, (for example, student concerns pertaining to a single grade on a paper or other similar course assignment, or sub-set of course assignments) that do not involve a final course grade determination.

II. PROCESS FOR REVIEW OF ACADEMIC DECISIONS

The following procedures are intended to expand upon and further explain the procedural steps, associated timelines and due process rights of health science students who wish to bring an academic grievance pertaining to a final course grade assignment versus “other” academic grievances pertaining to a single assignment or other academic concern that does not involve a final course grade appeal, (in addition to the guidelines published in the TCC Student Handbook Policies and Resources).

A. Academic Grievances: Policies for Final Course Grade Assignments

It should be noted by the student that grades are the prerogative of the faculty, and that appeals or questions concerning assigned grades should be directed to the faculty member who assigned the grade. An appeal to an assigned final course grade may be initiated by a student only on the contention that the grade is clearly erroneous or was assigned in an arbitrary or capricious manner. The procedure must be initiated no later than the end of the 4th week of instruction during the semester immediately following the semester in which the final course grade was officially transcripted. Students are encouraged to initiate the process as soon as possible. (TCC Student Handbook Policies and Resources)
The standard at TCC for a grade appeal is based on whether the grade given is “erroneous or was assigned in an arbitrary and/or capricious manner”. These procedures are available only to review allegedly erroneous, arbitrary or capricious academic decisions and not mere differences of opinion regarding the professional judgment of the faculty member in evaluating a student’s work or making an academic decision.

*The academic decision, including the assignment of a grade, will be considered erroneous if it may be shown, for example, that the grade assigned was inaccurate based upon a mathematical or calculation error.*

*The academic decision, including the assignment of a grade, will be considered arbitrary and/or capricious if the decision is made:*

1) On some basis other than performance in the course and/or compliance with the course assignments and requirements;
2) By more exacting or demanding standards than were applied to other students in the same section or course; or
3) By a substantial departure from the faculty member’s, divisions’ or college’s announced standards as articulated in the course syllabus, catalog descriptions, blackboard announcements, or other written materials.

**B. Student Academic Grievances-Procedures for Final Course Grade Appeals Procedure.**

A student who wishes to grieve an academic decision pertaining to a final course grade must proceed as follows:

1. **Informal Meeting with the Individual Faculty Member**

   The student should attempt to resolve the matter directly with the individual Faculty member who assigned the final course grade, as soon as possible after the academic decision is known, through submission of a written request for a meeting that includes in writing the course grade and rationale for the grievance with an explanation supporting the perception that the grade received was assigned in either an erroneous, capricious or arbitrary manner. Upon receipt of the written grievance and request for a meeting, the Faculty member will establish an appointment and will timely hold a personal conference with the student to discuss the grievance.

2. **Formal Meeting with the Course/Level/Program Faculty Team**

   If the student and the individual Faculty member cannot reach a mutually satisfactory resolution to the final academic decision/grade, the student should submit a written request for review of their grievance by the Faculty Team
3. **Formal Written Grievance Submitted to Associate Dean.**

If the student and the Faculty Team cannot reach a mutually satisfactory resolution to the final course grade, the student may file a formal grievance. The grievance must be presented in writing to the Associate Dean for the division in which the course is offered and copied to the individual Faculty member as soon as possible and no later than the 4th week of college instruction in the following semester. *(In the case of an MLT student, the written grievance will be directed to the Dean of Health Sciences).*

The student must describe in a formal written petition the academic grievance, the specific course grade, why the student believes the final course grade decision was erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally with the individual Faculty member, formally with the Faculty Team, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance. The student should ensure that the division has the student’s most current contact information on file, including mailing address and telephone number and email address, if indicated. It is the student’s responsibility to ensure that their current contact information is maintained in all college offices.

The Associate Dean will review all evidence, interview the Faculty member and student, and will hold joint conferences with the student and Faculty member(s) to attempt to resolve the grievance. The Associate Dean will submit a written decision to the student, Faculty member, and Faculty Team leader, with recommendations as to the resolution of the appeal within seven (7) working days or less of receipt of the written grievance unless extenuating circumstances apply, *(for example, the Associate Dean is out of the office due to illness or other extended leave).*

“Working days” is defined as periods when college classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this procedure, each step shall be afforded 7 working days as a standard time limit. If the grievance is not resolved
within the timeframe, the student or faculty member may carry it forward to the Dean of Health Sciences for resolution.

4. **Formal Written Grievance Submitted to the Dean of Health Sciences**

The student may appeal the Associate Dean’s decision in writing to the Dean of Health Sciences with copies, as indicated, to the faculty member and Associate Dean. The appeal must be filed within seven (7) working days of receipt of the Associate Dean’s determination.

The Dean of Health Sciences will review all evidence, interview the Associate Dean, faculty member and student, if indicated, and may hold joint conferences with the Associate Dean, student and faculty member to attempt to resolve the grievance. The Dean may convene a “peer review” process involving at least three health sciences faculty members, conducted through a formal polling process and/or a hearing, in order to attempt to resolve the grievance. Faculty members involved in the peer review process/ hearing will not include those faculty members directly involved with assignment of the course grade. The Dean will submit a written decision to the student, faculty member and Associate Dean, with recommendations as to the resolution of the appeal within seven (7) working days or less of receipt of the written grievance unless extenuating circumstances apply, (for example, the Dean is out of the office due to illness or other extended leave).

5. **Final Course Grade Appeal: Academic Appeals Committee**

If the academic grievance concerning a final course grade appeal has not been resolved by meeting with the Faculty member(s), Associate Dean, or Dean, the student may file an appeal to the Academic Appeals Committee by completing the Academic Appeals Form (located in the *TCC Student Handbook Policies and Resources*) and submitting it to the Dean of Health Sciences, and copied to the Academic and Campus Services Office no later than the end of the sixth week of classes during the subsequent semester after the grade has been officially transcripted. The Dean of Health Sciences will contact the student, the faculty member, and Chair of the Academic Appeals Committee within seven (7) business days regarding the appeal after receiving a signed Academic Appeals Form. (*TCC Student Handbook Policies and Resources 2009-2010*)

a. **Academic Appeals Committee Membership**

The Academic Appeals Committee will be composed of three members of the college community from each campus and one student from each campus for a total of sixteen (16) members. The composition of each campus’s representatives will be as follows:
(1) Director of Student Development or his/her counselor designate;
(2) A faculty representative chosen by the faculty;
(3) A member appointed by the Provost;
(4) The Student Government Association will recommend one student member from each campus for approval and appointment by the Dean of Student Services from each campus.
With the approval of the President, additional members may be appointed to the Academic Appeals Committee if circumstances warrant an increase in the number of committee members, such as a large case load or the unavailability of committee members. The Committee will convene and select a Chairperson annually by the fourth week of classes during the fall semester.

b. Academic Appeals Committee Procedures for Final Course Grade Appeal

Upon receipt of a completed Academic Appeal Form, the Committee Chair shall promptly appoint a panel to preside over the hearing, usually within fifteen (15) business days. The panel will consist of five (5) members, at least one (1) of which will be a faculty member, and one (1) student.

The Chair of the committee will be responsible for all correspondence with a student that has submitted a request for a final course grade appeal. Hearings shall be conducted in a timely manner, consistent with established procedures. The student may expect that a final resolution of the final course grade appeal may be reached no later than the end of the semester following the date that the course grade was transcripted.
*The Academic Appeals Committee’s decision shall be final.*

C. Other Academic Grievances—Grievances other than final course grade appeals

**Procedure:** A student who wishes to grieve an academic decision pertaining to a single assignment or sub-set of course assignments other than a final course grade must proceed as follows:

1. **Informal Meeting with Faculty Member**

The student should attempt to resolve the matter directly with the individual Faculty member who assigned the grade, as soon as possible after the academic decision is known, and prior to the end of the course semester, through submission of a written request for a meeting that includes in writing the grade and rationale for the grievance. Upon receipt of the written grievance and request for a meeting, the individual Faculty member will establish an appointment and will timely hold a personal conference with the student to discuss the grievance.
2. **Formal Meeting with the Course/Level/Program Faculty Team**

If the student and the Faculty member cannot reach a mutually satisfactory resolution to the academic decision/grade, the student may request a formal review of their grievance with the Faculty Team (Course/Level/Program). The student must describe the grievance related to the course assignment grade(s), the date(s) of occurrence, why the student believes the course assignment grade(s) decision was/were erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally with the individual Faculty member, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance. The grievance must be presented in writing to the Lead Faculty for the course before the end of the course semester in which the grade is received. The Faculty Team will schedule a meeting with the student within 7 working days of receipt of the student’s request for formal review, and will render a decision in writing within 7 working days of the meeting with the student, with written recommendations for resolution of the grievance sent to the student and individual Faculty member.

3. **Formal Written Grievance Submitted to Associate Dean**

If the student and the Faculty Team cannot reach a mutually satisfactory resolution to the academic decision/grade, the student may file a formal grievance with the Associate Dean, within 7 working days of receipt of the written decision of the Faculty Team. The grievance must be presented in writing to the Associate Dean for the division in which the course is offered and before the end of the course semester in which the grade is received. *(In the case of an MLT student, the written grievance will be directed to the Dean of Health Sciences).*

The student must describe the grievance related to the course assignment grade(s), the date(s) of occurrence, why the student believes the course assignment grade(s) decision was/were erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally and formally, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance. The student should ensure that the division has the student’s most current contact information on file, including mailing address and telephone number and email address, if indicated. It is the student’s responsibility to ensure that their current contact information is maintained in all college offices.

The Associate Dean will review all evidence, interview the Faculty member, Faculty Team, and student, and will hold joint conferences with the Course Facilitator/Program Director, student and Faculty member(s) to attempt to resolve the grievance. The Associate Dean will submit a written decision, to the student,
Faculty member and Course Facilitator/Program Director, as indicated, with recommendations as to the resolution of the appeal within seven (7) working days of receipt of the written grievance. *The decision of the Associate Dean in the case of an academic grievance that DOES NOT pertain to a final course grade appeal is final.*
HEALTH SCIENCES
GUIDELINES FOR STUDENTS: CRIMINAL BACKGROUND CHECK
PROCEDURES

SCOPE & PURPOSE

A comprehensive criminal background check will be performed on all health sciences students prior to their initial clinical rotation as required by TCC Clinical Affiliation Agreements, for the primary purpose of safeguarding the well-being of patients, and to ascertain the students’ eligibility to maintain program enrollment and to participate in clinical rotation experiences.

RATIONALE

All health sciences students must consent, submit to, and satisfactorily complete a criminal background investigation as a condition of participation in clinical rotations in the Allied Health Services, MLT/Phlebotomy and Nursing programs. Eligibility for participation in clinical rotations will not be final until the completion of the criminal background check with results deemed acceptable to the applicable clinical affiliates of the program/division. Any positive findings may be subject to review by the clinical affiliates and could prevent the student from completing clinical requirements. All expenses associated with the CBC are the responsibility of the student.

Students who do not consent to the required background check, who refuse to provide information necessary to conduct the background check, or who provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including, dismissal from the program.

BACKGROUND INVESTIGATION PROCEDURE

This procedure will be implemented, monitored, and enforced by the Health Sciences programs at Tulsa Community College. Uniform procedures for the implementation of the criminal background check procedures will be employed by all health sciences programs.

1. Application. Background investigations will be conducted for health sciences students prior to their initial clinical rotation. A statement such as the following shall be included on admission materials for all participating health sciences programs:

“I understand that, as a condition of clinical participation, I will be required to obtain a criminal background check (CBC), and to permit the individual results to
be provided by the reporting agency to TCC. In all cases, all expenses associated with the CBC are to be the responsibility of the student. I understand that I will not be permitted to participate in clinical rotations until completion of my background check, with results deemed acceptable by the clinical affiliates as required by the clinical affiliation agreements with TCC. A positive report may negatively affect placement in clinical education facilities and consequently, may adversely impact the student’s progression through the program. If the results of the background check(s) are not deemed acceptable, or if information received indicates that I have provided false or misleading statements, have omitted required information, or in any way am unable to meet the requirements for completion of the program, my conditional progression may be denied or rescinded, and/or I may be disciplined or dismissed.”

2. Advising applicants/students that participation in clinical rotations is dependent on successful background investigation.

Applicants/students will be informed in written admissions and student materials including course catalogs, bulletins, web pages, and other promotional materials as well as in the health sciences program student handbooks that participation in Allied Health Services, MLT/Phlebotomy and Nursing clinical rotations is contingent upon successfully passing a criminal background check.

3. Criminal Background Check Procedure

a. Request to conduct criminal background check. A criminal background check will be conducted as part of the routine post-admission process for health sciences students in the Allied Health Sciences, MLT/Phlebotomy and Nursing programs. Program materials will include instructions for completing the on-line application process and a release/consent form that authorizes CertifiedBackground.com (the vendor), on behalf of TCC, to conduct a comprehensive criminal background investigation on all health sciences students. Students who refuse to complete these inquiries, do not answer truthfully and completely, or refuse to consent to a criminal background check may not be allowed to enter a clinical rotation of the health professions educational program.

b. Information available/sought through background investigation process. The following databases are examples of those that may be examined as part of the comprehensive criminal background check (CBC).

Residency History Check
Provides former work, school and residential addresses. The Address History pulls data from hundreds of public and private databases, including tax, property,
voting, and credit information. It verifies names, addresses, DOB and Social Security information. All maiden names and aliases will be reviewed.

Social Security Number Search
Verifies that the student’s Social Security Number (SSN) is valid and is not associated with fraudulent activity. This search also identifies the State that issued the SSN and the year it was issued.

County Criminal Records Searches
A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details. County criminal records are the most accurate and up to date records that exist. They are updated from the moment the clerk of court enters the information into the system. Certified Background maintains a network of over 12,000 court researchers that physically enter the courthouses to pull the records. County criminal records are considered to be the ideal method of attaining accurate and thorough criminal background information. County criminal searches take approximately 24 – 72 hours to complete.

National Criminal Database Search
The Nationwide Database is a key supplementary search which reveals multiple sources for criminal records and includes State and county criminal record repositories, Department of Corrections, parole records, federal fugitive files and sex offender registries, and is complimentary to county searches. It includes information from the following sources: Proprietary Offender Data, Nationwide 50 State Sex Offender Database, AppALERT (Office of Foreign Assets Control - OFAC), the FBI Terrorist List and Federal/State/Local Wanted Fugitive Lists, Traffic Court, Department of Public Safety, seven years worth of information from the Administrative Office of the Courts and the Department of Corrections. This database contains over 150 million criminal records from all participating states and D.C. The age of the information and the type of information varies from state to state. A multi-jurisdiction private database search covering more than 194 million criminal records collected from across the country. While the database does not contain information from all states, it supplements county, statewide and federal criminal searches. To ensure compliance with Fair Credit Reporting Act (FCRA), all database "hits" are verified directly through the source of information to ensure that records reported are current and up-to-date.

National Wants and Warrants Search
This search is a Nationwide search for any outstanding Extraditable Warrants in any state. This could include Misdemeanors or Felonies from all 50 states.
Extraditable warrants are usually issued for more serious felony offenses such as bank robbery, violent crimes, sex offenses, military desertions, terrorist activities, etc.

**National Sexual Offender Database Search**
A search of a national private database which contains sex offender data collected from across the country. All records are researched to help ensure positive identification. Provides records from Sex Offender Indexes from all 50 states.

**Healthcare Fraud and Abuse (FACIS III)**
The Fraud and Abuse Control Information System (FACIS) Level 3 Search combines the FACIS Level 1 Search of the federal agencies with disciplinary action information from multiple agencies as well as those taken by licensing and certification agencies in all 50 states. This search contains information from all 50 states on individuals who have been the subject of state licensing board sanctions. This includes OIG, GSA and other federal sources as well as state agencies. An individual may be the subject of adverse action by more than one agency for the same or different events. Also includes Medicare and Medicaid Sanctions.

**International Screening (when applicable, for example, if the student has been a citizen or resident of the U.S. for less than one year.)**
International criminal records searches are generally performed by facilitating the applicant in obtaining an official Police Clearance or Police Certificate from the desired country. The TCC vendor for international background checks is Accufax, with the cost ranging from $35 to $500, payable by the student.

c. **Consideration of criminal background activities.**
   
i. The existence of a felony conviction, alone, does not automatically disqualify a student from entering clinical rotation experiences within a TCC health sciences program. Relevant considerations may include, but are not limited to: the date, nature, and number of convictions: the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision to allow an applicant to enter a TCC Health Sciences Program clinical rotation with a conviction is solely at the discretion of the clinical affiliate.

   d. **Examination of information obtained through criminal background investigations.**
   
i. The criminal background check will include a record of all convictions. For the
purposes of this policy, a conviction is considered to be a guilty plea, a guilty verdict, Alford Plea, or a Nolo Contendere (“No Contest”) plea.

ii. It is the responsibility of the student to ensure that all maiden names and aliases are reported and to ensure that any misinformation in the initial criminal background check report is corrected, and to ensure that a written statement with supporting documentation indicating the correction is submitted to the College.

iii. A designated Criminal Background Check committee within the college/training program will review the initial criminal background check report results for all conditionally admitted students.

iv. Students who receive an acceptable background check (with “no records/no findings”), and who have continued to meet their respective training program’s academic standards will be permitted to participate in clinical rotations.

v. If adverse information is obtained in the student’s criminal background check report, the Chair of the Criminal Background Check Committee will notify the Associate Dean of the Health Sciences Program who will inform the student in writing that the student’s background check has not cleared.

Any adverse findings will be reported in a non-identifying manner to the clinical affiliates as required by clinical affiliation agreements. A positive report may affect Students’ progression in the program. Any student who disagree with the accuracy of information found in the background investigation process should seek independent legal counsel in their efforts to obtain a clear report.

BACKGROUND CHECK REVIEW COMMITTEE PROCESS

1. A Criminal Background Check (CBC) Review Committee, standing separate from the Health Sciences Programs and Admissions Committees, will be responsible for reviewing all relevant materials related to any adverse background check report containing information that pertains to the student’s suitability for participation in clinical rotations. No Health Sciences faculty will have access to students’ individual CBC records, nor will they be part of the individual background check review and decision process.

2. Based on institutional policies and procedures, a careful review of the reported Criminal convictions and pending adjudications, the information in the National Criminal Background Check Report (including evidence of Medicaid/Medicare
Fraud and/or (Office of Foreign Assets Control - OFAC, the FBI Terrorist List), and relevant supplementary materials obtained from other sources including court documents will ensue.

**Factors involved in the individual case review may include, but not be limited to the:**

- nature, circumstances, and frequency of any reported offense(s);
- length of time since the offense(s);
- available information that addresses efforts at rehabilitation;
- accuracy of the information provided by the applicant in their application materials; and
- the relationship between the duties to be performed as part of the educational program and the offense committed.

**COLLEGE PRACTICE FOR REVIEW OF CRIMINAL BACKGROUND CHECKS**

A student is **deemed to have clearance** if the wording on the background report in the section designated reveals the following **absence of records**:

1. On the specific **7 year county of residence, National Wants and Warrants and National Criminal Database, the Criminal Background Check report evidences “no records found”**;

2. **On the National Sex Offenders Index, the report evidences “no records found”**;

3. **On the Nationwide Healthcare Fraud and Abuse Scan, the report evidences “no records found”**;

4. There are “no records found” as reported from the **OFAC Terrorist Database**;

5. **The student’s Social Security number is verified.**

2. The student **MAY BE considered to have clearance when**:

a. a felony charge exists, but was “**Dismissed**” or the “**DA declined to file**,” then no further evaluation is necessary

b. a nonviolent felony charge is older than seven years and no additional criminal convictions are recorded.
c. the charges are of a misdemeanor nature, and the student is eligible to continue in the program. Misdemeanor charges will be evaluated on an individual basis.

3. When the student’s background report has received clearance, the Chair of the Criminal Background Committee notifies the appropriate Associate Dean. The Associate Dean then notifies the program coordinator or faculty that the student may participate in the program/course.

4. A student is **deemed NOT To have clearance** if the specific Criminal Background Check report (including the 7 year county of residence check, the National Wants and Warrants and/or the National Criminal Database), indicates “**records found**”:
   - **The Comprehensive CBC report indicates criminal “**records found”**;
   - **The National Sex Offenders Index, the report evidences “**records found”**;
   - **The Nationwide Healthcare Fraud and Abuse Scan, the report evidences “**records found”**;
   - **There are “**records found” as reported from the OFAC Terrorist Database, and/or**
   - **The student’s Social Security number is not verified.**

5. The student **will NOT be considered to have clearance**, if the following is reported:

   a. The student has entered a plea of guilty or nolo contendre (no contest) or has been **convicted** of any of the following:
      1. any criminal activity involving violence against a person;
      2. child abuse or neglect;
      3. possession, sale or distribution of illegal drugs;
      4. sexual misconduct; or
      5. gross irresponsibility or disregard for the safety of others, including multiple DUIs.

   b. Any violence of a felonious nature or theft/embezzlement of a felonious nature which is recorded as occurring within the last seven years.

   c. If the student has a felony case history that was “**Referred to the DA,**” or it states, “**Conviction,**” then the student may be denied admission or continued enrollment on this basis alone.

6. The Chair of the Criminal Background Check Committee will notify the Associate Dean/Dean when the student’s background report **does not receive clearance**,
who will report the findings (in a non-identifying manner) to the local Tulsa Hospital Education Contacts and/or Human Resources contacts as required by clinical affiliation agreements, to obtain an individual decision, determined on a case-by-case basis, as to the clinical facility’s consideration of the student’s eligibility for on-site rotations.

If the AD/Dean receives a denial of entrance into clinical rotations based upon the student’s background check records, and is unable to successfully place the student in required clinical rotations, the AD will notify the student in writing that their enrollment will not continue because of ineligibility for completion of clinical requirements of the program.

7. It is **NOT** the responsibility of the College or any member of the College to actively resolve any issue for the student.

8. If the student has questions about the report, feels the report contains erroneous information, or includes other factors such as a guilty plea or conviction that has been expunged, the burden is on the student to resolve the issue(s).

   The student may wish to contact a personal attorney to address the issues with the appropriate legal authorities. If a resolution is reached, the student may provide the College with an updated report following the procedures outlined previously.

9. All criminal background records are to be maintained by student identification number.

   Any report considered questionable or not receiving clearance will be retained in the active files for archiving and reference purposes for a period of five years.

**MAINTENANCE OF RECORDS AND CONFIDENTIALITY**

Information obtained for the purpose of and during the criminal background check, will be retained by the individual college/program separate from other student educational and academic records. Confidentiality will be maintained consistent with FERPA guidelines.
OTHER CONSIDERATIONS

*Applicants and/or admitted students, as well as currently enrolled health professional students, must be aware that:*

1. The expense for the background check must be borne by the student. An individual criminal background check may cost between $40 - $60. Such costs are subject to change, and beyond the control of the Health Sciences Programs or college.

2. Once admitted to a Health Sciences Program, students will be required to submit to, and satisfactorily complete, a criminal background check as a condition of participation in the clinical education experience. Failure to submit to such a check and to satisfactorily pass the same may limit the ability of the student to enter clinical rotations and complete the program. Completion of the program does not guarantee the opportunity to sit for licensure.

3. If a student fails to pass a criminal background check, he or she may be ineligible for enrollment in experiential courses, ineligible for program completion/graduation, and therefore ineligible to continue in the Health Sciences Program. Additionally, he or she may be ineligible for licensure as a health care professional.

4. The Health Sciences Program does not accept responsibility for any student being ineligible for experiential coursework, owing to failure to pass a criminal background check.

5. Students who provide any false information regarding criminal offenses in any documents may be subject to immediate dismissal from the college pending confirmation via a hearing body convened as provided in student disciplinary policy due process rights. Failure to disclose correct information at any time also may be the basis for professional discipline and/or program dismissal.

6. Any student convicted of a felony of any type and/or and Disciplinary Action for OIG Fraud while a student in a Health Sciences Program must report that offense to the respective Associate Dean/Dean in writing within 5 days of conviction. The term “Conviction” includes plea agreements, guilty pleas etc.

7. All students who are continuously enrolled at TCC within the same program or a different TCC program may rely on the same background check for a period of up to eight semesters, unless there are differing program requirements.
ON-LINE BACKGROUND CHECK APPLICATION PROCEDURE

1. Background Check as Requirement of Clinical Affiliation Agreements

The Health Sciences Educational Programs within Tulsa Community College are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in Health Sciences Programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which include comprehensive criminal background checks. All Health Sciences students participating in a clinical experience are required to undergo a 7 year county of residence and national-level criminal background check (except CNA students, who currently undergo state based OSBI and sexual predator background checks). These background checks will be conducted by one private vendor (CertifiedBackground.com). Each student must complete the comprehensive criminal background check online through CertifiedBackground.com by providing their personal information along with payment for the background check.

2. CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the College can view the background check. To order your background check from CertifiedBackground.com, please follow the instructions below:

Go to CertifiedBackground.com and click on “STUDENTS”

In the Package Code box, enter the appropriate code (see Instruction Sheet with program codes)

Select a method of payment

Follow the onscreen instructions to complete your order

Once a student’s order is submitted, the student will receive a password via email to view the results of his/her background check. The results will be available in approximately 48-72 hours. Students are encouraged to print the results of their background check, if they wish to have a copy for their personal records.
Drug screening will be performed on all students of TCC health sciences programs (all current Allied Health Services, MLT/Phlebotomy and Nursing students) prior to participation in the initial Clinical Rotation, as a requirement of clinical affiliate agreements to ascertain students’ eligibility for continuing program enrollment.

**RATIONALE**

Uniform drug screening of all health sciences students prior to their initial clinical rotation will be conducted in order to:

- Perform due diligence and competency assessment of Allied Health Services, MLT/Phlebotomy and Nursing students for public welfare
- Ensure health and safety of patients and students in a clinical setting
- Support a Drug Free Workplace
- Meet JCAHO accreditation standards as interpreted by hospital affiliates regarding drug screening
- Meet obligations outlined in contractual agreements between TCC and clinical affiliates

**DRUG SCREENINGS PERFORMED**

All current Health Sciences students will be tested for the following eleven (11) drugs, (but this number is subject to change):

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine metabolites
- Marijuana metabolites
- Methadone
- Methaqualone
- Opiates
- Synthetic Opiates
- Phencyclidine (PCP)
- Propoxyphene

**Consent for Testing:** All current Health Sciences students will submit a written consent/release form for drug screening for the purpose of collecting and
analyzing the required urine specimen(s). If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director/course facilitator of the student’s Health Sciences Program.

**Cost:** Fees for all drug screening must be paid by the student

**Period of Testing Validity:** Drug test results are usually accepted for the duration of the student’s continuous program participation but may be required on a more frequent basis depending on the requirement(s) of clinical affiliates or for cause.

**Vendor(s):** Only laboratories certified by the U.S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program can be used to perform drug testing analysis. TCC will designate approved vendor(s) to perform the drug screening. Results from any company or government entity other than those designated by TCC will not be accepted.

**Confidentiality of Records:** Drug screening reports and all records pertaining to the results will be considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. For additional information on FERPA, please see [http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

**Recordkeeping:** Reports and related records (both electronic and paper media) will be retained and maintained in a secure location within the respective Allied Health Services Division, MLT/Phlebotomy Program Office or Nursing Division office for the timeframe listed below unless otherwise required by law. **Positive Results – 5 years**

**PROCEDURE**

1.00 Persons to be Screened

A. Drug Screening will be required of ALL Health Sciences students (including Allied Health Services, MLT/Phlebotomy and Nursing students) before January 1, 2011 with the initiation of this Health Sciences Drug Screening Procedure).

B. Drug screening will occur prior to the student’s initial participation in the first clinical rotation and may occur annually thereafter, and more frequently, “for cause”.

C. In addition to the initial drug screening, further testing may be required of the student “for cause” or reasonable suspicion (Section 1.03) and may be
either announced or unannounced based upon the drug screening policies of TCC and the clinical affiliates having contractual agreements with Tulsa Community College (TCC.)

1.01 Consent to Drug Testing

A. All Allied Health Services, MLT/Phlebotomy and Nursing program students will sign and submit a written consent/release form for drug testing for the purpose of collecting and analyzing the required urine specimen(s) as well as acknowledging that the student is responsible for the cost of all drug testing. The consent includes release of drug testing results and release of liability.

B. If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to the student.

C. The signed consent/release form must be returned to the program director/course facilitator of the student’s Allied Health, MLT/Phlebotomy or Nursing program, respectively, and will be retained and maintained in a secure location within the program director’s and/or division office.

D. A student has the right to refuse to consent to drug testing for (a) initial clinical rotation participation, (b) annual testing while a student in an Allied Health Services, MLT/Phlebotomy or Nursing Program or (c) reasonable suspicion or cause.

E. However, a student’s refusal at any point to be tested for drugs &/or alcohol will result in dismissal from the Allied Health Services, MLT/Phlebotomy or Nursing program and forfeiture of any health scholarship. The respective Associate Dean and Program Director/Course Facilitator shall be notified of any refusal to be tested.

1.02 Specimen Collection

A. Only laboratories certified by the U.S. Department of Health and Human Services (DHHS) under the National Laboratory Certification Program can be used to perform drug testing analysis. TCC will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by TCC will not be accepted.

B. The Collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.
C. The designated collection site and specimen collection procedures will be secured in accordance with chain of custody and control procedures. Security during collection will be maintained by effective restriction of access to the collection materials and specimens.

1.03 Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion screening while participating in clinical experiences as stipulated in the substance screening policies of TCC and the clinical affiliates having contractual agreements with TCC.

*Drug testing may be performed for “just cause” when reasonable suspicion exists and may include but not be limited to the following:*

A. Observable phenomenon, such as direct observation of drug/alcohol use and/or physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of being under the influence of drugs;

B. Presence of an odor of alcohol or illegal substance;

C. Abnormal conduct or erratic behavior while in the clinical facility, absenteeism, tardiness or deterioration of performance;

D. A workplace accident;

E. Evidence of tampering with a drug test;

F. Evidence of falsification of information;

G. Suspected theft of medications including controlled substances while at the clinical facility;

H. Information that the individual has caused or contributed to an incident in the clinical facility;

I. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in any Allied Health Services, MLT/Phlebotomy or Nursing Program.

If the clinical instructor/clinical site supervisor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, abnormal conduct, erratic behavior, deterioration of performance or accident while in the clinical facility, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
1) The instructor will remove the student from the patient care or assigned clinical work area and notify the clinical agency supervising personnel.

2) Upon student’s oral consent, the instructor will contact a family member/friend or transportation service and arrange for student transport to a designated laboratory service facility contracted by Surscan (or other TCC drug testing vendor). “For cause” testing must occur on the same day as the observed behavior. The student will pay for all costs associated with the for-cause drug-screening test, including transportation costs.

3) If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Associate Dean or his/her designee within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.

4) Based on the information provided and any further medical evaluations if warranted, the Associate Dean or his/her designee will make a decision regarding the student’s return to the clinical setting. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever substance may have caused the alcohol-like odor before being allowed to return to the clinical setting.

5) If the results of the test(s) are confirmed as positive for alcohol and/or other illegal substances or for non-prescribed legal substances, the Associate Dean will withdraw the student from all didactic and clinical courses. The student may apply for re-admission to the Program following successful completion of recommended counseling and/or rehabilitation as prescribed by a licensed drug/alcohol counselor. *(Please refer to the specific Division/Program Handbook for each individual program)*

1.04 Medical Review of Drug Test Results

A. Cleared Drug Tests

1) The vendor will provide a written notification with a list of those students who passed a drug screen test to the respective Associate Dean/Dean.

2) Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of
drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information.

3) Tulsa Community College may refuse to accept any test result that does not meet the requirements of the procedure and guidelines.

B. Positive Drug Tests

1) All specimens identified as non-negative/positive on the initial test shall be confirmed by the testing laboratory. Any positive test results will be reviewed by the Medical Review Officer (MRO).

2) The MRO shall be a licensed physician with knowledge of substance abuse disorders, and shall review and interpret positive test results. The MRO shall also:

   a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student’s medical history or review of any other relevant biomedical factors.

   b. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results of the test.

   c. If, after review by the MRO, there is a valid medical explanation for the screening results, the vendor will notify TCC of a clear test. If after review by the MRO, there is no valid medical explanation for the positive screen, then the test results will stand.

3) The vendor will provide written notification with a list of those students with a positive drug test to the respective Associate Dean/Dean.

C. Retesting of Drug Screen

1) Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student will be required to complete and successfully pass a new drug test.

2) If a student challenges a result, only the original sample can be retested. The student must request an order for retest of the sample through the MRO within 72 hours of the confirmed positive result. All positive samples
are retained for one year in a frozen state. *The student is responsible for the cost of this re-test.*

3) Any appeal right of a positive drug test rests solely between the student, the Medical Officer and the vendor.

### 1.05 Penalties for a Confirmed Positive Drug Test

A. If a current student tests positive for drugs that are illegal substances, non-prescribed legal substances or is deemed unsafe for the clinical setting by the MRO, the student will be immediately dismissed from the Allied Health Services, MLT/Phlebotomy or Nursing Program.

Students who are dismissed from the Health Sciences program for reason of a positive drug screen may apply for re-admission, and certain requirements will be enforced. (See 1.08 below)

B. If after being re-admitted to a TCC Allied Health Services, MLT/Phlebotomy or Nursing program, a student tests positive again for drugs that are illegal substances, non-prescribed legal substances or is deemed unsafe for the clinical setting by the MRO, *the student will receive permanent dismissal from the Allied Health Services, MLT/Phlebotomy or Nursing Program.* A grade of “F” will be recorded if the student does not officially withdraw.

### 1.06 Failure to Appear and Complete Drug Testing

A. If a student fails to appear at the scheduled time for drug testing, the student will be given a second chance to appear and take the test.

B. If the student fails to appear for drug testing within the specified time frame or schedule a second time, it may result in dismissal from the Health Sciences program and forfeiture of any health scholarship. The Program Director/Course Facilitator shall be notified of any failure to appear.

### 1.07 Reporting and Recording of Drug Test Results

A. Written notification indicating either a positive or negative drug screen shall be provided to the respective Associate Dean/Dean (of Allied Health Services, MLT or Nursing). Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information. TCC may refuse to accept any test result that does not meet the requirements of the policy and guidelines.
B. The student will be informed of any positive drug screening results by their respective Associate Dean/Dean (of Allied Health Services, MLT/Phlebotomy or Nursing) or their designee within seven (7) days of receiving results.

Negative test results must be kept on file for one year in the respective Division office after the student’s last date of attendance at the college. Positive results must be maintained on file for five years in the respective Division office.

1.08 Readmission Guidelines Related to Substance Abuse

A. Students dismissed from a Health Sciences program for reasons related to substance abuse will:

1) Submit a letter requesting readmission to the respective Program.

2) Submit documentation from a therapist specializing in addiction behaviors indicating status of abuse, addiction or recovery and/or documented rehabilitation related to the alcohol/drug use/abuse.

3) Include documentation of compliance with a treatment program if identified as medically indicated by the therapist specializing in addiction behaviors including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.

4) Repeat drug screen for alcohol/drugs with a TCC approved vendor immediately prior to readmission.

B. If the student tests positive for drugs on the re-admission testing, the student will be denied re-admission.

C. Students dismissed a second time from an Allied Health Services, MLT/Phlebotomy or Nursing Program for reasons related to substance abuse are not eligible for readmission.

1.09 Publication of Policy

A. The college shall include the Tulsa Community College, Health Sciences Procedures and Guidelines for Student Drug Screening in the college catalog, on the college’s website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution.
2.01 Drug Screening Procedures for Students

A. All Health Sciences students are required to undergo drug screening prior to in their first clinical rotation, at minimum and depending on the clinical affiliation agreements, may be required to undergo drug testing on an annual basis.

B. Each Health Sciences program will review the Health Sciences Procedure and Guidelines for Student Drug Screening; will provide informed consent and request the students to sign the Drug Screen Consent/Release and Acknowledgement forms for the required drug screening, and will distribute instructions for ordering and paying for their drug screens on-line with Surscan.com, as indicated.

C. The Nursing, AHS, and MLT/Phlebotomy programs will coordinate the scheduling of random drug screenings of students on-site.

D. On the day of testing, scheduled for on-site collection, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done through the presentation of one photo identification documents (driver’s license with picture or TCC student identification with picture). If the student’s identity cannot be established, the Collector shall not proceed with the collection until such identification can be made.

E. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.

F. The Collector will explain the collection procedure.

G. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed to enter into their respective clinical rotation within the selected health sciences program until negative results are received by the Associate Dean/Dean.

H. Students may be excused from announced or unannounced drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student will be required to provide written verification for such absences.

Approval of a verifiable absence is the responsibility of the Program Director/Course Facilitator.
Student Confidentiality Statement

Protecting the privacy of patients/clients and confidentiality of health status are important ethical considerations for health care practitioners. As a Health Science student at Tulsa Community College (TCC) and at all health care facilities assigned as clinical practice/externship sites, I understand that protected health information in any form (proprietary, financial, confidential employee-related, or any other information deemed confidential by the college or health care facility) is protected by law. Breaches of patient confidentiality, in regard to protected health information, can have severe ramifications up to and including termination of my clinical affiliation with an assigned health care facility, expulsion from the college and/or applicable Health Sciences educational program, as well as possible civil and criminal penalties. I will only access, use, or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out program established educational criteria and/or any additional duties, projects, or observations assigned by the program director or clinical site coordinator at the health care facility. I will not improperly divulge any information which comes to my attention through classroom discussions, laboratory assignments, clinical practice activities or observations.

Because of my exposure to protected health information, I acknowledge and agree to abide by the following restrictions by initialing each of the statements below and taking all necessary precautions to prevent a breach of confidentiality.

<table>
<thead>
<tr>
<th>Initial</th>
<th>Confidentiality Statements and Agreement</th>
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<tbody>
<tr>
<td></td>
<td>I will not discuss protected health information pertaining to any patient with anyone (even my fellow students and/or family) who is not directly working with said patient.</td>
</tr>
<tr>
<td></td>
<td>I will not discuss any protected health information in any place where it can be overheard by anyone who is not authorized to have this information.</td>
</tr>
<tr>
<td></td>
<td>I will not describe any behavior which I have observed or learned about through association with my assigned clinical practice/externship site, except to those authorized to have this information.</td>
</tr>
<tr>
<td></td>
<td>I will not contact any individual, or agency outside my assigned clinical practice site to get protected health information about an individual patient unless permitted by law and/or policies.</td>
</tr>
<tr>
<td></td>
<td>I will not utilize any electronic media software or hardware to transmit, communicate or get protected health information about an individual patient unless permitted by law and/or policies.</td>
</tr>
<tr>
<td>Initial</td>
<td>Confidentiality Agreement Statements</td>
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</table>
|         | I will not utilize *any* social networking site(s) such as Facebook, YouTube or MySpace to get, communicate, transmit, express myself or connect with others protected health information about an individual patient., unless permitted by law and/or policies. **All Health Science students must understand that any information (identifiable or not), still photographs, video and audio as well as comments they post, or others post about them may:**  
  (1) violate federal, state and local laws (e.g. HIPAA, FERPA, OSRHE),  
  (2) violate professional code of ethics for health science programs,  
  (3) violate college policy and health science program policy,  
  (4) incur legal liability for anything written or presented online. |
|         | I will not use confidential college or clinical practice/externship site business-related information in any manner not required by my role as a student or disclose it to anyone not authorized to have or know it. |
|         | I will not access information concerning a patient in whose care/service I am not directly involved other than as required by program-established educational criteria, or duties, projects and observations assigned by the clinical practice/externship site coordinator. |
|         | If for some reason, information must be made available to persons in law enforcement or the news media, I understand that I am not to disclose the information, but to refer the individual to the program director, Dean of Health Sciences, Associate Dean of Allied Health Sciences, clinical practice/externship site coordinator and/or the individual designated by the health care facility to be responsible for disclosure of the information within established policies. |
|         | I understand that I have a responsibility to take action when faced with a privacy concern or when I become aware of a potential violation of the privacy policies and standards of the college or clinical practice/externship site. This includes:  
  - RECOGNIZING the concern and nature of the situation,  
  - RESPONDING appropriately, and  
  - REPORTING the issue to the appropriate individual who can assist in preventing and/or resolving the matter. |
I understand that my agreement to maintain confidentiality of protected patient health information is a condition of my continued participation in the Tulsa Community College Health Sciences Educational Program to which I have been accepted and for completion of my clinical practice/externship site affiliation. I understand that failure to maintain confidentiality is a basis for disciplinary action, including expulsion from the college, the Health Sciences Program and/or the clinical practice/externship site.

With my initials and signature, I indicate that I have read and understand this Acknowledgement and have received Level 1 HIPAA (Health Insurance Portability and Accountability Act) training.

Printed Name: ____________________________ Program Director: ____________________________
Signature: ________________________________ Date: ________________________________
American Disability Act (ADA) Technical Standards

The Respiratory Care Program at Tulsa Community College is dedicated to providing quality graduate advanced respiratory therapists who meet national standards, while serving the needs of the Tulsa Metropolitan community. As part of that commitment, the Respiratory Care Program must meet technical standards of performance, not only for CoARC, the accreditation committee for Respiratory Care, but also for state and federal requirements that preserve the rights of individuals with disabilities. There are eight (8) ADA Technical Standard Categories in which applicants must be able to perform. These categories related to the field of Respiratory Care are:

1. Gross Motor Skills
   a. Sit and maintain balance
   b. Stand and maintain balance
   c. Reach above shoulders
   d. Reach below waist

2. Fine Motor Skills
   a. Pick up small objects with hands
   b. Type using a computer
   c. Twist

3. Physical Endurance
   a. Walk
   b. Stand during procedure
   c. Sustain repetitive motion

4. Physical Strength
   a. Lift 25 pounds of weight
   b. Push heavy equipment

5. Mobility
   a. Stoop/squat
   b. Move quickly
   c. Climb
   d. Bend

6. Hearing
   a. Hear normal speech
   b. Hear without seeing lips
   c. Hear faint sounds
   d. Hear auditory alarms

7. Visual
a. See objects at 20 inches away
b. See objects at 20 feet away
c. Distinguish color

8. Tactile
   a. Feel vibrations
   b. Detect temperature

Any student that would have difficulty performing these tasks must contact the Disabled Student Resource Center in MC 331B on the Metro Campus. The Center’s purpose is to extend, reinforce and supplement the learning experience of the student with disabilities for classes and college related activities. The staff works with students to develop a specialized curriculum and identify any special equipment or services, which may allow the student to be successful in their course of study.
Student’s Name _____________________________________

Date of Evaluation ______________________

********************************************************************************************

Please rate the student on a scale of one to five according to the following criteria:

5 – Outstanding  4 – Very Good  3 – Good  2 – Fair  1 – Poor

********************************************************************************************

1. **Motivation** (as demonstrated by attendance, participation in classroom, lab, clinical activities, etc.) 1 2 3 4 5

2. **Grasp of Respiratory Care Principles** (as demonstrated by exam scores, classroom and clinical discussions, etc.) 1 2 3 4 5

3. **Clinical Judgment** (as demonstrated in clinical situations and in classroom and lab simulation exercises; critical thinking skills) 1 2 3 4 5

4. **Clinical Procedures Skills** (as demonstrated in the performance of respiratory care tasks in the clinic, classroom and lab) 1 2 3 4 5

5. **Professionalism** (as demonstrated by conduct, communications skills, appearance, punctuality, rapport with faculty, patients and fellow students) 1 2 3 4 5

Evaluator Comments:_______________________________________________

________________________________________________________________

________________________________________________________________

Evaluator’s Signature ________________________________

Student’s Signature ____________________________________
TCC Respiratory Care Program
Student Evaluation of Clinical Site

Hospital: _________________________________________________

Rotation Dates: ____________ to ______________________

Clinical Areas: ____________________________________________

Please rate the clinical site from 1 to 5 according to the following criteria:

5 – outstanding  4 – very good  3 – good  2 – fair  1 – poor

---------------------------------------------------------------

Physical Characteristics:

1. Quality of Equipment          1     2     3     4     5
2. Number of Procedures          1     2     3     4     5
3. Variety of Procedures         1     2     3     4     5

Personnel:

1. Able to Teach                 1     2     3     4     5
2. Knowledge of Subject          1     2     3     4     5
3. Willingness to Spend Time With Students  1     2     3     4     5
4. Professional Attitude         1     2     3     4     5
5. Sets Good Example             1     2     3     4     5
6. Physician Instructional Input 1     2     3     4     5

What did you like best about this rotation? _____________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

What problems, if any, did you experience at this rotation? _________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
Student Name _____________________________

5 4 3 2 1 Demonstrates the relationship between theory and clinical practice suggestions about how care plan could be modified.

5 4 3 2 1 Applies and maintains aseptic technique and PPE as required

5 4 3 2 1 Follows directions, exhibits sound clinical / therapeutic judgment, and seeks help when required

5 4 3 2 1 Interacts well with patients and family: pleasant, sincere, patient, compassionate, and respectful

5 4 3 2 1 Displays initiative, self-direction, responsibility, and accountability. in seeking out new learning experiences and continuing practice of previous tasks.

5 4 3 2 1 Professional Conduct is demonstrated: appearance, punctuality, cooperation, maintaining confidentiality and adhering to all policies

Overall assessment. Comments.

____________________________________________________________________________________
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Evaluator signature _____________________ Clinical Site _____________________

Date _________
Clinical Instructor Evaluation Survey  
Respiratory Care Program

Circle the most appropriate number for this instructor, with 5 being the highest score. (Remember that the site is evaluated separately.)

1. Instructor displayed a respectful attitude toward students 1 2 3 4 5  
2. Instructor's attitude toward teaching pertinent skills/topics 1 2 3 4 5  
3. Instructor encouraged understanding of concepts and their application. 1 2 3 4 5  
4. Instructor explained topics clearly. 1 2 3 4 5  
5. Instructor provided/arranged clinical practice of required performance evaluation skills. 1 2 3 4 5  
6. Instructor encouraged students' critical thinking. 1 2 3 4 5  
7. Instructor was patient with students' learning/practice. 1 2 3 4 5  
8. Instructor assisted students in finding a case study and necessary information as needed. 1 2 3 4 5  
9. Instructor provided opportunities for learning, despite volume of clinical site procedure opportunities. 1 2 3 4 5  
10. Instructor displayed professional behavior in clinical setting 1 2 3 4 5  

1. Number of hours spent with student per week 1 2 3 4 5 6  

Additional Comments: __________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
I have reviewed this handbook and understand the policies outlined. I agree to abide by these policies and guidelines while enrolled as a student in the Respiratory Care Program at Tulsa Community College.

_______________________________
Student Name (Print)

_______________________________
Student Signature          __________________________
Date

_____________________________
Program Director          __________________________
Date

This form must be signed and returned to the Program Director by the end of the first week of class.