



SCHOOL OF  
HEALTH PROFESSIONS

# **Student Policy Manual**

## **Academic Year 2020-2021**

All students in the School of Health Professions (SHP) are responsible for knowing the information contained within this manual. This manual supports the CCBC college catalog and the CCBC student handbook and delineates policies specific to SHP programs. Please refer to these publications and individual SHP program handbooks for further information.

# *A Letter from the Dean*

Dear School of Health Professions Student:

On behalf of the administration, faculty and staff of the School of Health Professions (SHP), I congratulate you on your admission. The SHP programs and graduates are highly valued in the community because of the quality of instruction and the expertise of our faculty.

You are entering one of our programs in the midst of the Covid-19 Pandemic. This Pandemic has shed much light on “front line” healthcare workers and the challenges they face on a daily basis. Many of these healthcare professions are faced with life and death situations and thus the training of these individuals is rigorous and demanding. You will find your specific program to reflect these demands which may also place challenges on your personal life. To be successful, it is imperative that you manage time effectively and create plans to deal with life’s issues. Life issues are often a barrier to student success. Please avail yourself of the many resources that are available to you within the SHP and Community College of Baltimore County.

This Policy Manual is a publication that is a supplement to the Student Life Policies and Regulations. The Student Life Policies and Regulations can be found in the CCBC College Catalogue and Student Handbook. The SHP Policy Manual provides additional policies and procedures that will help prepare you to enter the healthcare environment where ethics and standards of behavior are imperatives. Therefore, SHP policies may supersede those of the College. The environment that you will experience during the course of your study will mirror the demands of the healthcare professional you aspire to be.

Please carefully read, understand and practice these policies and procedures during the course of your study. SHP has an excellent reputation in our community. Please remember that you represent CCBC School of Health Professions and professional behavior is expected at all times.

I wish you much success in your program.

Sincerely,

*Shawn McNamara*

Shawn P. McNamara, Ed.D., M.S.N., R.N.  
Academic Dean, School of Health Professions

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## **Purpose of this Policy Manual**

The Student Policy Manual of the Community College of Baltimore County (CCBC) School of Health Professions (SHP) serves as a performance and conduct guide for students enrolled in Health Professions Programs. Students are expected to be knowledgeable of all School policies. Each student is also expected to thoroughly review and adhere to policies provided by the specific program to which he/she has been admitted.

## **Vision, Mission, Philosophy, and Values**

### **Vision**

The School of Health Professions will demonstrate nationally recognized leadership and innovation in the education of health care professionals.

### **Mission**

Shaping the future of healthcare, the School of Health Professions will educate students to become highly qualified professionals who can practice across the spectrum of healthcare and within an interprofessional environment.

### **Philosophy**

The School of Health Professions exists to prepare qualified and highly motivated health care professionals to be integral members of the healthcare community. The faculty is a resource and guide and encourages students to become well prepared, life long, self-directed learners who conduct themselves with integrity, respect, professionalism, and social concern. The School of Health Professions graduates will work as vital members of the healthcare team collaborating with other professionals to provide superior medical care for patients.

### **Values**

In keeping with its Vision and Missions statements, the faculty and staff of the School of Health Professions embrace the following values:

- Provide opportunities and support for/to all college students;
- Seek a diverse student population which represents the surrounding community;
- Reinforce the importance of being a culturally competent practitioner;
- Make patient/client safety a priority at all times;
- Support student retention, success and completion of health career programs;
- Facilitate professionalism and leadership skills in students;
- Produce graduates who demonstrate current interprofessional competencies;
- Provide students with access to state of the art technology to support learning;
- Maintain national standards for accreditation;
- Uphold professional ethics at all times;
- Foster a standard of excellence that attracts national recognition; and
- Promote lifelong learning and professional development.

## **Code of Ethics**

SHP recognizes its responsibility to aid the student and graduate in maintaining the highest standards in the provision of quality and accessible health care services. In accordance with the mission, vision, philosophy, and values of the SHP, the following principles provide guidance for the standards governing the conduct of all health care professionals. This code provides the basis of ethical responsibilities but does not encompass all ethical obligations of health professionals. The cornerstone of ethical behavior is that healthcare professionals and individuals hold themselves with mutual respect and courtesy as a model to our communities. Therefore, clinical staff, faculty and SHP students shall:

1. Be committed to providing competent medical care cognizant that their primary responsibility is the health, safety, welfare, and dignity of all individuals;
2. Place service before material gain and carefully guard against conflicts of personal and professional interest;
3. Uphold the doctrine of confidentiality regarding privileged patient, student and colleague information;
4. Have a duty to respect the law and all institutional policies;
5. Take personal responsibility for being cognizant of and adhering to all federal/state laws applicable to the practice of their profession;
6. Provide only those services for which they are qualified by education and/or experience and by pertinent legal regulatory processes;
7. Not misrepresent in any manner either directly or indirectly their skills, training, professional credentials, identity or services;
8. Report unethical behavior to the appropriate source;
9. Avoid a relationship or activity with the patient, faculty or staff that interferes with professional judgment and objectivity; and
10. Function with discretion and integrity in relations with other health care team members.

## **CCBC Code of Academic Integrity**

The SHP acknowledges the authority of the College and the tenets of the CCBC Code of Academic Integrity. For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical conduct. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. The SHP has implemented the SHP Honor Code to ensure that its students are committed to these high standards.

## **SHP Honor Code**

SHP expects that its students will adhere to high standards of academic integrity, ethics, and professional conduct. The SHP Honor Code applies to all academic activities that take place on all of the College's campuses, in clinical settings, at off-campus professional activities, and in situations when the student represents the SHP (including social media venues).

### **Preamble and Purpose**

The School of Health Professions (SHP) is an academic community comprised of students, faculty, staff and administrators. This community recognizes the need to establish guidelines which clearly state the goals and values of health care professionals. All members of the school are responsible for upholding principles of academic honesty and integrity, and promoting an environment of mutual respect and trust. If the highest standards are not maintained, the reputations and integrity of the College, SHP and the individual are compromised and, a disservice is done to the community and society as a whole.

The SHP Honor Code is not a list of rules, but a philosophy of conduct based on the belief that all community members take responsibility for their own actions. Honorable behavior demands that all community members tell the truth, advance only on personal merit, and demonstrate honesty in all aspects of academic and professional behavior.

### **CCBC Code of Academic Integrity**

SHP acknowledges the authority of the College and the tenets of the CCBC Code of Academic Integrity. For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical conduct. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. In keeping with these values, students are expected to complete their course work according to their professors' instructions and without any kind of unauthorized assistance. Students also must submit work that is uniquely their own, or provide clear and complete acknowledgement of the use of work attributed to others. The SHP has implemented the SHP Honor Code to ensure that its students are committed to these high standards.

### **SHP Honor Pledge**

Academic honesty and integrity are expected of students in the CCBC School of Health Professions. In recognition of the Honor Code, students are asked to sign a pledge agreeing to abide by the Honor Code. This attachment can be found under Appendix "D". Students who refuse to sign the pledge must explain their refusal to the appropriate faculty member.

### **Honor Code Violations**

Violations of the SHP Honor Code consist of any form of academic misconduct or dishonesty, including, but not limited to, the commitment of any of the following acts:

1. Cheating which includes but is not limited to intentionally using or attempting to use unauthorized materials, information, technology, or study aid in any part of the academic program. Cheating includes copying from another student or allowing another student to copy from you. This includes any act of academic dishonesty including obtaining advance information about exams, quizzes, or simulation experiences.

2. Falsifying or misrepresenting any information to faculty/administrators of SHP and/or College, or in connection with activities at clinical settings or during other professional or academic activities, including but not limited to intentional an unauthorized changing or misrepresenting data or other significant information in any academic exercise.
3. Facilitating academic dishonesty by intentionally or knowingly helping or attempting to help another to violate any provision of the SHP Honor Code or by failing to report immediately any and all observed or reported violations of the SHP Honor Code.
4. Using any devices during an examination or quiz unless directed to so by the proctor.
5. Communicating with anyone other than the proctor during the examination/quiz.
6. Failing to demonstrate respect and courtesy to all faculty, instructors, staff, clinical preceptors, fellow students, and guests.
7. Attending a clinical site under the influence of alcohol or illegal substances.
8. Bribing or attempting to bribe others by providing, offering or taking rewards or something of value with the intent of influencing a grade or receiving aid in an academic exercise.
9. Threatening or intimidating others for the purpose of receiving an unearned grade or in an effort to prevent the reporting of a SHP Honor Code violation.
10. Plagiarizing intentionally or unknowingly the work of another individual and representing such work as one's own in any academic exercise. This includes plagiarism of yourself, including using a paper you have previously submitted when retaking a class or in another class.
  - a. Plagiarism is presenting or representing the work of another individual as one's own. Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. This includes using a single sentence or whole paragraphs written by someone else from an internet source, book, journal or the work of a fellow student without acknowledging and giving credit to the source of the information.
  - b. Plagiarism also includes plagiarism of self. Plagiarism of self includes submitting a paper or assignment that has already been submitted in a previous course or when retaking a course.
11. Inappropriate or unprofessional conduct, including but not limited to violating confidentiality rules and engaging in unauthorized or unsupervised procedures in a lab or clinical setting.
12. Violation of student's specific SHP Program Policies.

## **Honor Council**

Students who are suspected of an Honor Code violation must appear before the Honor Council. The Honor Council consists of students and faculty (not within the student's program of study). If the Honor Council has determined that an Honor Code violation has occurred, they can enforce one or more of the following sanctions:

- Warning
- Censure
- Restitution

- Academic Probation
- Course Failure
- Suspension
- Expulsion

If a student from a program in SHP is dismissed as a result of an Honor Council violation, that student is ineligible to apply to any other program in the School of Health Professions. A copy of the Honor Code policy can be obtained from your program administrative assistant.

## **Professional Conduct**

SHP expectations for professional conduct have already been delineated. The student is reminded that the following behaviors may result in referral to the SHP Honor Council Hearing Board and/or automatic and immediate dismissal from the program. This list is not all inclusive.

1. Behaviors that compromise or interfere with the delivery of safe client care in the clinical setting;
2. Behavior considered unprofessional or abusive to faculty, staff or clients;
3. Use of any cooperating agency to procure or distribute illegal substances;
4. Initiating exploitative student-client relationships which:
  - a. Are incongruous with the student role;
  - b. Result in financial gain;
  - c. Result in illegal transactions; and
  - d. Involve professionally unacceptable behavior.
5. Failing to report errors or accidents;
6. Non-compliance with CCBC Code of Academic Integrity and/or SHP Honor Code;
7. Criminal behavior, felony/misdemeanor;
8. Falsification of reports;
9. Rendering client care while under the influence of alcoholic beverages, illegal substances, narcotics or other controlled dangerous substances or other drugs in excess of therapeutic amounts without valid medical indications;
10. Leaving the clinical area or campus labs without permission of the appropriate faculty;
11. Being mentally, emotionally or physically unable to perform tasks safely in the clinical area.



## **Code of Classroom Conduct and Classroom Etiquette**

The development of professional behavior begins in the classroom/laboratory setting and is crucial for students' preparation for the clinical setting and for obtaining employment.

1. Students will at all times demonstrate respect for and courtesy to all faculty, instructors, fellow students and guests.
2. Students will follow all published guidelines and policies on classroom attendance and behavior.
3. Students will arrive sufficiently early for scheduled classes, labs and other classroom activities to be seated, settled and ready to begin at the scheduled start time for class.
4. Students arriving late due to an emergency will enter the lecture hall/classroom quietly, take the nearest available seat, and settle themselves quickly causing the least possible disruption.
5. Once class has begun students will remain seated and attentive until the instructor announces a class break or formally dismisses the class.
6. If a true emergency arises necessitating that a student leaves the classroom before dismissal, the student will leave and return (taking the nearest available seat to the door) as quietly as possible and apologize to the instructor at the first appropriate opportunity and provide an explanation for this breach in classroom etiquette.
7. Once the instructor speaks, students will cease talking and all other activities, become immediately attentive, and will not talk during class unless formally recognized by the instructor or presenter to ask or respond to a question.
8. Students will address faculty, instructors, and guests by their appropriate titles: Dean, Professor, Dr., Ms. or Mr. and so on.
9. Students questioning or challenging material presented, instructions or test questions will do so courteously and respectfully, appropriately recognizing that they are interacting with professional staff and faculty.
10. Students failing to follow the Code of Classroom Conduct and Etiquette may receive verbal or written warning regarding their conduct and may be asked to leave the classroom upon committing an infraction. Students may also be referred to the SHP Honor Council Hearing Board and subject to sanction(s).
11. Students will not use cell phones during class sessions. Cell phones may be left on silent mode or vibrator alert and responded to only in the case of an emergency.
12. Students disrupting the classroom environment by any means will be asked to leave.
13. Food and drink are prohibited from the classroom/laboratory except with permission of the instructor.
14. Students are expected to come to class and dressed in suitable, tasteful attire and appropriate for the time of year. The instructor or lab assistant has the right to dismiss a student for inappropriate attire. Inappropriate attire includes, but is not limited, to the following:
  - a. Any apparel, which has some design or wording that may be considered as being denigrating, lewd, lascivious or offensive;

- b. Tank tops, halter tops, muscle shirts, beach wear of any kind, short tops that reveal the abdomen, short shorts as well as low riding attire that may reveal gluteal cleavage; and
- c. Clothing which has been altered from its original design, i.e. shirts that have had arms removed at the shoulder.

### **Religious Holidays**

Students who miss class or clinical due to observance of religious holidays must give **PRIOR** notice to faculty at the beginning of the semester. In addition, students are only excused for the time which the holiday spans (e.g. sundown to sundown). Students are not excused for travel or preparation time with regard to the holiday. Students are not excused on holidays which allow them to work. Students must make up the work that was missed due to their absence.

### **SHP Email Policy**

All students entering CCBC have an email account automatically set up. To retrieve this email address just click on “myCCBC” from the college home page and follow the directions for retrieving the username, email address and creating a password.

When corresponding with the Program Director, faculty and/or staff in the School of Health Professions, students must use their CCBC email account. Because program and school wide announcements are provided by the CCBC email, students are responsible for regularly monitoring this email account. The program director, faculty and staff will **NOT** communicate with students via personal email accounts.

## **Testing Procedures**

During in class exams/quizzes, all personal belongings must be placed at the designated location in the classroom. Students may take only items specified by the proctor to their testing seats. Once the test has begun there will be no talking. Any questions must be directed to the proctor only. No one will enter or leave the room without the proctor’s permission. If a student is allowed to leave a room, he or she must turn the exam into the proctor until returning.

In addition, students will not provide other students with the answers to the assessment. Any attempt at communication with anyone, reviewing any printed material, having other web browsers open on any device, or having any printed material within your visual proximity will be considered cheating. Students will not print any online assessment and may only take general notes from the assessment, and may not copy any part word for word. No photos/videos are to be taken of the exam/quiz. Any student suspected of cheating will be referred to the Honor Council.

Students may not use computers, calculators, PDAs, phones, cell phones, pagers nor any other electronic or communications devices (unless specifically directed to do so by the proctor) from the time the exam or test is distributed until the exam or test is returned to the proctor. Students found to be using such devices—while excused from the testing room to use the lavatory for example—will be considered to be cheating and referred to the Honor Council in the School of Health Professions.

## **Clinical Placement Conduct**

In addition to the following expectations, each program may have its own individual professional and clinical expectations. For clinical experiences the student will:

1. Arrive on time and complete all assigned clinical hours with no absences (see individual program absence policies);
2. Wear the appropriate program attire to the clinical site. The clinical site/clinical instructors reserve the right to send a student home if the attire is deemed unsatisfactory for the day's assignment;
3. Not attend the clinical site under the influence of alcohol or illegal substances. If in the judgment of the clinical preceptor or program faculty, the student's behavior is impaired due to drug or alcohol use, the student will be sent home and referred to the SHP Honor Council Hearing Board. The student may be required to submit to a drug test at the student's expense;
4. Be mentally and physically able to perform patient care activities in a way that does not pose a risk to patient safety. Program faculty and clinical preceptors reserve the right, in their professional judgment, to remove students from the clinical setting whenever the faculty or preceptor concludes that the clinical performance of the student poses a risk to patient safety; and
5. Uphold the confidentiality requirements of Health Insurance Portability and Accountability Act (HIPPA) of 1996.

## **School of Health Professions Policy on Social Media**

While the SHP recognizes the significant benefits to social networking in terms of keeping connected to family and friends across the world it is extremely important that students understand the potential issues that may arise from the use of these social networking sites.

As a student in the School of Health Professions please observe the following guidelines when using social networks:

1. Present yourself professionally in terms of your postings any communications. This includes written communication and photographs;
2. Never divulge patient/client information;
3. Do not post insensitive, inflammatory and/or offensive statements against faculty or other CCBC employees, students, patients, clinical sites and clinical staff;
4. Be aware of the potential for violating the Code of Ethics in any Allied Health/Nursing program via social network which will be considered unacceptable behavior;
5. Do not distribute test question information and/or written work which could be considered plagiarized and/or lead to copyright issues;
6. Do not use any college logo or distinguishing college graphic on your social network site. This is because your social network site is not condoned by or a part of Community College of Baltimore County website;
7. Do not communicate with faculty or clinical preceptors via social network sites;

8. It is strongly recommended that students and faculty will not “friend” one another using social networks;
9. Do not post any insensitive, inflammatory and/or offensive statements (political or otherwise) on a social network site where you have identified yourself as a student in the School of Health Professions at CCBC; and
10. Do not use pseudonyms

The above list is NOT all inclusive. The School of Health Professions Honor Council Hearing Board will take action and issue sanction recommendations to the Dean of the SHP if any of the above or additional concerns are raised via students using anyone of the social networking sites.

## **Core Competencies**

The School of Health Professions has identified core competencies listed below that students in all programs are expected to demonstrate:

1. Effective written and oral communication skills;

- a. Writing Policy

Clear, correct and concise use of language is characteristic of an educated individual. Failure to use clear and concise written English language reflects poorly on the individual, the program, and college and ultimately on the student’s chosen profession.

Poor writing may even jeopardize patient safety and may result in patient injury or death. Students will be judged on the quality of their writing ability both in the classroom and the clinical setting.

Written assignments prepared for any SHP program must demonstrate a high level of writing skill. All SHP programs evaluate written work not only on its content but also on writing skills. Poor writing may cause a failing grade on a paper and in extreme cases a failing grade in a course. In general, SHP programs require adherence to the current American Psychological Association Writing Guidelines.

- b. Oral Communication

Ability to communicate orally in the English language is essential not only to success in the classroom, but in the clinical setting as well. All SHP students must demonstrate a high level of ability to communicate orally in English. One’s ability to give appropriate and safe oral instructions in the clinical setting is dependent upon English speaking ability and upon clarity, enunciation and understandability. Many professional boards will deny credentialing on the basis of inability to communicate well in English. SHP programs may list spoken English ability in their technical standards. Minimum oral communication standards include ability to:

- i. Communicate adequately and safely with other personnel involved in the care of patients/clients;

- ii. Respond appropriately to verbal inquiries;
  - iii. Obtain, interpret and document relevant clinical data; and
  - iv. Demonstrate comprehension of healthcare provider requests.
- 2. Sound judgment and methodical critical thinking skills;
- 3. Excellent interpersonal skills:
  - a. Empathy, compassion and caring,
  - b. Professional attitude – team orientation with co-workers,
  - c. Ability to adapt to change;
  - d. Respect for others as demonstrated through demeanor, dress, and use of language.
- 4. Cultural competency;
- 5. Solid foundation in basic math, statistics and science;
- 6. Understanding of professional/ethical issues:
  - a. Understanding ethical and legal practices; and
  - b. Knowledge of state regulations.
- 7. Strong work ethic;
- 8. Achievement of core competencies of one’s chosen profession:
  - a. Critically critique professional literature to make evidence based decisions;
  - b. Required clinical skills in a time factor acceptable in clinical practice; and
  - c. Professional Standards

Each program publishes its own essential functions and professional technical standards pertinent to the practice of that profession. These documents may reflect physical ability, interpersonal skills, intellectual and emotional stability and environmental requirements. In most cases the program will require students to provide verification from their physician of their ability to perform these functions.
- 9. Life-long learning skills:
  - a. Participation in education; and
  - b. Acceptance of responsibility for one’s own education.
- 10. Interprofessional and collaborative care skills.

## **Students with Disabilities**

The School of Health Professions along with CCBC is committed to providing equal access to educational opportunities for all students. Offices on each campus arrange support services and reasonable accommodations for students with disabilities. A student may contact the appropriate office for an appointment to discuss reasonable accommodations. Please be aware that an appointment needs to be scheduled within a time period that allows staff adequate time to respond the special needs of the student.

Students having a documented disability requiring reasonable accommodations should contact the disability support office on the campus where their classes will be located before the start of the program. Students will be asked to provide current documentation of the disability to the disability support office. If it is determined that the student is eligible for reasonable accommodations, it is the student’s responsibility to provide the instructor with an accommodation letter from the disability support office at the start of each course and semester. (Please see Appendix C for information on how to contact the disability support office).

Students receiving accommodations must notify the instructor as soon as the accommodation is received. If an accommodation is given to the instructor on the day of an exam, the accommodation cannot be honored until the next exam. Accommodations of additional time for clinical skills in the lab and/or at the clinical site, is not a reasonable accommodation and cannot be given.

### **CCBC Community College Outreach Services**

Community College of Baltimore County recognizes that for students to be successful in an academic program they must manage distractions and stresses of personal life issues. These issues could include things like need for stable housing, food, childcare support, and transportation to and from school, money for textbooks, and access to mental health services, obtaining health insurance, and help with utility bills. This list is not all inclusive and CCBC through the College Outreach Services may be able to assist students with these and other life issues that interfere with attending college and being successful academically. To access these services students are encouraged to reach out to the “Success Navigator” on their campus. Contact information is listed below:

<b>Success Navigators</b>			
<b>Campus</b>	<b>Navigator</b>	<b>Location</b>	<b>Phone Number</b>
CCBC Catonsville (Director)	Heather Griner	Student Services Center Room 166E	410-241-7048
CCBC Catonsville	Giselle Klimek	Student Services Center Room 166D	443-452-8106
CCBC Catonsville	Faye Bradstock	Student Services Center Room 166D	443-452-8114
CCBC Dundalk	Thomas Dolan	College Community Center Room 204	443-452-8082
CCBC Essex	Alita Credell	Student Services Center Room 103B	443-452-8027
CCBC Essex	Kelly Angelos	Student Services Center Room 103B	443-452-8012

## **Professional and Academic Standards**

Each SHP program adheres to CCBC published academic standards. The college requires a minimum grade point average (GPA) based upon the number of credits the student has completed. Students who do not meet minimum requirements are placed on CCBC academic probation. Students who fail to meet the conditions of the program may be dismissed from the college. Academic deans make decisions about academic probation, academic suspension and academic dismissal. Students have a right to request a review of a suspension or dismissal decision which could potentially lead to reinstatement on a probationary status.

SHP programs adhere to the minimum CCBC code of conduct, standards, disciplinary procedures, and appeals processes. (See *CCBC Student Handbook*). However, selective admissions programs of the School of Health Professions generally have far higher academic standards than the published college minimums and higher expectations for student professionalism and conduct. In addition to the standards and guidelines published in this manual, each program has its own expectations for conduct and academic achievement. Students are referred to their specific program policy manual for more information. Students will be asked to sign a statement abiding these program specific policies upon entrance into the program. The School of Health Professions has developed the following policy regarding academic and professional standards.

*Health profession programs by their very nature demand much higher academic standards than other disciplines within the college. SHP students are preparing for careers with a high level of responsibility and therefore are held to more rigorous standards than fellow students in other disciplines. At minimum students must maintain a "C" average for all program course work. Additionally, students must meet all academic standards published by the program. Standards established by specific programs are often a result of the requirement of external accrediting agencies and are in place to assure that graduates meet the minimum standards of their selected profession and of the medical community.*

### **SHP Student Appeals Committee Policy**

The Student Appeals Committee (SAC) will hear an appeal from a student who believes to have been treated unfairly or differently with regard to program policy. The student must first attempt to resolve the issue with the involved faculty member(s), course coordinator, or program director.

If the issue remains unresolved, the student can initiate the process to bring their issue to the Student Appeals Committee. SAC procedures and forms can be obtained from the program administrative assistants.

Grades cannot be appealed. When submitting an appeal, students must identify a specific policy they believe has been applied unfairly.

## **Student Recognition and Commencement Activities**

### **Student Awards**

Some individual Allied Health and Nursing programs in the School of Health Professions have student awards and recognition that are presented around the May graduation for the College. Please refer to individual program policy manuals for further detail and criteria.

### **Lucille E. Hoilman Scholarship**

This scholarship was established in 2007 to honor the life of Lucille E. Hoilman (1948-2007), former senior administrative assistant for the Dean of the School of Health Professions. Mrs. Hoilman was a champion of the School of Health Professions' students and staff. She valued all of the characteristics that make a good healthcare professional, such as honesty, integrity, concern for others, scholarship, and service.

The School of Health Professions is pleased to offer scholarships in Mrs. Hoilman's honor to students, from programs in the School of Health Professions. Following is a list of the selection criteria.

- Must have successfully completed at least one semester of the program;
- Must be in good standing with the program;
- Must have a minimum overall CCBC GPA of 2.5;
- Must have a minimum GPA in program courses of 2.5; and
- Must be actively enrolled in the program.

For further information regarding the application and deadline, please see your program director.

### **Alpha Eta Society**

The CCBC School of Health Professions is a participating member of the Alpha Eta Society. This is an honor society that seeks to recognize excellence in Allied Health degree students. The purpose of the Society shall be the promotion and recognition of significant scholarship, leader-ship, and contributions to the Allied Health professions. It is the intent of the Society to recognize potential and actual professional attainments of individuals in different allied health programs. Demonstrated academic, scholarly and clinical excellences are to be part of the criteria for eligibility for membership.

Up to 20% of students from any SHP associate degree program may be nominated provided the following criteria are met.

- Student must be in an associate degree allied health program.
- Student must have a minimum overall program GPA of 3.5.
- Student must have completed a minimum of half of the program courses.
- No more than 20% of students from an individual program may be nominated, in those programs with fewer than ten students; no more than two students will be invited to membership in any given academic year.
- Student must have demonstrated leadership ability and a high level of professionalism.



Students are awarded this honor at the SHP Alpha Eta Induction Ceremony held once per year. Those students who are awarded such an honor must maintain a GPA of 3.5 or higher and be an active participant in leadership roles throughout the School of Health Professions Charity/Community events.

### **Alpha Delta Nu Honor Society**

The CCBC Associate Degree Nursing Program is a participating member of the Alpha Delta Nu Honor Society – Omicron Chapter. This Honor Society is through the Organization for Associate Degree Nursing (OADN). The society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a lifelong learner. Members must have a GPA of at least 3.0 and completion of a community project approved by the Chapter President.

### **Pi Alpha – The National Honor Society for Physician Assistants**

Pi Alpha is the national Physician Assistant honor society organized for the promotion and recognition of both PA students and graduates. Membership signifies the inductees' significant academic achievement and honors them for their leadership, research, community/professional service and other related activities.

### **CCBC Commencement**

Students graduating from one of the School of Health Professions associate degree programs are members of the CCBC graduating class. CCBC holds an annual commencement ceremony, which includes students, faculty, staff, and administrators from all three main campuses and extension centers. CCBC graduates from degree granting programs are expected to attend commencement. The date is announced in the spring schedule booklet and on the CCBC web site. The individual Program Directors will provide more specific information during the final spring semester at CCBC.

### **CCBC Completion Requirements**

All students must apply for a degree or certificate. Applications are available at all campus Records and Registration offices or on-line at [www.ccbcmd.edu](http://www.ccbcmd.edu). The fee for a certificate application is \$50.00. The fee for an associate degree application is \$75.00. Interested individuals must complete the application and deliver or mail the application and fee to the Records and Registration office on the appropriate campus. Applications are due by the following dates:

- March 15 for May completion;
- May 15 for August completion; and
- September 15 for December completion.

### **Readmission /Reinstatement**

Each program has specific readmission/reinstatement policies. See the specific program policy manual for information.

## **Articulated Credit**

Students who transfer to CCBC from another institution requesting advanced standing in a SHP program may have the option to present documentation to the Program Director for consideration. These requests are handled at the discretion of the PD and on a case by case basis. Students should refer such questions for consideration of transfer credit, that is program specific, to their program director.

It is the responsibility of the student to monitor their DegreeWorks and work closely with an academic advisor to ensure that all prerequisite and general education courses from another institution have been officially transferred into CCBC.

## **Exposure to Infectious Diseases**

Programs in the School of Health Professions have labs and clinical experiences associated with their curricula. Students are evaluated on psychomotor skills in face-to-face situations with lab instructors and/or clinical preceptors present. These psychomotor skills, while different for each program, are considered essential for each discipline to meet course objectives. Students may be exposed to infectious disease processes during clinical experiences. Every attempt will be made to ensure students are being educated in a safe environment and instructed on standard precautions and personal protective equipment. Both the Community College of Baltimore County and the School of Health Professions has instituted a variety of policies and procedures to ensure safety of students and faculty. If the student will be unable to meet the program objectives, he/she will be advised to withdraw from the course/program upon advisement of the program.

## **Health Records**

Students are required to provide health records including documentation of completed immunizations/titers/physical exam/etc. as per the individual program policy prior to the start of clinical experience. Failure to submit this documentation will affect ability to successfully complete the clinical portion of the program/course. Students are responsible for any costs incurred. Please see the specific program policy manual for specific details. SHP uses CastleBranch as a repository for health information.

At clinical sites, students may be exposed to hazardous chemicals, radiation, infectious agents or other health hazards. Students should discuss existing health concerns with the program director.

## **Personal Health Insurance**

School of Health Professions students may be required to carry some form of personal health insurance and to provide verification to their program by the start of each semester. Please check the policy of the specific program you are enrolled in at SHP. Most programs involve some type of clinical education within hospitals, clinics or other settings. Students are not covered by standards that require clinical sites to provide care for employees who may become injured on the site. Therefore, should a student be involved in a needle stick accident, for example, the cost for blood tests and any necessary treatment is the responsibility of the student. In the case of a physical injury, most clinical affiliates of the School provide only first aid; any additional care is the sole responsibility of the student. In the event of a health incident, students should seek care

immediately from their personal healthcare provider. The health insurance requirement is for the protection of the individual student.

## **Criminal Background Checks and Drug Screening**

The Joint Commission, the dominant accrediting body for healthcare organizations and programs, mandated criminal background checks be performed on all persons having any opportunity for patient interaction at its accredited organizations. This includes employees and volunteers as well as students. A criminal background check revealing a conviction for certain crimes could result in a ban from participation in clinical rotations and thus prevent graduation/completion.

SHP uses the Castle Branch Tracking System. This system is required for every SHP program to help track the clinical data you will accrue over time. It has the ability to hold your required medical documentation, background check, and drug screen.

Castle Branch has a one-time fee which varies depending on program requirements. For Castle Branch, all students in every SHP program will be required to use their **CCBC** email address.

All students entering the SHP will be subjected to a criminal background check. **Students will use Castle Branch** when submitting to a criminal background check. Students may not request to be assigned to sites that do not require a criminal background check and/or drug screening. Students are responsible for all costs incurred with the criminal background check and drug screening (if indicated).

The criminal background checks must be completed prior to participating in clinical rotations. This may also be the case if a drug screening is requested by the clinical site. A positive test on the drug screening could result in dismissal from the clinical site with the result of preventing completion of the course/clinical objectives and ultimately graduation. The same would hold true for a criminal background check which may affect a student's eligibility to participate in a clinical rotation, practicum or other clinical experience and ultimately the ability to graduate from or complete a professional program.

Currently, it is the belief of SHP that these screenings can be performed once during a student's enrollment in an academic program. However, depending upon the specific program sequencing and each student's individual situation, a second background check may be required. The student will be responsible for all costs incurred. Each student will still be required to meet any request to complete additional criminal background checks and/or drug screenings from specific clinical sites they are assigned for clinical experiences. Students may not self-select out of specific sites in order to preclude additional screenings. Students are encouraged to contact their Program Director if they have questions.

Drug screening is required in SHP programs prior to beginning clinical/practicum experiences. Students who have not completed the drug screen will not be permitted to participate in clinical/practicum experiences. In the event faculty has cause to suspect the student is impaired, SHP reserves the right to request additional testing. In this event, the Program Director will request a student to obtain a drug screen and it must be completed within 24 hours. If the test is not completed within 24 hours, the student is not permitted to complete the course and a course failure results. The student is also referred to the SHP Honor Council. All cost for drug testing is the responsibility of the student.

## **Medical Marijuana/Cannabis Policy**

Maryland legislation under MARYLAND MEDICAL CANNABIS LAW / NATALIE M. LAPRADE MEDICAL CANNABIS COMMISSION (Code of Maryland Regulations (COMAR) 10.62.01.00) allows for the controlled use of medical marijuana in the State. Thus, Maryland citizens may legally obtain a medical marijuana “identification card” from the NATALIE M. LAPRADE MEDICAL CANNABIS COMMISSION. However, Federal law outlined by the Controlled Substances Act of 1970 (CSA) has classified marijuana as a schedule 1 drug which prohibits the use, possession and/or cultivation of cannabis and contains no "medical necessity" exception. Therefore, the use, possession, cultivation or sale of marijuana/cannabis in any form violates federal law. Further, facilities that receive federal funding are required to abide by the Drug-free Workplace Act of 1988, which cannot accommodate medical marijuana.

Any student testing positive for Cannabis cannot be accepted into a clinical rotation by Maryland hospitals or health care facilities (including veterinary facilities), regardless of a legally obtained identification card. Inability to complete the clinical/practicum components of the programs results in students being unable to complete course requirements and thus successfully complete the program.

## **Professional Liability Insurance**

Risk is a part of life, particularly for those involved in healthcare. Even the most meticulous adherence to risk management techniques cannot entirely free the healthcare professional from liability in matters of treatment errors or omission. A common and wise way of handling professional liability risk is to transfer it contractually to another party in the purchase of liability insurance.

CCBC carries liability insurance for all SHP students assigned to a medical setting for training in order to protect the college and its affiliates from damage claims involving alleged malpractice. It is widely recommended, however, by many legal authorities that students are best protected personally by carrying an individual policy. Some programs require students to provide verification that they have their own individual policy. Please see the specific program policy manual for more information and requirements.

## Appendices

### Appendix A

#### STUDENT SERVICES

Students are encouraged to seek counseling from College resources to meet their individual needs. Students may be referred by faculty or be self-referred. Referrals are always handled in a confidential manner. The following services are available on campus; however, this is not an inclusive list. For more information on special support services, please refer to the college catalog.

SERVICE	CCBC CATONSVILLE	CCBC ESSEX	CCBC DUNDALK
General Information	443-840-2222	443-840-2222	443-840-2222
Academic Advising	443-840-4382	443-840-1973	443-840-3816
Admissions	443-840-4991	443-840-2991	443-840-3981
Bookstore	443-840-4320	443-840-1561	443-840-3552
Business/ Bursar's Office	443-840-4313	443-840-1350	443-840-3255
Cafeteria	443-840-4263	443-840-1600	443-840-3818
Child Care	443-840-4242		
Career Development Services	443-840-4435	443-840-1732	443-840-3131
Counseling and Advisement	443-840-4382	443-840-4987	443-840-3774
Disability Support Office	443-840-5617	443-840-1741	443-840-3774
Enrollment Services	443-840-2222	443-840-2222	443-840-2222
Financial Aid	443-840-4170	443-840-2170	443-840-3160
Learning Assistance Center	443-840-4715	443-840-1473	443-840-3455
Library	443-840-4586	443-840-1426	443-840-3645
Multicultural Affairs	443-840-4145	443-840-1570	443-840-3170
Registrar's Office	443-840-2222	443-840-2222	443-840-2222
Security & Public Safety	443-840-1111	443-840-1111	443-840-1111
Student Activities	443-840-4322	443-840-1572	443-840-3350
Tutoring Services	443-840-5959	443-840-1820	443-840-3666

## Appendix B

### ACCREDITING ORGANIZATIONS

The following is a list of the organizations that accredit the various health education programs in the SHP. For more information on the accreditation process that each program must complete for initial and continuing accreditation, visit the web site(s) listed beneath each program.

#### Anesthesia Technology Program

American Society of Anesthesia Technologists and Technicians, 7044 South 13<sup>th</sup> Street, Oak Creek, WI 53154, (414) 908-4942 x450, [www.asatt.org](http://www.asatt.org)

#### Dental Hygiene Program

American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, (312) 440-4653, [www.ada.org/prof/ed/accred/commission/index.asp](http://www.ada.org/prof/ed/accred/commission/index.asp)

#### Emergency Medical Technology Program

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL, 33763, 727-210-2350, [www.caahep.org](http://www.caahep.org)

Maryland Emergency Medical Services Board, c/o The Maryland Institute for Emergency Medical Services Systems, 653 W. Pratt Street, Baltimore, MD 21201, 410-706-3666, [www.miemss.org](http://www.miemss.org).

#### Histotechnology Program

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road. Suite 720, Rosemont IL 60018-5119, 773-714-8880 [www.naacls.org](http://www.naacls.org)

#### Massage Therapy Program

Commission on Massage Therapy Accreditation (COMTA), 5335 Wisconsin Ave NW, Washington, DC 20015, 202-888-6790, [www.comta.org](http://www.comta.org)

#### Medical Laboratory Technology Program

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road. Suite 720, Rosemont IL 60018-5119, 773-714-8880 [www.naacls.org](http://www.naacls.org)

#### Mortuary Science Program

American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097; 816-233-3747; Web site: [www.ABFSE.org](http://www.ABFSE.org).

#### Nursing – RN Program

Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. 404-975-5000, [www.acenursing.org](http://www.acenursing.org)

Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD 21215, 410-585-1900, [www.mbon.org](http://www.mbon.org)

#### Nursing – PN Program

Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD, 21215, 410-585-1900, [www.mbon.org](http://www.mbon.org)

### Occupational Therapy Assistant (OTA) Program

Accreditation Council for Occupational Therapy Education, 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, 301-652-2682, [www.acoteonline.org](http://www.acoteonline.org).

### Physician Assistant Program

Accreditation Review Commission on Education for the Physician Assistant, 12000 Findley Road, Suite 240, Duluth, GA 30097, 770-476-1224, [www.arc-pa.org](http://www.arc-pa.org)

### Radiation Therapy Program

Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312-704-5300, [www.jrcert.org](http://www.jrcert.org)

### Radiography Program

Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312-704-5300, [www.jrcert.org](http://www.jrcert.org)

### Respiratory Therapy Care Program

Committee on Accreditation for Respiratory Care Programs, 1701 W. Eules Boulevard, Suite 300, Eules, Texas 76040, 817-283-2835, [www.coarc.com](http://www.coarc.com)

### Veterinary Technology Program

American Veterinary Medical Association, Committee on Veterinary Technician Education and activities (CVTEA), 1931 North Meacham Road, Suite 100, Schaumburg, Illinois 60173-4360, [www.avma.org](http://www.avma.org)

## SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART

### School of Health Professions Organizational Chart FY 2020





