

Summer 2024



PARKLAND
COLLEGE

HEALTH PROFESSIONS

NAS 111 Basic Nursing Assistant Student Handbook

Updated 04/17/24

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I. Parkland College Basic Nurse Assistant (NAS) Program

Certificate: GNAS-CER

This handbook has been prepared to assist the student in their educational endeavor to successfully complete NAS 111: Basic Nursing Assistant Training Program Certificate at Parkland College. The student needs to have a thorough understanding of the program-learning outcomes, policies, and procedures essential to the title of Certified Nurse Assistant (CNA).

Definition: The Basic Nursing Assistant Program prepares students to care for patients under the direct supervision of a licensed nurse or licensed practical nurse in a long-term care facility, hospital, or in the home.

Approval: The program is approved by the Illinois Department of Public Health (IDPH) Training and Technical Unit, Springfield, IL www.idph.state.il.us

Registry: Upon successful completion of the Basic Nursing Assistant Training Program at Parkland College the student is eligible to sit for the Illinois Nurse Aide Competency Exam (INACE). www.nurseaidetesting.com

Course Information:

Program Director: Nancy Roth, RN, BSN, M.Ed, CDP

Office: H136; 217-353-2319

Contact Information: nroth@parkland.edu, please allow 24 hours to respond to email

Required textbook AND workbook: Hedman, S.A., Fuzy, J., and Rymer, S. (2022). *Hartman's Nursing Assistant Care; Long-Term Care*. Hartman Publishing: Albuquerque, NM, 5th Ed.

Parkland College Mission and Purposes

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

- Serve student by providing: High-quality and responsive developmental, technical-vocation, transfer and lifelong education programs;
- High-quality and responsive support services
- A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom

Serve employees by providing a supportive and responsive work environment

Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505.

NAS Program Mission, Purpose, and Philosophy

Mission: The mission of Parkland College Basic Nursing Assistant Training Program (BNATP) is to provide a high-quality, balanced curriculum of general education including theory, laboratory and clinical skills as provided by IDPH that are essential for the position of CNA.

Purpose: The Basic Nursing Assistant Training Program (BNATP) strives to maintain a state-of-the-art learning program that meets the needs of students, community, and health care facilities by providing academic advising to assist students in achieving career goals and offering learning opportunities that allow for demonstration of caring behaviors in a climate where students feel free to discuss ideas and concerns regarding social and professional issues. This program prepares students to become employed as qualified CNAs who meet IDPH requirements. Parkland College strives to provide a nurturing environment that allows for free expression of ideas, implementation of a vision for the future, and pedagogical methods that will enhance student learning. BNATP Mission and Purpose statements support the Parkland College Mission and Purpose and follow all federal and state laws and Parkland College policies.

Philosophy: The Basic Nursing Assistant Training Program at Parkland College recognizes learning as a lifelong process that results in changes in thought processes, attitudes,

values and behaviors. Students, like their clients, come from diverse and varied ethnic, cultural, religious and educational backgrounds thereby bringing different learning types, personal goals, age representation, lifestyles, experiences, and needs to the classroom. A non-threatening, supportive environment with frequent feedback is essential for optimal transfer of knowledge. Learning progresses from simple to complex and involves active participation of both students and faculty. Faculty serves as a mentor, role model, resource, coach and/or facilitator of learning. The student is a mentee, role apprentice, consumer of educational resources, and manager of his/her own learning.

Parkland Statement of Core Values

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

- **Honesty and Integrity**
In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.
- **Fairness and Just Treatment**
We advocate and strive for respect, equity, and justice in all of our operations and proceedings.
- **Responsibility**
We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.
- **Multiculturalism**
We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.
- **Education**
We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.
- **Public Trust**
In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.

NAS Program Statement of Core Values

The NAS Program adheres to the Core Values of Parkland College. These values are guidelines for how you treat each other, faculty, and how we treat you. Failure to be respectful of one another or to maintain ethical behavior will not be tolerated.

Parkland College Civility Statement

Our College Core Values of fair and just treatment and responsibility serve as guideposts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

NAS Program Goals and Objectives

Goal: **NAS 111** is designed to explore the concepts and skills basic to the scope of practice of the Certified Nurse Assistant (CNA) in today's various health care settings and to prepare the student to function safely and effectively in this role. NAS 111 follows the criterion identified by the Illinois Department of Public Health Long-Term Care Assistants and Aides Training Programs Code and the Illinois Occupational Skills Standards. The program does not accept transfer credit.

Objectives:

1. To identify the scope of practice of a CNA in the health care delivery system.
2. To review the role, responsibilities, and duties of the CNA including promoting resident's independence and rights, safety/emergency procedures and infection control.
3. To understand the importance of professional behavior, confidentiality, HIPAA, privacy and security awareness, and fundamental work ethics while caring for clients. To review the desirable qualities of a CNA, including but not limited to good communication skills, problem-solving and critical thinking skills and the ability to demonstrate interpersonal/conflict resolution skills.
4. To discuss the certification requirements for the CNA as established by federal guidelines and the Illinois Department of Public Health (IDPH).
5. To practice the skills and procedures integral to the safe and comprehensive practice of the CNA. Refer to the IDPH Nursing Assistant Training Performance Skill Evaluation tool and the Clinical Evaluation form.
6. To review the basic principles and values inherent in providing holistic care including respect for all persons with a realization that each individual is a physical, psychological, and spiritual human being with basic human needs.

Course Structure

Each NAS course syllabi include course objectives, key topics, assignments, and methods of evaluation designed to ensure the level of competency required for certification. Course components include:

Lecture/Discussion: The lecture/discussion provides a forum for sharing knowledge and teaching the theory of nursing practice. Theory, knowledge, and application will be evaluated by testing, assignments, presentations, and/or written papers.

On-Campus Laboratory: The on-campus laboratory provides the opportunity for learning and practice of processes and skills.

Clinical: Held at area healthcare facilities, clinical provides the opportunity for application of theory and performance of skills. This portion of the program is pass/fail based on attendance, ability to perform the required skills, and professional ethics.

To pass the NAS program, a student must meet attendance requirements, obtain a minimum grade of 75% academically, including the final exam, pass all required proficiency testing, and obtain a passing clinical grade.

Health Professions Structure

Parkland College Health Professions is comprised of 17 career areas. Each career area is managed by a program director. Didactic (lecture), lab and clinical portions of the career areas are taught by full and part-time faculty. Students have the right to be heard and to appeal decisions made by the program director and/or faculty. Students who wish to appeal a grade or have a situation that needs attention, the student should follow the Health Professions Chain of Command.

1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Nursing Chair
5. Professional Council on Academic Evaluation/Hearing
6. Health Professions Dean

If not resolved, follow the Parkland College Student Policies and Procedures found on the

<https://www.parkland.edu/Audience/Current-Students/Student-Policies-Procedures>

Statement on Health Profession Policies and Policy Compliance

The C.N.A (Certified Nurse Assistant). program complies with all student policies and procedures approved by the Parkland College Board of Trustees including the Student

Conduct Code, Student Grievance Policies and Procedures, Student Rights and Responsibilities, and Student Dismissal. (Refer to current college catalog and student policies and procedures: <http://www.parkland.edu/studentLife/policies>)

In addition to college policies, the Health Professions division have developed a set of policies for Health Profession students. The Health Professions division publishes policies that adhere to principles of quality educational practice as well as policies that protect the students, faculty and patients or clients. Health Profession policies are available on Cobra in every Health Professions course. If a policy or procedure changes after publications are printed or viewed, the web version of that document is updated immediately and will be considered the most updated and the version that will be followed.

II. Admission Policies

Catalog Page: www.parkland.edu/cna

Essential Qualifications and Accommodations Guidelines for Health Professions

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.



PARKLAND COLLEGE CERTIFIED NURSING ASSISTANT (C.N.A.) PROGRAM ESSENTIAL QUALIFICATIONS

Students matriculating in and graduating from a Parkland College Nursing Assistant health career program must be able to meet the Essential Qualifications of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming nursing assistant student you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program.

Students are encouraged to discuss their specific academic needs with the course instructor/program director prior to beginning a course of study. Consultation between Accessibility Services, the student and the program director are encouraged in order to address concerns.

Essential Qualifications	Behaviors
Cognitive	<ul style="list-style-type: none"> • Comprehend and process information. • Perform basic mathematic equations. • Notice when something is wrong or is likely to go wrong. • Concentrate and not be distracted while performing a task. • Make decisions and solve problems in stressful situations. • Ability to problem solve. • Combine several pieces of information and draw conclusions. • Use reasoning to discover answers to problems. • Analyze ideas and use logic to determine their strengths and weaknesses. • Identify problems and review information. Develop, review, and apply solutions. • Make sense of information by studying it. • Integrate information through critical thinking based on information gathered on patients during clinical sessions, and during class sessions that are applied to the nursing process. • Is responsible and accountable for their judgement, and can justify actions based on skill and knowledge. • Maintains competency in skills learned.

Affective	<ul style="list-style-type: none"> • Demonstrates a positive attitude, both verbal and non-verbal • Appears self –confident • Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind, is fair and just • Has realistic expectations of self • Is a team worker; is cooperative; is assertive and not aggressive • Seeks opportunities for continuous learning • Displays mannerly behavior • Demonstrates compassion and respect for all with regard to inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or nature of health problems. • Promotes, advocates for, and strives to protect the health, safety, and rights of the patient. • Demonstrates accountability for judgement and actions • Acts under a code of ethical conduct that is grounded in moral principles. • Demonstrate responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth. • Demonstrate duty to incorporate and integrate the values and ethics of health professions, integrating them with personal values. • Displays honesty, trustworthiness, dependability, reliability, initiative, self-discipline (including refraining from foul language), and self-responsibility • Maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership • Recognize own abilities and limitations and set realistic expectations for personal performance.
Psychomotor	<ul style="list-style-type: none"> • Stoop, bend, reach, pull, and push with full range of motion of body joints. • Push or pull an occupied wheelchair, bed, or cart. • Ability to lift, push, pull, or carry heavy objects. • Provide direct patient care including moving and transferring a resident, and providing hygienic care safely, effectively and efficiently. • Provide emergency treatment including CPR as required by facility policy. • Adequate skin integrity, without the presence of open, weeping lesions. • Gross and fine motor abilities sufficient to perform required functions of patient care; hand-wrist movement, hand-eye coordination, and simple firm grasping required for the fine motor-skills and manipulation. • Maintains competency in skills learned. • Adheres to aseptic technique as required
Communication	<ul style="list-style-type: none"> • Express ideas clearly when speaking or writing. • Articulate accurate information to others in a professional and courteous manner. • Demonstrate appropriate non-verbal communication skills. • • Listen attentively to others, understand, and ask questions.
Sensory/Observation	<ul style="list-style-type: none"> • Acute visual skills necessary to detect signs and symptoms. • • Interpret written word accurately, read characters and identify colors on the computer screen
Behavioral/Emotional	<ul style="list-style-type: none"> • Adapt efficiently to changing environments • Learn and perform skills without repetition of instructions. • Emotional and mental stability. • Functions effectively under stress. • Demonstrates flexibility and concern for others. • Maintain punctuality, positive work and classroom attitude, respect for others, professionalism and ability to interact with persons with diverse backgrounds.

Professional Conduct	<ul style="list-style-type: none"> • Is in attendance for class, arrives and leaves on time. • Notifies instructor in advance of absences except in the event of an emergency. • Shows interest and attentiveness in all class and lab activities. Does not have head on desk, does not sleep during class/lab. • Displays appropriate dress (classroom and lab), grooming, hygiene, and etiquette. • Displays appropriate verbal and non-verbal skills • Is aware of and adheres to classroom cell phone policy • Demonstrates problem-solving capability • Maintains appropriate relationships with instructors and peers • Appropriately handles constructive criticism • Convey a willingness to assist others • Meets all deadlines assigned to class assignments • Work to resolve conflicts and identify solutions that will benefit all parties. • Follow chain of command in resolving conflicts • Demonstrate patient privacy and confidentiality as a legal and ethical obligation at all times, in all environments, even online. • Demonstrates professional behaviors required by their profession, the Interprofessional Teamwork Policy, and the Social Networking Policy. • Demonstrates behavior that engenders faculty trust in their ability to be a member of their chosen profession. • Demonstrates trust, professional and ethical behavior as a requirement for graduation. • Manifests skill in personal management, time management, flexibility, stress management, and dealing with change • Follows directions/procedures; follows safety practices in the lab and classroom • Meet minimum attendance and grade requirements according to IDPH guidelines • Successfully demonstrate all 21 required skills to receive a passing grade. • Maintain resident safety, resident rights, and infection control principles at all times while in clinical. • Follow all course policies • CNA students will be cleared through the healthcare worker registry and Illinois Department of Public Health (IDPH). The IDPH list of disqualifying conditions will be used to determine eligibility.
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If you have any concerns regarding these standards, please contact:

Nancy Roth, Interim Program Director, nroth@parkland.edu, (217) 353-2319

Michelle Roberts, Health Professions Department Chair, mroberts@parkland.edu , (217) 353-2782

Jim Roberts, Faculty Chair for nursing programs, jdroberts@parkland.edu

Work Ethics

We believe the following Work Ethics reflect Professionalism and students are expected to meet the following criteria at all times. Failure to conduct oneself professionally as outlined in the Core Values of Parkland College, the ANA Code of Ethics, and the following Work Ethics definitions may result in disciplinary action or dismissal from the Parkland College C.N.A program.

The 10 Characteristics of Work Ethics are as follows: Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication, Cooperation, and Respect.

These 10 work ethic characteristics are incorporated into each clinical evaluation form at each level and are designated as critical behaviors necessary to be successful in the nursing program and as a professional nurse. Criteria for each work ethic have been adapted to meet program expectations and requirements.

Attendance – Attends class/clinical/lab, arrives/leaves on time; proper notification given if absent; absent only if ill or absolutely necessary.

Character – Honest, trustworthy, reliable, dependable, accountable, responsible, takes initiative, self-disciplined. Behavior is consistent with the values of the nursing profession and the ANA code of ethics. Accountable for one's own behavior, care, and outcomes.

Teamwork – Is a team worker; is cooperative; mannerly, respectful of others in works/actions. Demonstrates collaboration and works in partnership with other students, nurses, and health professionals.

Appearance – Displays appropriate dress, clean, well-groomed, good hygiene; follows dress standards as required and defined in the Nursing Student Handbook. See specific instructions in regards to lab and clinical appearance. Puts forth professional image at all times.

Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.

Productivity – Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures, uses time wisely. Works efficiently and finds others to help or other work to do if own work is completed.

Organizational Skills - displays good time management, flexible, prioritizes appropriately, manages stress, and is always well prepared for clinical, class, and lab.

Communication – Displays appropriate and therapeutic nonverbal and verbal skills in all interactions. Caring and ethical in interactions with patients, families, and colleagues.

Cooperation – follows chain-of-command, works well with peers & supervisors/instructors; handles criticism; works with others to problem solve instead of blaming others.

Respect – Respects the rights of others; does not engage in harassment of any kind, provides respectful care to diverse populations without regard to gender, culture, religion, socioeconomic status, life style or beliefs - makes conscious effort to pick diverse patients to work with. Respect for the profession and commitment to safe practice.

Required Spoken and Written English

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the student and patients and families, care providers, physicians, all hospital employees, and faculty is essential to patient safety. It is always with the safety of the patient in mind that the Spoken and Written English Policy/Procedure was developed. The Spoken and Written Policy is available on all Health Professions Cobra courses or available upon request.

Students will be required to take the TOEFL iBT or IELTS Assessment prior to admission to a Health Professions program. Students must meet the minimum sub set scores required by the program in reading, listening, speaking, and writing in order to qualify for the program. See the catalogue for the minimum sub set numbers. Students are not accepted to a Health Profession Program until they have qualified by meeting all requirements of the program.

Because English language skills develop with practice over time, TOEFL scores will only be accepted six months apart, and after the student's performance plan is implemented. Any scores more frequent will not be accepted.

Guidelines for Completing Health Records and Required Documentation for Health Professions Programs

To be admitted to clinical, immunization records and evidence of physical examination must be complete and on record on Castle Branch website. Proof of background check and BLS Provider CPR must also be complete. **The student will be suspended from program courses if non-compliant after the deadline.** Attendance policies will apply during suspension.

THE DUE DATE FOR ALL SUMMER 2024 BASIC NURSE ASSISTANT STUDENTS TO HAVE ALL DOCUMENTS UPLOADED AND ACCEPTED TO CASTLEBRANCH: MONDAY, JULY 1 AT 5:00 P.M.

Students with incomplete health records will not attend class and the missed time will be counted as an absence for each day missed. Students must be current through the entire semester of the course. A full list of requirements is distributed upon admission to the program as well as on all program websites under *Health Requirements* or at the following link:

<https://www.parkland.edu/Portals/3/Health%20Professions/Documents/Health%20Forms/Health%20Forms-Guidelines.pdf?ver=2017-10-24-095606-910×tamp=1510068576387>

Students are held accountable for ALL information in this document so take time to familiarize yourself with the information. Any questions or problems regarding the Castlebranch documents or process of uploading can be directed to Nancy Roth, Interim NAS Program Director, nroth@parkland.edu. Questions about your immunization or physical exam documents can be directed to healthrecord@parkland.edu.

Castle Branch (castlebranch.com) is the company that Parkland College has designated as the repository for the health record information, background checks and drug screen results. All information will be uploaded to *Castle Branch*. **Once you are registered for the program you will receive detailed information about the specific requirements that you will need for your program.**

SCANNING DOCUMENTS: You will be scanning and uploading documents to the *Castle Branch* website. If you do not own a scanner, the **Parkland Library** offers **FREE scanning** to Parkland students.

Refer to the Health Professions website for information on how to complete the forms:
<https://www.parkland.edu/Main/Academics/Departments/Health-Professions/Explore/Health-Forms>

III. Academic Policies

Expectations for Theory/Lab:

1. Be in attendance and be punctual. Students who are late to theory, lab or clinical more than one minute will be marked as tardy. Any student who has more than three tardies total for the semester will be required to meet with the program director. Further tardies may be cause for dismissal.
2. For lab, students should be dressed ready to perform skills. No short or crop tops showing the midriff will be allowed due to skill performances with lab partners. If a student is not wearing attire that sufficiently covers them, the instructor may require that student put on some clothing that is present in lab for that purpose. Hair should be pulled off of one's face to allow for appropriate communication and safety of skill performance.
3. Be prepared: Have all necessary items ready to learn, ie. Notebook, pen/pencil, etc. For lab: Have viewed skills video(s) on Cobra BEFORE lab. This will allow you the best possible way to critically think about skills and subjects.
4. Cognitive skills will be utilized and will require the ability to problem solve and perform basic mathematic equations. Lab sessions should be utilized to integrate information through critical thinking. In other words: You will be required to think on your own and come to your own educated conclusions!
5. **No cell phones or electronic devices are to be in used. If you need to use your phone, it is expected that you let your instructor know first (before class). If your instructor sees your cell phone in sight, ethics points will be deducted.**
6. Listen and follow directions of your instructor at all times.
7. Mechanical Lifts: Federal labor laws restrict any student under the age of 18 from using the mechanical lift. **Students under age 18 can observe/assist only.**
8. Show respect for your instructor and classmates at all times. All instructors and students have a right to teach and learn in an environment free from distraction, disruption and/or threat. Students who cannot/will not conduct themselves in an appropriate manner will not be allowed to continue to attend. Parkland's campus-wide guidelines will be followed by your instructor.
9. No sleeping. If you are sleeping, you are considered absent.
10. Use your time wisely. If there is extra time, you are expected to be working on something course-related. In theory, workbook or coursework assignments is an example. In lab, practicing skills. Lab is not intended for classroom assignments.
11. Laptops or other devices are not allowed unless deemed required by Accessibility Services.
12. Academic dishonesty/plagiarism is not tolerated. If cheating is suspected or observed, the academic dishonesty Parkland policy will be immediately instituted.
13. Observe all safety requirements when in lab.
14. Communicate to your instructor when you are not able to be in attendance. A minimum 1 hour notice is required, except in the event of an emergency.
15. Parkland e-mail will be the only email that instructor will respond to; please do not use other school's email or social email. This is in accordance with The Family Educational Rights and Privacy Act (FERPA)
16. Observe and adhere to all ethical expectations. See Essential Qualifications for a complete list. All students are responsible for reading and being aware of all expectations as a student in NAS 111.

COVID-19 Expectations (per Parkland College General College Syllabus)

Parkland is working under the directives of the governor's office and the state and local public health departments to keep students, faculty, and staff safe and healthy. In line with guidelines from Illinois Department of Public Health, Champaign-Urbana Public Health District, and the Centers for Disease Control and Prevention, the most cur-

rent and complete information about these safety measures will be found at <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Student-Life/Wellness-Center/COVID-19-Information>. If you have questions or concerns, email the C.N.A. program director, or the Office of the Dean of Students at DeanofStudents@Parkland.edu.

Symptoms to monitor for include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, and/or diarrhea

If you are experience any of these symptoms, notify your instructor and stay home. Report any follow-up information to your instructor before returning to lecture, lab, or clinical. This includes continuation of symptoms, and/or COVID testing. Contact Parkland Wellness Center for any further information/instructions, wellnesscenter@parkland.edu.

COVID-19 Travel Guidelines

Remember that all travel, even travel to another state, can increase your risk of exposure. If you are planning to travel, please let your instructor and the program director know, and email the wellness coordinator, at wellnesscenter@parkland.edu well in advance of your travel to get the most current recommendations for returning to class. Students in Health Profession programs will learn from their faculty that clinical sites may have their own strict rules. Students who travel to certain states may not be allowed to participate in clinical unless they quarantine and are COVID free.

Please check the following sites for information about your travel risk level:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<http://idphstg.prod.acquia-sites.com/content/travel-guidance>

If you have questions about your specific travel and quarantine recommendations, please contact the Champaign-Urbana Public Health District at (217) 239-7877 or the Illinois Department of Public Health hotline at 1-800-889-3931.

Grades, Course Enrollment and Progression

Grading Scale

The grading scale for all nursing coursework is as follows:

- A = 92 - 100
- B = 84 - 91
- C = 75 - 83
- D = 70 - 74

F = 69 or below

I = Incomplete

Method of Presentation may include but not limited to the following:

- A. Lecture
- B. Discussion
- C. Student Presentations
- D. Audiovisual including videos, DVDs,
- E. websites Laboratory demonstrations/practice
- F. Return demonstrations
- G. Computer Software
- H. Assigned Activities

Method of Evaluation may include but not limited to the following:

Exams (written, oral, computer assisted), Skill demonstration, Classroom presentation
Clinical performance and work ethic behaviors.

CLINICAL: Student must meet minimum requirements to attend:

- Have a minimum cumulative grade average of 75% or above in all written work
- Pass all 21 skills
- Pass CPR certification in class
- Meet all attendance requirements
- Pass the final exam with a 75% or above
- Be compliant with all Castlebranch documents
- Meet all Essential Qualifications

Clinical is pass/fail; to pass clinical, student must meet attendance requirements, all ethical requirements, and perform all skills in a safe and effective manner. Students must be attendance the last day of clinical for clinical evaluation. It is a policy of this course that a passing grade of C (minimum 75%) must be obtained in order to sit for the state certification exam. Your grade will be permanently on your Parkland College transcript.

PLEASE NOTE: Each clinical site reserves the right to mandate COVID-19 vaccination for all students attending clinical at that site.

Academic Honesty

The following statement is the sanctioned affirmation of academic honesty in works submitted by students: "I honor Parkland's core values by affirming that I have followed all academic integrity guidelines for this work."

Parkland College's values include honesty, integrity, and responsibility. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership.

Healthcare professionals are held to the highest standard and must be trusted to be honest in any situation. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person and a health care professional.

Parkland faculty and administration can no longer make assumptions about what is considered cheating (academic dishonesty) and what students understand to be cheating (academic dishonesty).

Parkland Policy in Student Policy Manual: Please go online and read through the manual.

<http://www.parkland.edu/studentLife/policies/default.aspx>

Page 5: Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity.

Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help.

Page 6: Collaboration: Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Collaboration beyond this constitutes academic misconduct.

Examples of Cheating

1. Taking pictures of exams
2. Taking pictures of a computer screen with test questions
3. Texting each other while sitting at your own computers sharing answers
4. One student looking up answers while another student answers questions on an assignment/test.
5. Taking pictures of cadavers
6. Posting, texting, or communicating parts of a test or quiz.
7. Taking quizzes together
8. Presenting material obtained through artificial intelligence (example – chaptgpt) as own's own.

UNLESS YOUR INSTRUCTOR HAS SAID, “this is a group project” or use any resource, including your classmate, your work should be just YOUR work or it is cheating.

Consequences of Cheating:

1. Fail the quiz, test, or assignment- and/or
2. Fail the course- and/or
3. Be dismissed from the Program- and/or
4. Be dismissed from the College

Grade Appeal

According to College policy 8.15.03, the awarding of grades for work done in courses is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal, except in cases of approvals for drops without record, late withdrawal, and medical withdrawals.

A student who is not satisfied with a grade, grading process or final grade that he or she received, is advised to first meet with the course instructor. If the student is dissatisfied with the procedures used to calculate the grade, then the student may ask to meet with the Program Director.

If the student disagrees with the assigned grade, and feels the grade assigned meets one of the criteria for a grade appeal, the student goes immediately to the Department Chair and requests a Health

Professions Professional Council on Academic Evaluation (PCAE) hearing for the grade appeal process. If the PCAE hearing does not resolve the situation, the student will proceed with the College Grade Appeal process as stated in the College Student Policies and Procedure Manual.

Course Withdrawal

The College publishes the regulations concerning course withdrawal in the catalog and on the College website under Admissions and Records. The dates within which students may withdraw from the course are published in the College calendar on the Parkland website.

Students who never attend or cease to attend, any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm. Please see the *General College Syllabus* that is posted on Cobra for further detail on Instructor Withdrawal and Student Withdrawal from a Class Section.

For students in Health Professions, withdrawing or dropping a course can have impact on status in the program. Students should notify the lead faculty of the intent to withdraw from the course and obtain information about current status in course (passing all portions or failing any portion of the course). If the course is a pre-requisite and/or co-requisite for another courses, the student will be advised as to what impact that may have on his/her program status.

1. Within the first week of a class session, you may drop the class with no record. The course does not appear on the transcript and you receive a full credit of tuition and fees. The deadline for this is 11:59 p.m. on the Sunday following the class start date. To do this:
 - a. Log in to my.parkland.edu.
 - b. From the Registration menu, click/choose the Register and Drop Sections menu option and follow the screen prompts.

2. Beginning on Monday of the second week of the class session, and up to 5 p.m. on the last business day of the week before the last week of instruction for that class, you may withdraw from the class. The course will appear on the transcript with a grade of W and there is no refund of tuition and fees. To do this:
 - a. Obtain the Notification of Intent to Withdraw from Classes form either online at my.parkland.edu or in person from Admissions and Records in U214.
 - b. Contact your instructor, department chair, or program director for their signature. If you are unable to meet with your instructor in person, you may contact them via email to obtain the signature. If you have received the signature via email, attach the email to the form and send it to admissions@parkland.edu.
 - c. If you are a degree-seeking student withdrawing from all courses, you should have an exit interview with a financial aid advisor. Call 217-351-2222 or stop by Financial Aid in U286.
 - d. If you are an international student withdrawing from any course, you should meet with an international advisor. Call 217-351-2890 or stop by International Admissions in U238.
 - e. Submit the completed form with a picture ID to Admissions and Records (U214) or via email to admissions@parkland.edu.

3. If you are failing a course due to violations of the academic honesty policy (Policy 8.06) or failing a clinical course in a Health Professions program (2017-18 Catalog, page 190, Program Requirements 1.g.), you may not be permitted to withdraw. See the appropriate division dean if you have questions.

Program Withdrawal

To withdraw from the C.N.A. program, students must:

1. Notify the Program Director of the intent to withdraw from the program.
2. Obtain a *Program Withdrawal* form from the Health Professions office and complete the student portion of that form including a list of all courses from which the student wishes to withdraw from the current semester (does not apply if the withdrawal date for that semester has passed).
3. Schedule and meet with the Program Director for official notification and signature.
4. Complete the procedures for withdrawal from a program per Parkland College policy for course withdrawal.

Intent to Dismiss

Academic Dismissal from a Program

When the student's performance falls below standards and shows no improvement and/or the faculty trust in the student is broken by a severe breach, the faculty may recommend suspension and/or dismissal.

When deciding to make a recommendation, examples considered by faculty include, but are not limited to, what has been covered in the curriculum, where the student is within the curriculum, the expectations at that stage of the curriculum, documentation of past performance, what the student has done/not done, and the severity of the infraction.

When a recommendation for dismissal occurs, it means that a student will be dropped from any health professions specialty classes (classes designated as in the major). The student will be able to continue to attend any general college courses in which they are enrolled. Program dismissal does not necessarily preclude re-admission into the program at a later date. Health Profession's program dismissal is a separate process from, and not necessarily related to the college's disciplinary procedures for suspension, dismissal and expulsion from the college.

Recommendation for dismissal can include but are not limited to impaired practice, failure to maintain grades, student performance, non-compliance with clinical, course or program policies, non-compliance with Essential Qualifications, academic dishonesty, plagiarism, professionalism and patient safety.

Suspension does not necessarily lead to dismissal in every situation. An interim suspension can be used pending the outcome of an investigation.

Chain-of-command: For the purposes of this policy the chain of command is as follows:

1. Course lecture, lab, or clinical faculty,

2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Nursing Faculty Chair
5. Professional Council on Academic Evaluation
6. Dean
7. Vice President of Academic Services

Please refer to Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy and Procedures for complete information. Policy can be found on Cobra Health Profession courses.

Student Hearings and Due Process

Students who face recommendation for clinical suspension and/or program dismissal will be afforded due process through established procedures. Before dismissal, every student will receive:

- Written notice of academic expectations.
- Each Health Profession's program will include their Essential Qualifications in the student handbook and the process and procedures for program probation, clinical suspension, and program dismissal in the program handbook. The handbook will be available on the program web site, Cobra online or printed.
- Written notice of their deficient performance each time the performance is deficient.
- An informal give-and-take face-to-face meeting with the faculty decision-maker after every noted instance.
- When possible, reasonable time to change/improve their deficient performance. Reasonable time to change or improve performance may not be possible for patient safety situations.
- Notice of potential consequences such as delay of graduation, suspension and dismissal from the program that may result as a failure to correct deficiencies.
- Exceptions for notice or giving a reasonable time for improvement may include violations of patient's rights, safety or egregious violation of professional standards.
- If performance is not according to standard or falls below expectations, the faculty may recommend dismissal.

The student must be afforded the opportunity for a PCAE hearing. Professional Council on Academic Evaluation: (PCAE) is the Health Professions Council on Academic Evaluation and is the fourth step in the chain of command in the Health Profession's formal process for this policy. It is the division philosophy that issues between students and faculty are solved as close to the classroom as possible. When that is not possible, the PCEA is part of the formal process for resolving these issues.

Name and Address Changes

It is the student's responsibility to ensure that the student's legal name is in the Parkland system. Students should also update the address on file with Parkland College. Only the student's legal name can be used to register for licensure exam and the name must match Parkland College official student records.

Attendance and Punctuality

1. Students are expected to attend and be punctual for all scheduled classes, including lecture, skill labs and clinical assignments. **Time a student is not in attendance due to being tardy or taking an unscheduled break during class time will be deducted from student's attendance hours. Refer to course syllabus regarding breaks.** Students who are late to theory, lab or clinical more

than one minute will be marked as tardy. Any student who has more than three tardies total for the semester will be required to meet with the program director. Further tardies may be cause for dismissal.

2. Parkland's approved Basic Nurse Assistant Program is approved for 88 hours of theory and 47 hours of clinical. Each student must complete a minimum of 120 hours of course content (80 lecture/lab and 40 clinical) per IDPH in order to successfully complete the course.
3. Students are not allowed to make up hours in other NAS 111 sections. If the student is not in attendance for the minimum 120 hours required by IDPH they will not receive a passing grade in NAS 111 and will not meet requirements to take the Illinois competency test, regardless of the reason. Refer to Illinois Administrative Code 77.395 for more information. Refer to Parkland College catalog for withdrawal policy. The student is responsible for withdrawing themselves from the program. Students under quarantine due to COVID-19 requirements will discuss time missed with the program director. Student on quarantine may attend virtually for content only.
4. Students must successfully demonstrate all 21 required skills to receive a passing grade in NAS 111.
5. If a test is missed, refer to the course syllabus for the test make-up policy. STUDENTS WILL NOT BE ABLE TO MAKE-UP THE FINAL EXAM.
6. Faculty members have the prerogative of lowering grades for frequent student absences. Refer to the specific syllabus for each section.
7. Children, other family members, or friends of students are not permitted in the classes, skill labs, or clinical areas at any time.
8. Students appearing to be under the influence of drugs and /or alcohol will be dismissed from class. Refer to Parkland College Student Policies and Procedures Manual; Student Conduct Code).
9. If during the program a student has a medical condition or pregnancy that may require limited technical abilities, the student may be removed from lab and/or clinical until specific written instructions signed by the physician are provided to the instructor detailing the physical and /or technical limitation(s).
10. Students are expected to dress in a professional, respectful attire in class and lab that is conducive to working in groups and practicing lab skills.
11. Statement on Student Employment: Students are strongly urged to limit work hours, due to the vigorous academic and clinical curriculum. It is not recommended that a student work past midnight for a morning clinical. It is dangerous for the student, patient, and clinical site staff for a person of altered state of mind to be functioning in the clinical site. A student who has worked a night shift before a clinical day may be asked to leave due to safety concerns and will be marked absent for that clinical day.

Email, Computer Skills and Cobra

Parkland College uses email as an official means of communication. All students and faculty are issued an official Parkland email account. According to Parkland policy, 3.41, Parkland email services are the official email services to be used for instruction, instructional support, advising, service, administration and college-related correspondence in support of the College's mission. The College has the right to send communications via email and expect those communications to be read in a timely fashion. Students are expected to check email prior to a class session in order to get latest updates or changes for that class period.

The College has the right, when required by applicable law to access, review, and release all electronic information that is transmitted or stored by the College whether or not such information is private in nature. Confidentiality or privacy of electronic mail cannot be guaranteed.

Email is subject to all pertinent laws regarding sharing or transmission of sensitive information such as Freedom of Information Act (FOIA), Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). All student records are protected by FERPA and faculty do not provide access to student information within the course without a need to know.

All course material included on the course Learning Management System (Cobra) requires a student to utilize a secure log in and password to access their content. Email policy, 3.41 ensures that students protect their user information and do not share with anyone. “Users are responsible for safeguarding their username and password and for using them only as authorized. Sharing email accounts and/or passwords with another person or attempting to obtain access to another person’s account is prohibited. Each user is responsible for all email transactions made under the authorization of his or her Parkland email username.” Verification processes are used to protect student privacy.


For online courses in which tests are proctored, a photo ID that matches the user at the computer is required; or students may be required to go to a testing center in person with photo ID.

Students in the C.N.A. Program should have computer access to complete online and computer assignments and assessments. If the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at Parkland prior to leaving campus.

Basic computer skills required to participate in the C.N.A. include ability to use Word, to write single and group e-mails, to use the Internet, to conduct on-line research, to use PowerPoint, to access grades from Web Advisor, and ability to participate in on-line instruction and assessment using Cobra.

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland.edu, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more.

You may contact the Tech Service Desk in several ways.

- Call 217-353-3333
- enter their tickets via TeamDynamix on the new services portal at [Service Catalog - Report an IT Issue \(parkland.edu\)](#). TeamDynamix can also be accessed from my.parkland.edu by clicking on this button . Once techhelp@parkland.edu is phased out, users will no longer report IT issues to the Tech Service via this method.
- Stop by Room A184

Cell Phone and Lab Policies

Cell phone use is not allowed in lecture, lab, or clinical. Cell phone use includes but is not limited to: Sending/receiving/reading text and email messages, viewing pictures, interrupting class with ring tones and cell phone calls, gaming, internet access (unless previously approved by instructor). Students may lose points and/or be dismissed from lecture/lab/clinical for disregarding these guidelines.

Recordings in the Classroom

College policy 5.01.03 states that students who wish to record classroom learning activities must require permission from the instructor prior to doing so. Classroom learning activities include lectures, in-class discussions, student presentations and other course-related activities. The policy covers all forms of recording using available technology. The instructor should specify the kinds of learning activities that are permitted to be recorded and the medium in which the recording takes place. The instructor has the right to deny or limit the request.

Students are allowed to record learning activities as an accommodation under the American with Disabilities Act (ADA) if the Accessibility Services ID card is issued and presented to the instructor. Students who request recording permission under the ADA must not be denied permission.

Violations of this policy are subject to disciplinary action. Lastly, students in the classroom have the right to know that their class is being recorded. The instructor will notify the class that permission has been given for a recording without identifying the individual student(s) requesting permission.

V. Clinical Instruction

Expectations for Clinical: (See instructor's syllabus for further information). **Please note:** Students must complete a minimum 40 hours of clinical.

1. Be punctual and in attendance. Students must be attendance on the last date of clinical in order to have their clinical evaluation and receive important state examination information as necessary. Students who are late to theory, lab or clinical more than one minute will be marked as tardy. Any student who has more than three tardies total for the semester will be required to meet with the program director. Further tardies may be cause for dismissal.
2. Adhere to clinical uniform guidelines. See "dress code" and "personal grooming" sections of this handbook for more information.
3. Observe and adhere to all ethical expectations.
4. Observe and adhere to all resident rights at all times.
5. Follow HIPAA rules and regulations at all times.
6. Due to possible HIPAA violations, **no cell phones/smart watches are allowed in the facility.**
7. Follow all guidelines for infection control.
8. Follow all guidelines for resident safety.
9. Listen to your instructor and follow directions at all times.
10. Students are NOT allowed to use a mechanical lift to transfer a resident without a facility staff member and/or your instructor present.
11. Federal labor laws restrict any student under the age of 18 from using a mechanical lift. Students under age 18 can observe/assist only.
12. A gait belt and proper body mechanics must be used for all transfers.
13. Students with conditions involving an elevated temperature, open lesions, contagious upper respiratory or gastrointestinal conditions, crutches, casts, splints, canes, etc. are required to abide by the policies of Parkland College and the clinical agency. If the

student attends clinical with any of the above, the student will be dismissed from clinical and be considered absent.

Clinical Grading and Evaluation

Evaluation of students will be conducted on a recurrent basis with sufficiency to provide the students and faculty with valid and timely indications of the students' progress toward clinical competencies.

Evaluation tools permit the student and the instructor to assess, monitor and track the student's progress. Formative and summative evaluations will be completed in all courses. Formal evaluation of student performance will include cognitive, psychomotor and affective behavior but deficits in any one area could be determined to be deficient and the student would not progress to the next clinical course.

Frequency of evaluation may increase when the student is not meeting the objectives of the course. Evaluation of the student will be shared with the student and filed permanently for five years in the student file. Evaluations at clinical may include, but are not limited to student's ability to pass skills in a safe and effective manner as determined by the clinical instructor, as well as student's ability to meet essential qualifications in a clinical setting.

Clinical Accidents/Injury/Incident Reporting- Needle Stick and Exposures

If a student is injured during a clinical agency experience they must be examined and treated in the emergency room and/or by their private physician. The hospital affiliate's policy should be immediately followed. Relevant clinical affiliate reports and the Parkland College Incident Report must be completed by the faculty and student. Please also see "Reporting an Exposure" in this document.

Clinical Transportation and Parking

Students are expected to provide their own transportation to and from all clinical sites. Students are to follow parking regulations of the clinical site and park only in those areas designated for students.

Clinical Dismissal

Depending on the severity, any one break in non-compliance can result in dismissal from the program. Dismissal by the clinical facility includes but is not limited to severe breeches of patient safety, patient rights, staff rights or safety, breeches of confidentiality, or other breeches of rules, ethics or standards.

By contract, the clinical facilities have the right and the authority to determine who is present on their campus. If the clinical facility removes the student from the clinical facility, Parkland College must comply and there is no appeal process.

If the student is barred from a clinical facility, the Health Professions Dean will weigh the patient's rights, the facility rights, the student's rights and the infraction to determine if the student can be transferred to another clinical site or if the infraction supports immediate suspension from clinical.

A student who commits an infraction serious enough to warrant clinical dismissal, and due to the nature of the offense, cannot be transferred to another clinical facility, will be notified of intent to dismiss from the program.

Standards and ethics that include safe and ethical care are incorporated throughout every program in Health Professions. Safe and ethical care and behavior is required in the classroom, lab and clinical as well as outside the classroom. The student protects the patient/family at all times, not just when “on duty”.

Please refer to the Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy that is posted in every Health Professions Cobra course.

Patient Assignments at Clinical

Healthcare providers serve the public and the patient has the right to expect quality care regardless of students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments.

All patients are to be treated with equal care and compassion. Patient confidentiality is respected at all times and students will follow Health Insurance Portability and Accountability Act of 1996 (HIPAA) law.

VI. Student Conduct, Professional Behavior, Appearance and Standards

Health Professions Code of Conduct

Conduct standards for Health Professions are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the health professional’s role and the trust the public places on the Health Professions to do no harm. Therefore, issues such as professional and Inter-professional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards.

A graduate must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research and patient care. If a student is found to be behaving in an unprofessional manner, the student will be removed from the classroom, lab or clinical site. This includes any actions that may be deemed unprofessional by the instructors or surgical staff. Examples of unprofessional conduct include (but are not limited to): verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, nurses, surgical technologists, surgical assistants, other staff or instructors. This includes sexual innuendos or flirtatious behavior. Violations of these standards are serious and will result in the student being removed from the classroom, lab or clinical site immediately. Students removed from clinical, will not be readmitted to class or to the program.

Please refer to the Health Professions Code of Conduct posted in Cobra for every course.

Dress Code

Each NAS student represents the profession to the resident and significant others. Therefore, it is important that each student presents a professional image in the clinical setting. Failure to comply with the dress code will result in a clinical unsatisfactory under professional behavior. This may constitute a clinical failure and dismissal from the program.

1. Program-Designated Uniform for Students

- a. Charcoal/dark gray/Pewter scrub top and pants. No body-hugging pants, low cut or low-rise pants, or sweat pants are to be worn. Skirts must be knee-length or below. The uniform must be clean, and wrinkle free.
- b. Shoes are to be clean white clinic shoes or white athletic shoes with a minimum of additional color on them, and waterproof. White opaque hose, free of design and defects, are to be worn with white skirts. Plain white socks or hose are to be worn with scrub pants.
- c. A Parkland nursing picture ID badge is to be worn on the scrub top. The name badge is part of the required uniform. Student must pay the expense for any lost ID badges. ID badges are the property of Parkland and must be turned in at the completion of the program.
- d. Clogs, flip-flops, sandals, or open-heeled/open-toed shoes are not allowed.

2. Accessories and Body Art

- a. Student must have a snug-fitting wristwatch with a second hand or a digital readout.
NO SMART WATCHES ARE ALLOWED IN CLINICAL.
- b. If rings are to be worn, only plain rings without stones are acceptable.
- c. If earrings are to be worn, they are to be plain stud earrings. Only one earring per ear lobe is allowed. Ear cuffs or collars, hoop earrings, or other visible articles of body piercing are not allowed. Tongue studs are not allowed.
- d. No visible necklaces, bracelets, decorative pins, etc. are to be worn while wearing the uniform. Emergency medical alert identification is allowed.
- e. Visible body art is not allowed. Body art should be covered by clothing and/or appropriate coverings at all time. Exceptions to this may only be made by the program director.

3. Student uniforms may not be worn any other place than clinical. It is not appropriate to wear your uniform to your job, the microbiology or cadaver laboratories at Parkland College, or any place that is not directly related to clinical or the NAS Program.

Personal Grooming

Personal Grooming

- a. Fingernails should be kept short, clean, and smooth for infection control and safety reasons. Nail length should be no greater than ¼ inch short enough so as not to scratch clients, tear gloves, etc. Artificial nails and nail polish may not be worn during clinical.
- b. Guard against offensive body/breath odors by bathing frequently, using deodorants, mouthwash, breath mints, etc. Perfumes, colognes, hair spray, and other scented grooming products should not be used as they may not only be offensive but may also trigger an allergic response in clients.
- c. Smoking and/or gum chewing is not allowed in the clinical area or classroom.
- d. Students wearing makeup should be minimal.
- e. Male students are to be clean-shaven or have a neatly trimmed mustache and/or beard.
- f. All articles of clothing are to be clean and well-fitting and free of odors.
- g. Hair, whether long or short, must be clean. Long hair must be worn in a secure style which does not allow hair to drop forward over the student's shoulders or block the student's vision when leaning forward. Ponytails are allowed. Hair must be secured with hairpins or conservative clips and/or combs. If hair in a ponytail still falls over shoulder, hair should be in a bun.
- h. Artificial eye lashes should be of appropriate length so as to not impede the student's vision or risk falling off.

Those students who are not compliant with the dress code or personal grooming will be removed from clinical.

Alcohol and Drug Policy

*See Parkland College Student Policies and Procedures manual in Student Services and/or online at:

<https://www.parkland.edu/Audience/Current-Students/Student-Policies-Procedures>

When a student's statements and/or behavior in the class, lab, or clinical suggests probable influence of alcohol or other drug use, the instructor, lab assistant, clinical preceptor, and/or clinical staff will:

- a. confront the student with their observations of the inappropriate behaviors that suggest alcohol or drug use.
 - b. Inform the student of the faculty's responsibility to dismiss the student from campus or clinical lab session(s).
 - c. Write a summary note of the incident which will be forwarded to the course manager.
 - d. Report the behavior to the Health Professions Dean, Vice President of Student Services, and Dean of Students
2. The student will schedule a meeting with the course faculty and Program Director within one week to review the incident.
 3. The Program Director and faculty member will meet with the student and review the written reports and any action to be taken under the Parkland College policies related to alcohol and drug use. It may include dismissal from the Practical Nursing Program.
 4. Students dismissed from class, on-campus laboratory, and/or clinical laboratory under these circumstances, have missed hours that will be considered an unexcused absence per the attendance/tardiness policy.

Under no circumstances should a student be drinking alcoholic beverages while wearing their Parkland clinical uniform.

Student Records and Student Confidentiality

Faculty are required to maintain student's privacy in accordance with the Family Education Rights to Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

Records, files, documents and other materials which contain information directly related to a student and maintained by Parkland College or by someone acting for the College. Only the student or entities that the student has given written consent can receive information about the student's grades or progress. Please refer to FERPA information on the Parkland website: <http://www.parkland.edu/about/ferpa.aspx>

Final Examination Requirement

A final exam is expected in each credit course at Parkland College. Final exams for all courses will be given during final exam week according to the official published schedule. These final exams are not to be given early (during regular class periods). Final exams for all other courses (courses with earlier end dates) will be given at the last regularly scheduled class meeting.

All requests from faculty to alter scheduled final exam times or dates must be reviewed and approved by the Faculty Chair, and Health Professions Operations, Division Dean, and the Vice President for Academic Services.

In courses where a final exam is not appropriate, as determined by the Health Professions administration, an educational alternative scheduled during the week of final exams is expected.

Students: These official College guidelines were established to more fully ensure that you receive the full set of instructional class periods for which you paid and to which you are entitled and that you have the appropriate amount of time to prepare adequately for your final exams. If your final exam is given earlier than scheduled, please contact the Faculty Chair, and Health Professions Operations or Division Dean. You may access an online copy of the final exam schedule on the student portal or my.Parkland.edu

Three final exams scheduled on the same day may be considered a conflict. Conflicts may be resolved by arrangement with the faculty of these courses.

Questions or concerns about these guidelines should be directed to the Faculty Chair, and Health Professions Operations or Division Dean.

III. Graduation Requirements

Petition to Graduation

Students will complete the Admissions form, Petition to Graduate at the start of the last semester of the program. An official certificate of program completion is emailed to the student from an Admissions representative. It is the student's responsibility to report any deficiencies to the program director.

IV. Health and Safety Policies

Student Health, Immunization, Drug Screen and Background Procedures

The conduct standards for Healthcare Professionals and students are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

Parkland College (PC) Health Professions is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in Accordance with Parkland College Policy 3.24 Drug-Free Workplace.

For health and safety concerns, all students involved in Parkland College's Health Professions Programs which have a clinical contract requiring drug and background must be processed through clinical clearance and compliance through a health record, drug screen and background check. The presence of alcohol and/or drugs, lawfully prescribed or otherwise, which interfere with student's judgment or motor coordination in a healthcare setting poses an unacceptable risk to patients, faculty, other students, the College and affiliated clinical agencies. The College recognizes its responsibility to provide for a safe academic environment for college students, faculty, and staff, as well as a safe clinical setting for students, faculty, patients and employees of affiliated clinical agencies. For the foregoing reasons, Health Professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. Students will be cleared:

1. Through a third party vendor, health, immunization, drug, and background information on all students in facilities that have these requirements or standards are collected.
2. Required Student Health Records are considered a part of the student record, and are therefore subject to the PC policy regarding student records.
3. Student Health Records may not be copied by Parkland College except when requested by the clinical facility for evidence of compliance with requirements.

The full policy can be found on every Cobra course and should be reviewed for a complete understanding of the requirements.

Reasonable Suspicion Testing

Reasonable suspicion testing means drug testing conducted on students because individualized and objective evidence exists to support the conclusion that student (1) has engaged in the use of alcohol and or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired. Facts that could give rise to reasonable suspicion include, without limitation: observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs; impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance; marked changes in personality or academic performance or behavior; reports of observed drug or alcohol use; an arrest or conviction for a drug or alcohol related offense; positive pre-placement or other drug tests; or newly discovered evidence or drug test tampering.

- Reasonable suspicion drug tests will be confirmed by an additional test of the original sample as requested by the student at their expense.
- The Dean of Health Professions will notify the student and the Vice President of Academic Services of a student's confirmed positive drug test.
- Students having a confirmed positive drug test could be subject to disciplinary action, up to and including dismissal from the program, in accordance with established Program and Departmental disciplinary policies and procedures.
- Student failure to submit to reasonable suspicion drug testing, or any attempt to tamper with, contaminate or switch a sample will result in disciplinary action, up to and including dismissal from the Program.

- Students may be subjected to reasonable suspicion testing whenever on Parkland premises (on or off duty), while operating college equipment, or while in a Parkland College recognized course, lecture, lab, or clinical.
- Parkland also reserves the right to test students involved following an incident involving Parkland equipment, workplace/clinical safety violation, both on or off campus.
- The testing facility will be selected by the college.

The full policy can be found on every Cobra course and should be reviewed for a complete understanding of the requirements.

Title IX-Sexual Harassment, Violence, and Misconduct

Parkland College is committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the college requires faculty members to report incidents of sexual violence shared by students to the college's Title IX coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at <https://parkland.edu/Main/About-Parkland/Safe-Campus-Procedures/Title-IX-Harassment-Discrimination>

Title IX – Pregnancy

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at mturner@parkland.edu.

It is recommended if a student is in a program with occupational hazards or risks, the student report a pregnancy to the program director so that the student can be educated about any occupational risks during clinical, labs or practicums. Confidentiality will be maintained, but the safety of the student/fetus is most important.

Communicable Diseases and Communicable Disease Policy

Parkland Policy 3.05

The Illinois Department of Public Health (IDPH) has specified disease which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee's health-related circumstances will be made with input from the office of Disability services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.
3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.
4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.
5. Parkland College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).
6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.
7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.
8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.
9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws. Parkland College policies and the best interest of all parties involved. The Vice President for Student Services will also act as a spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

Any possibility of harboring contagious diseases must be reported to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical. Examples: chickenpox, pink eye, fever, uncontrolled cough, open lesions on the skin.

If a student has a sore throat with fever, he/she must contact the instructor prior to coming to the clinical facility. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning to the clinical facility. It is advised that the student contact the fieldwork educator if any of he or she notices any of the following:

Fever >100.4

Conjunctivitis

Diarrhea lasting more than 12 hours

Group A Strep-diagnosed by a physician

Jaundice
Vomiting
Cold Sores (herpes)
Active measles, pertussis, rubella, or chicken pox
Upper respiratory infection (cold)
Tuberculosis (TB)
Shingles or rash of unknown origin
Head lice
Scabies
Abscess or boil that is draining
Impetigo
Mononucleosis

Clinical instructors have the right to initiate communication with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or are unable to perform required tasks. All HIPAA and FERPA laws will be abided by, and the individual is assured of confidentiality regarding the matter.

Student Health Status and Health Changes While in the Program

A student that has had any change in his/her physical and/or psychological condition (including pregnancy and the postpartum period) that require medical attention and or could have an effect of their physical or emotional endurance, are still required to maintain Essential Qualifications. Some situations will require a release from your health care provider.

If a student develops a health issue that may result in incapacitation in the clinical area or types of conditions that may jeopardize patient safety, the student must notify the clinical instructor as soon as the health issue becomes known to the student. In order to protect the patient and the student, the student may be removed from clinical. Students will still be required to perform all the functional abilities outlined in the Essential Qualification in order to attend clinical.

Blood borne Pathogen Exposure or Other Occupational Hazards-

Reporting an exposure

1. Immediately wash the exposed area thoroughly with soap and water using friction to assist in removal of contaminants or flush mucous membranes, if applicable.
2. Notify your immediate supervisor
3. [Complete an incident report](#)
4. If the incident occurred off campus at a clinical site, report the incident to the supervisor of the unit where the incident occurred and complete the necessary incident report and medical evaluation according to that facility's protocol.
5. Notify Parkland's Human Resources at extension 2259 as soon as possible to report the incident and submit a copy of the incident report to Human Resources. The bill for services will only be paid by Parkland if a report is made to Parkland Human Resources in a timely manner.

6. If the incident involved a student, that incident report must be forwarded to the Wellness Coordinator in room U112.
7. A medical evaluation should be done at Carle Occupational Medicine (801 W. Anthony Dr., Urbana – 383-3077). If the incident occurred after hours, evaluation is available at OSF Emergency Department (1400 W. Park St., Urbana – 337-2131) or Carle Emergency Department. A confidential medical evaluation and follow-up is strongly recommended immediately following an exposure incident. The college/work comp will pay for the initial post-exposure medical evaluation and procedures performed by the above facilities if the incident is reported as stated above.
8. If the incident occurred off campus, the medical evaluation should be done at the facility where the incident occurred.
9. Ask that the bill for services be sent to Human Resources (if staff or faculty) or to the Wellness Coordinator (if student) at Parkland College.

Inclement Weather

The basic philosophy of the College is to keep the campus open if at all possible during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by Parkland. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be in route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the District.

The conditions both on campus and in surrounding areas are monitored very closely during inclement winter weather. If it becomes necessary to close the campus during the day and/or evening when classes are in session, an announcement will be made over the public address system, to local radio/tv and on our website by 3:00 p.m. If weather conditions deteriorate overnight, a decision is made by 5:00 a.m. Monday through Saturday.

Radio and television stations are contacted always if the campus is closed due to weather conditions. Parkland College will announce college closings on the Parkland Facebook page and other social media outlets. The media will accept closings only; consequently, if you do not hear Parkland mentioned, then the College is open. The Switchboard on campus and the college's radio station WPCD (88.7 FM) are kept apprised of announcements, as well as Parkland's website. In addition, the following stations are contacted if the College closes:

Radio Station

WDWS/WHMS	Frequency	1400 AM/97.5 FM	Location:	Champaign
WLRW/WIXY		94.5 FM/100.3 FM		Champaign
WBCP		1580 AM		Champaign
WILL		90.9 FM/580 AM		Urbana
WPCD		88.7 FM		Champaign

TV Station WAND WCIA WICD

Safety and the ability to drive or walk in inclement conditions ultimately needs to be determined by the student. If the student has concerns because it is dark outside or the student expects the conditions may improve, the student should follow syllabus directions for calling in late or absent as soon as possible.

Public Safety and Escorts

The Parkland College Police Department, also known as Public Safety, is a full service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assists. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays.

Public Safety also offers escort service to the Parkland parking lots. Please use the information below if you would like an officer to walk you to your vehicle.

You can reach this department by:

- Visiting the main Public Safety office at A160
- Calling 217-351-2369
- Dialing 911 from a campus phone
- Using emergency call boxes conveniently located throughout the campus

Classroom Lab Emergencies

Students will be oriented on the College 911 system. Students are instructed to activate Classroom 911 Icon on computer screen anytime the student senses and emergent situation.

Medical Liability Insurance

Students registered in Parkland clinical courses will be covered by a College issued liability insurance. A course fee will be added to a clinical course. The student is covered while at clinical on scheduled days of clinical. Activities or class sessions that take place outside of the published course schedule, will not be covered by the College liability insurance.

It is recommended that students carry personal medical insurance to cover accidents including on-the-job related incidents in the clinical area. Cooperating agencies provide treatment for emergency services in cases of accidents at the student's own expense.

A student who is injured in the classroom, lab or clinical must immediately report it to the instructor. Emergency medical procedures will be provided on campus as needed.

A student who is injured while at the clinical site must immediately report it to lead preceptor, surgical supervisor or clinical instructor. The student will be asked to present personal medical insurance to the health care facility providing care to the student. The student will be required to complete an Incident Report at the facility and the College.

Medical Leave

If at any time during the program a nursing student has a medical condition requiring limited technical abilities, specific written instructions signed by the physician/nurse practitioner must be provided to the instructor, detailing the physical and/or technical limitation. The nursing program maintains the right to determine if the condition may prevent the student from participating in the activities required for successful completion of the course. Such a determination may result in a withdrawal from the course and loss of nursing student status.

A written release form signed by a physician and/or advanced practice provider must be presented to the instructor that states that the student may return to full duty as required by the health and safety requirements for the program.

Emergency Alert System

Parkland College uses an emergency alert system designed to send out a message in the case of an on-campus emergency. This system will be triggered in the case of a natural disaster or public safety emergency. When you register for classes or begin employment you are automatically signed up for this service. Be sure that your contact information is up to date with the College.

Students are encouraged to add Public Safety phone number into their personal cell phones. Students should leave the building immediately upon notice of evacuation. Students should not return to campus until notified as all clear.

Smoke Free Campus

In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For the purpose of this policy, "campus" means all property owned and leased by, or leased to the College, including buildings, grounds, roads, parking lots, and vehicles.

All clinical sites (hospitals) are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Parkland offers smoking cessation programs through the Wellness Coordinator.

Personal Information Protection for HIPAA

Parkland College Health Professions Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition

Protected Health Information (PHI) is any information that identifies an individual AND relates to:

- 1) The individual's past, present or future physical or mental health; OR
- 2) The provision of health care to the individual; OR
- 3) The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

1. All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
2. Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
3. Students must not identify patients, surgical team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
4. Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

Students providing information to the media will be dismissed immediately.

The student will receive a written warning when the HIPAA violation appears accidental (such as leaving a chart open).

The student will be expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, etc.

Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

Please see the entire HIPAA compliance policy posted in every Cobra course.

VII. Parkland College Policies

Extended Absences

Regular and prompt attendance is expected at all classes. Regular attendance and consistent study habits are necessary for academic success in college. If you are absent for more than one day due to an emergency, accident, illness or hospitalization, you or your family need to contact the Office of the Dean of Students at 217-353-2048 so that notification can be sent to your instructors. Students are also responsible for contacting their instructors as soon as they are able to do so. The Dean's absence notification does not excuse students from assignments, exams, or being marked absent. Faculty will handle the absence per policies outlined in the class syllabus.

According to College policy 5.03, faculty have the prerogative of lowering grades for unexcused absences. Note that instructors have their own attendance policies and the student is responsible for reading each course syllabus to know these policies. The program policies and faculty determine what is accepted as an excused absence. Faculty also determine if the student can turn in late work or make up missed quizzes and/or exams on the basis of an excused absence. Additionally, the Illinois Community College Board requires faculty to certify the attendance of students at midterm.

Absence Due to Religious Obligations

College Policy, 5.03.01, Parkland College recognizes and values the diverse religious beliefs of its students. The college practices shared responsibility in the event that a student's religious observances conflicts with scheduled class work, assignments, or examinations. Students must inform instructors well in advance of a planned absence for a religious observance. Instructors will make reasonable accommodations for students in these situations. However, instructors are not obliged to teach missed class material again. Instructors should inform students of these expectations at the beginning of the semester so that arrangements can be made accordingly. Grievances pertaining to the Religious Observances Policy should be handled according to College Policy 8.15.

Children in the Classroom

It is understood that the mission of the College is to provide an atmosphere that is as free as possible from outside distractions and disruptions. In order to maintain this learning environment, unaccompanied and unauthorized minor children are not allowed on the campus. To protect children from possible injury and to maintain a safe, secure learning environment, children are not permitted in classes and are not to be left unsupervised anywhere on campus, including employee work areas. (College Policy 5.04)

Learning Commons

The Learning Commons is Parkland College's one-stop learning assistance center for students. Learning Commons provides a variety of services to empower students to reach their academic goals by providing outside-of-classroom assistance so they can study effectively, handle assignments, prepare for tests, and complete their programs.

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Learning Commons located in the Parkland library, or emailing learningcommons@parkland.edu.

Accessibility Services

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at

Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.

Registration with the AS office must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents.

Note: Accommodation letters from other colleges or universities are not acceptable forms of documentation.

If you have questions about getting registered with the AS office, contact the office at 217-353-2338 or via email at accessibilityservices@parkland.edu.

VIII. Health Professions Policies

The following policies are posted on Cobra for Health Professions courses.

Guidelines for Accommodations in Health Professions

Spoken and Written English Policy

Social Networking Policy

HIPAA Policy

Clinical Failure and Grading/Withdrawal

Intent to Dismiss Policies and Procedures

Student Health, Immunization, Drug, and Background Policy and Procedures

HP Model for Building Professional and Inter-professional Teamwork

Name Change on Graduation Policy

Health Professions Code of Conduct

IX. Additional Program Topic

Scholarships

Refer to the current college catalog for information on scholarships, loans, grants, and part-time employment.

There are scholarships available specifically for nursing students. Additional information about these scholarships may be obtained through the Parkland Office of Financial Aid and the Parkland College Scholarship Guide.

Nurse Assistant Program Resources

Illinois Department of Public Health: Administrative Code, Title 77, Section 395: Long-Term Care Assistants and Aids Training Programs

<ftp://www.ilga.gov/jcar/admincode/077/07700395sections.html>

State Registry/Regulations/Waiver Information

www.idph.state.il.us/nar/home.htm

Phone: (217) 785-5133

Disqualifying Convictions: www.idph.state.il.us/nar

State Exam Information: SIUC Nurse Aide Testing

www.nurseaidetesting.com

Phone: (877) 262-9259

Email: inat@siu.edu