Clinical Student Booklet
Health Sciences Division

Revised July 2016

HOWARD COMMUNITY COLLEGE
You Can Get There From Here
PLEASE NOTE:

All Health Sciences students should refer to this booklet for Health and criminal background requirements.

For program specific requirements, please refer to the Program Director in regards to Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Medical Laboratory Technician, Nursing, Paramedic, Physical Therapist Assistant and Radiologic Technology.

Throughout your curriculum you will be assigned to more than one facility. Each facility has specific additional requirements. Depending on which facility you are assigned, you will be required to meet their specific criteria and guidelines.
**Welcome to Howard Community College**

**Essential Functions for Health Sciences Practice Programs**

**Health Information Requirements**

**Seasonal Flu Vaccination**

- Tdap: Tetanus and Pertussis Immunization Information: ....7
- What Is HBV? ................................................................. 7
- Hepatitis B Vaccination ..................................................... 8
- Hepatitis B Vaccination (HBV) ........................................... 8
- What if I Decline Vaccination? ......................................... 9
- Tuberculosis Verification .................................................. 10

**Where To Go To Have The Health Form Completed**

**CPR Requirements & Resources**

**Criminal Background and Urine Drug Screen Reviews**

**Health Clearance Card**

**Health Sciences Division Clinical Liaisons**
Essential Functions for Health Sciences Practice Programs

Essential functions are qualifications, abilities, knowledge, and skills necessary to meet standards of practice in the health care field. The Health Sciences Division has established a standard of essential performance functions meeting the high standard of care expected of the Howard Community College Health Sciences Division students. This document is provided with the goal that the applicant will assess their abilities to meet these standards prior to entering the program.

Working with patients in the health care field demands intelligence, sound judgment, intellectual honesty, the ability to relate with people and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and commitment to the patient’s welfare are essential attributes.

The student should be able to:

♦ Have the academic ability to learn large volumes of technically detailed information and be able to synthesize this data to solve complex clinical problems. The information must be processed in short intense periods of study which demands well-developed study skills, high motivation, and potentially a personal or financial sacrifice.

♦ Have the mental, emotional, and physical ability to complete the program in the required sequence.

♦ Possess emotional maturity and stability to approach highly stressful human situations in a calm, safe and rational manner.

♦ Incorporate well developed oral and written English language communication skills.

♦ Be physically and academically prepared and organized to participate in clinical assignments which occur at different times in a variety of geographic locations.
Display ethical integrity consistent with the standards of the health care profession.

Demonstrate physical abilities (sensory function, hand-eye coordination, auditory ability, and neuromuscular control) to competently perform technical aspects of the clinical experience. The skills include:

- performing in-depth physical assessments,
- standing or walking up to 8-12 hours,
- physical activity for common procedures that require large motor skills such as stooping, bending, lifting, turning, transferring and ambulating adult patients.

Health Information Requirements

1. Students are required to have a physical examination and submit a Health Form, which has been completed by their Health Care Provider. This form states that the student is physically and psychologically able to meet the requirements of a health sciences education program. **The form must be signed and dated.**

2. The policies governing CPR certification and Health Requirements are designed to safeguard the health and well-being of the students, as well as all patients and clients encountered during the educational process. **Verification of continued CPR certification and absence of tuberculosis are prerequisites to the clinical experience. MUST BE KEPT UP-TO-DATE.**

3. The physical examination must be completed by a Health Care Provider (Doctor, Physician’s Assistant, or Nurse Practitioner). Health forms signed with address and telephone number by a non-licensed health care provider will not be accepted.

4. **If the student has a medical condition or is pregnant, the health care provider must provide documentation** stating that the student is physically able to enter the program and/or return to clinical. **If you have any changes**
in medical status while in the program, the health care provider must also provide documentation.

5. Students are required to include documentation of immunity status to: MMR (Measles, Mumps, Rubella) and Varicella. This documentation requires positive blood titers, and booster, if applicable. Even if you have had the vaccinations for MMR and Varicella, you must show proof of immunity through titers. **Results of the titers must be attached.**

6. If the blood titer results demonstrate insufficient (equivocal) or no immunity, then a vaccination booster is required with written documentation of the date received.

7. Hepatitis A is **highly recommended** for health care workers but is not required for admission in a health sciences program. Those at risk should also consider the pneumococcal vaccination.

8. Meningococcal vaccination is recommended for microbiologists who are routinely exposed to isolates of N. meningitis. We encourage the medical laboratory technician students to receive this vaccine but it is not a requirement at this time.

9. Seasonal flu vaccine is required annually.

10. Students who receive the smallpox vaccine may not attend clinical for a minimum of 28 days and until the vaccination site is completely healed.

11. Proof of Polio Immunization may be a PROGRAM SPECIFIC REQUIREMENT. Please refer to your program for specific instructions. We will accept your polio immunization record, therefore a titer would not be required.
Liability Insurance

While you are a student in the Health Sciences Division at Howard Community College you will be covered by the college’s liability insurance while you are attending approved clinical activities arranged by faculty in the Health Sciences Division. This liability insurance provides for legal expenses (to the limits specified by the coverage) in the event that you are sued by a patient for malpractice or negligence. You will be eligible for coverage provided you were acting within the scope of your abilities and were being appropriately supervised at the time the incident occurred.

Health insurance is not the same as liability insurance. It is important for you to understand that Howard Community College does not carry health insurance for its students. In other words, if you are accidentally stuck with a dirty needle while working in a clinical setting, your own health insurance will be used to pay for any testing and follow-up care. In the event that your personal insurance carrier refuses to pay for some or all of those costs it will be up to the student to bear the remaining costs. Howard Community College will not cover student health care costs. Students are strongly urged to obtain your own health insurance.

Please note that some clinical sites may require students to provide proof of health insurance upon assignment to a specific clinical rotation. In those instances, the college will inform students of the requirement and it will be up to the student to provide documentation.
Seasonal Flu Vaccination

Currently, all students enrolled in Health Sciences Programs must obtain a seasonal flu vaccine. *This vaccine will be required to be renewed every fall semester and is considered an annual requirement.* The CDC recommends a yearly seasonal flu vaccine and all facilities used in this program require the flu vaccine in order for students to participate in clinicals.

The seasonal flu vaccine protects against the three seasonal viruses that research suggests will be most common. One of the strains in the seasonal flu vaccine may be the H1N1 virus. It is important for health care workers, and other people who live with or care for high risk people to prevent giving the flu to those at high risk.

If you have a religious or medical reason to decline the flu vaccine, please fill out the waiver and attach the appropriate paperwork.

- For medical reasons, you will need to supply a letter from the physician indicating why the vaccine is medically contraindicated.
- For religious reasons, you will need to supply a letter from your religious leader.

If you choose not to receive the vaccine due to moral reasons (which is any reason other than medical or religious), you will fill out the waiver form and verify that you have received and read the CDC guideline handout entitled “Take 3 Steps to Fight the Flu”.

Please note that some facilities may not accept vaccination waivers which may endanger your completion of the program. Any absences incurred because of vaccination exemption or immunity status will count against the maximum allowed in the course.
Tdap: Tetanus and Pertussis Immunization Information:

This is a required vaccination that must be current within the last eight years. If the date of your last immunization is greater than eight years, a Tdap booster is required. You must submit written documentation of the booster received.

Health-care personnel who work in hospitals or ambulatory care settings and have direct patient contact should receive a single dose of Tdap if they have not previously received Tetanus vaccination.

The rationale for the Tdap is due to the increase in documented patients having the Pertussis virus, which is a highly contagious respiratory infection. Adults with Pertussis can transmit the infection to other people, including infants. Infants are at highest risk of pertussis-related complications and death compared to older age groups. The increase in documented cases shows a possible decrease in the effectiveness of vaccine protection from the childhood immunization for Pertussis.

WHAT IS HBV?

Hepatitis B virus (HBV) is a potentially life-threatening blood borne pathogen. It causes hepatitis, an inflammation of the liver. Although most people with Hepatitis B recover completely; approximately 6-10% become chronic carriers and 1-2% die. In the group of chronic carriers many have no symptoms but can transmit the virus. Carriers also face a significantly higher risk for other liver ailments such as cirrhosis of the liver and liver cancer.

The HBV infection is transmitted through exposure to blood and other infectious body fluids and tissues including semen, tears, saliva, urine, breast milk, and vaginal secretions. Health workers and students are at high risk of acquiring Hepatitis B because of frequent contact with blood and potentially contaminated body fluids. Approximately 8,700 health care workers each year contract Hepatitis B. Health care persons must use work practices and protective clothing and equipment to prevent exposure to potentially infectious materials. These procedures are described in
the HCC Health Sciences Division Programs Infection Control Policy. The best defense against Hepatitis B is vaccination.

Hepatitis B Vaccination

WHAT DOES VACCINATION INVOLVE?

The Hepatitis B vaccination is a non-infectious, yeast-based vaccine given in three injections in the arm. It is prepared from recombinant yeast cultures, rather than human blood or plasma. Thus, there is no risk of contamination from other blood borne pathogens, and there is no chance of developing HBV from the vaccine.

The second injection should be given one month after the first, and the third injection within six months after the initial dose. More than 90 percent of those vaccinated will develop immunity to the hepatitis B virus. To ensure immunity, it is important for individuals to receive all three injections and have a blood titer drawn to confirm immunity. Currently, it is unclear how long the immunity lasts so booster shots may be required at some point in the future.

There have been no serious side effects or allergic reactions reported during the course of clinical trials. Some people may experience tenderness and redness at the site of the injection and/or possibly a low grade fever. Rash, nausea, diarrhea, joint pain, fatigue/weakness, and headache have also been reported. Noted serious adverse reactions have occurred infrequently.

Each student should receive counseling from a health care professional before making a decision about vaccination. This discussion should help the student make an informed decision.

Hepatitis B Vaccination (HBV)

Please read carefully to understand the importance of this vaccination process. The Health Sciences Division strongly recommends that each student obtain the series of three HBV
injections with verification of a blood titer for definitive immune status.

- Students who have completed the HBV series must submit titer results.

- The HBV vaccination/waiver form must be signed and dated.

- If you have had the HBV series in the past, provide dates as proof of the vaccination series, and have a titer drawn.

- If you decline: check the line declining the vaccination and sign.

- The HBV is a series of 3 injections: #1, followed by #2 is one month after #1, and #3 is four to six months after #2. A titer is recommended 4-6 weeks after #3.

- Hepatitis B Surface Antibody Quantitative Serum Titer. This is the only test accepted for immune status confirmation.

**WHAT IF I DECLINE VACCINATION?**

A person who initially declines to receive the vaccine must sign and return the attached waiver. If the student later chooses to take the vaccine, verification must be submitted to the Health Sciences Division Office HS 236 or HSD Clinical Liaison’s office HS 353/354.
Tuberculosis Verification

- Students must present proof of the absence of active tuberculosis (TB) either by submitting a PPD result, or a completed Tuberculosis Questionnaire (TB QRE) from your Health Care Provider.
- An initial test must be a 2-step PPD (2 separate TB tests). A 2-step PPD is a baseline TB screening for those who are going to be retested regularly, such as Health Care workers.
- If your first test is negative, retest in 1-3 weeks (after first test result was read).
- Students with a history of a positive PPD skin test or BCG vaccination should submit the results of a chest x-ray, and have the health care provider complete Section III of the Health Form.
- If you have a questions concerning Quantiferon Gold Blood Test, please contact us.

- MUST BE KEPT UP-TO-DATE.

- Students are required to provide verification of the absence of active TB at the beginning of each course and/or clinical rotation, and whenever requested.

- Any student who has had a chest x-ray completed will still need to submit a yearly evaluation for a Tuberculosis screening in the form of the Tuberculosis Questionnaire, signed by their health care provider.

- If you have any questions in regards to what you need to submit yearly, it is your responsibility to ask the Health Sciences Division Clinical Liaison.

FOR ALL STUDENTS:

- All Fall, Spring and Summer Admission: TB screening must not expire prior end of the semester you are enrolled in.
Sample of Required Documentation if PPD is Positive:

**Tuberculosis Questionnaire:**

Form to be completed at the time of physical. This form is to be done if the student has a positive PPD, and the health care provider feels a chest x-ray is not necessary for a yearly follow-up.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the student have a fever?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the student experiencing any chills or night sweats?</td>
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<td></td>
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<tr>
<td>Does the student tire easily?</td>
<td></td>
<td></td>
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<tr>
<td>Has the student had any loss of appetite?</td>
<td></td>
<td></td>
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<tr>
<td>Has the student had any sudden, unexplained weight loss?</td>
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<tr>
<td>Has the student had a productive or prolonged cough of any type for &gt; 3 weeks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the student has had a cough, are they spitting up any blood?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the student had any chest pain?</td>
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</table>

Form is available outside HS 354 or on the Health Sciences Division website.
Where To Go To Have The Health Form Completed

Your Primary Care Physician or any Licensed Care Provider (PA or NP) can complete your Health Form including your physical examination, titers, PPD and any needed booster shots.

We also have a list of other facilities that will perform these services for a fee. Please contact the HSD Clinical Liaison for more information.

The Howard County Health Department no longer provides TB screening or titers for Howard Community College students. They will continue to do immunizations for a fee.

REMEMBER:

You must have your Health care Provider complete and sign the physical form. There are also several sections for you to fill out and/or sign.

If you have any questions or concerns, PLEASE contact the HSD Clinical Liaison:

HSD CC HOTLINE: 443-518-1561

Email: hsdcc@howardcc.edu
CPR Requirements & Resources

- The acceptable certification: The American Heart Association Basic Life Support (BLS Provider)

- CPR courses other than The American Heart Association BLS Provider WILL NOT BE accepted.

- Online CPR courses are not acceptable.

- Students are required to submit proof of current CPR certification.

- A copy of the front and back of the card or valid e-card equivalent is required.

- Students with expired CPR certifications are not allowed to attend clinical.
Criminal Background and Urine Drug Screen Reviews

The hospitals associated with our clinical education program require criminal background and urine drug screen checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your requirements no more than 90 days prior to the start of classes. A review typically takes 1-3 business days to complete after initiation.

The reviews are conducted by castlebranch.com, an organization specializing in background checks.

Complete all required fields and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card.

New students will pay approximately $75.25 for the combination package of the criminal background and urine drug screen. For readmit students who have previously completed a background check and urine drug screen for HCC, the cost is approximately $61.00. (This is still applicable for students who have previously completed a background and urine drug screen through our prior company called Castle Branch.)

For your records, you will be e-mailed an order confirmation page of your criminal background check order placed through Castlebranch.com. You will also receive an electronic Chain of Custody (lab) form for your urine drug screen. Please retain copies of all documents after you have completed all processes.

To satisfy completion of both the criminal background and urine drug screen check, you must turn in a copy of the order confirmation receipt. We will review the Castle Branch database to confirm you have completed both your criminal background and urine drug screen process. Background information is made available to the clinical agencies.

Castlebranch.com will not use your information for any other purposes other than associating your information with your criminal background check and your urine drug screen. Your credit will not be investigated, and your name will not be given out to any businesses.
Criminal Background and Urine Drug Screen Instructions

All Health Sciences students must complete a Criminal Background Check and a Urine Drug Screen.

Please Go To:  www.howardcc.edu
Select:    Programs & Courses
Select:    Academic Divisions (Under Academic heading)
Select:    Health Sciences
At the bottom of the page,
Select:    Important information on student health/clinical forms.
Select: Criminal Background and Urine Drug Screen Instructions and Link

Read Page Carefully and follow link to proceed.

Please note: If you have any concerns regarding your background past, please contact CastleBranch directly and NOT the school.

The only acceptable criminal background check is through Castlebranch.com.  We cannot accept background checks from any other company.

Again, the registration must be completed within 90 days prior to the start of class but no later than 3 weeks before the start of class.  You must submit your payment within the stated time frame.

You must comply with the specific dates or be subject to pay twice for the Criminal Background Check

<table>
<thead>
<tr>
<th>Admission Date</th>
<th>Complete Between:</th>
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<tbody>
<tr>
<td>Summer</td>
<td>March 3 - April 10</td>
</tr>
<tr>
<td>Fall</td>
<td>June 5 - July 10</td>
</tr>
<tr>
<td>Spring</td>
<td>November 6 - December 10</td>
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*If you currently have an immigration visa and are in the process of applying for a green card, contact Castlebranch.com directly.

If you need assistance, please contact Castle Branch at 888-723-4263 or e-mail https://mycb.castlebranch.com/help or contact one of the HSD clinical coordinators at 443-518-1561 or e-mail hsdcc.howardcc.edu .
Health Clearance Card

All students enrolled in the clinical courses at HCC will receive a Health Clearance Card at the start of class, once completed Health Forms have been received by HSD Clinical Liaison. The health clearance card must be shown to the course leader and/or clinical instructor in order to be able to participate in clinical rotations. **All students are responsible for maintaining current CPR certifications and TB monitoring valid thru the entire course.** If either CPR or PPD expires during the session, you must bring in the necessary documentation to Health Sciences Division office prior to the published deadline dates and then you will be issued a new card by the HSD Clinical Liaison. Dates are available on the HCC Health Sciences Division website.

If a card becomes lost or stolen, immediately contact the HSD Clinical Liaison to have a new card processed and replaced.

**We do not accept PPD or CPR certifications expiring mid semester.**

If you were **admitted to the fall semester**, you need to make sure that your PPD and CPR is done during the Summer break, and is in the Health Sciences Division office **no later than August 10**.

If you were **admitted to the spring semester**, you need to make sure that your PPD and CPR is in the Health Sciences Division office **no later than January 10**.

Students will **NOT be allowed into the clinical setting without presenting a Health Clearance Card to the HCC Instructor prior to the Clinical Rotation.** Any clinical days missed as a result of lost, misplaced or stolen cards will be counted toward total absences allowed in the course.

Students enrolled in the clinical courses at HCC are responsible for keeping their Health Clearance Card up to date.

<table>
<thead>
<tr>
<th>Released for Clinical</th>
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<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>CPR Expiration</td>
</tr>
<tr>
<td>TB Expiration</td>
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<tr>
<td>Released by</td>
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</table>

*This card MUST be renewed before the first day of the semester in which the CPR and/or PPD expire.*
Health Sciences Division Clinical Liaisons

Offices: HS 353 and HS 354

FAX: 443-518-3561

Please feel free to contact us to find out what you have to update.

This contact information is for health form, criminal background and urine drug screening related questions only.

HSD CC HOTLINE: 443-518-1561

Email: hsdcc@howardcc.edu

IF YOU HAVE any other questions, please refer to ADMISSIONS AND ADVISING.