

# Health Careers Division Student Handbook 2023-2024



Kankakee Community College  
Kankakee, Illinois

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**Kankakee Community College**  
100 College Drive  
Kankakee, IL 60901  
p. 815.802.8100  
f. 815.802.8101

To the incoming health career program student:

Congratulations! Kankakee Community College faculty, staff and administration would like to welcome you to the health careers division at KCC.

This student handbook is set in place to serve as a guide to you as you begin your journey through your health career program on your way to your career field. It contains essential information you will need throughout your program including program standards and the expectations of you as a health career program student. This handbook also provides the various policies put in place to ensure your time in the program is completed at the highest standard possible.

The information, policies and standards provided in this handbook are specific to health career program students and are supplemental to the KCC college catalog. As a health career student, you are governed by the policies and procedures outlined in the KCC college catalog as well as the policies and guidelines in this handbook and your program specific handbook. It is your responsibility to become thoroughly familiar with the contents of these publications and understand all content. Your success at KCC and in your respective health career program will be enhanced if you are knowledgeable regarding expectations, policies, and procedures. You are encouraged to ask for clarification when and where needed, and to use all resources to progress successfully through your program.

This handbook is updated annually to ensure quality and currency of the information. However, we have the obligation and reserve the right to add or revise policies as necessary during the academic year. Changes or revisions to any established guidelines and policies will be given to you as a written addendum which will be updated in this handbook.

You are embarking on a career path that is challenging yet rewarding. We sincerely hope you will find your program to be the same. As a professional in the health career field, you will have many opportunities for personal and professional development while making a difference in the lives of others. We wish you success in attaining your goals and look forward to your success in the program.

*KCC Health Career Faculty & Administration*

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KCC Community College  
Health Careers Division  
Student Handbook  
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# Resources for Student Success

## HEALTH CAREERS DIVISION

The Health Careers Center for Excellence (HCCE) houses the Division of Health Careers and includes several academic programs. A listing along with more information regarding the health careers programs can be found [here](#).

The Health Careers Center for Excellence is located on the main campus of Kankakee Community College. The mailing address for the division is:

Kankakee Community College  
Health Careers Division  
100 College Drive  
Kankakee, IL 60901

### HEALTH CAREERS DIVISION – Administration and Staff

#### Dean of Health Careers

Chris Gibson  
Office: M107  
Office Phone: (815) 802-8815  
Email: [cgibson@kcc.edu](mailto:cgibson@kcc.edu)

#### Health Careers Faculty

	<b>Program</b>	<b>Ext.</b>	<b>Office</b>
JuTun Andrews-King	Nursing	8814	M118
Lamanda Baade*	MLT/MLA/Phlebotomy	8837	M109
Kim Brands	Nursing	8806	M119
Pat Bukowski	Nursing	8809	M118
Diane Buswell	Nursing	8811	M114
Krista Davis	Nursing	8819	M114
Kelly Edwards	Nursing	8838	M119
Kamron Geiger	Radiography	8832	M126
Carrie Hale*	Paramedic	8836	W106
Kellee Hayes*	Nursing	8828	M110
Kelli Jandura	Respiratory	8844	M121
Mary Kyrouac	Nursing	8818	M113
Kim Libby*	PTA	8816	M132
Lynn McIntyre	MLT/MLA/Phlebotomy	8835	M109
Jaelyn Montemayer	Respiratory	8842	M121
Stephanie Rayman	Nursing	8807	M113
Anne Reilly	Nursing	8833	W106
Jenny Rogers	Nursing	8812	M133
Rebecca Sherry*	Radiography	8830	M126
Christina Sosnowski	Nursing	8813	M133
Regina VanDeVelde	PTA	8817	M132
Megan Winterrowd	Simulation	8821	W106

\*Program Directors



**Career & Technical Education Division Office, W102**

Administrative Assistant: TBA (815) 802-8800  
Karen Richards (815) 802-8854

Division Office Fax Number: (815) 802-8801

**Division Office Hours:**

Monday-Friday: 7:30 a.m. – 4:30 p.m.

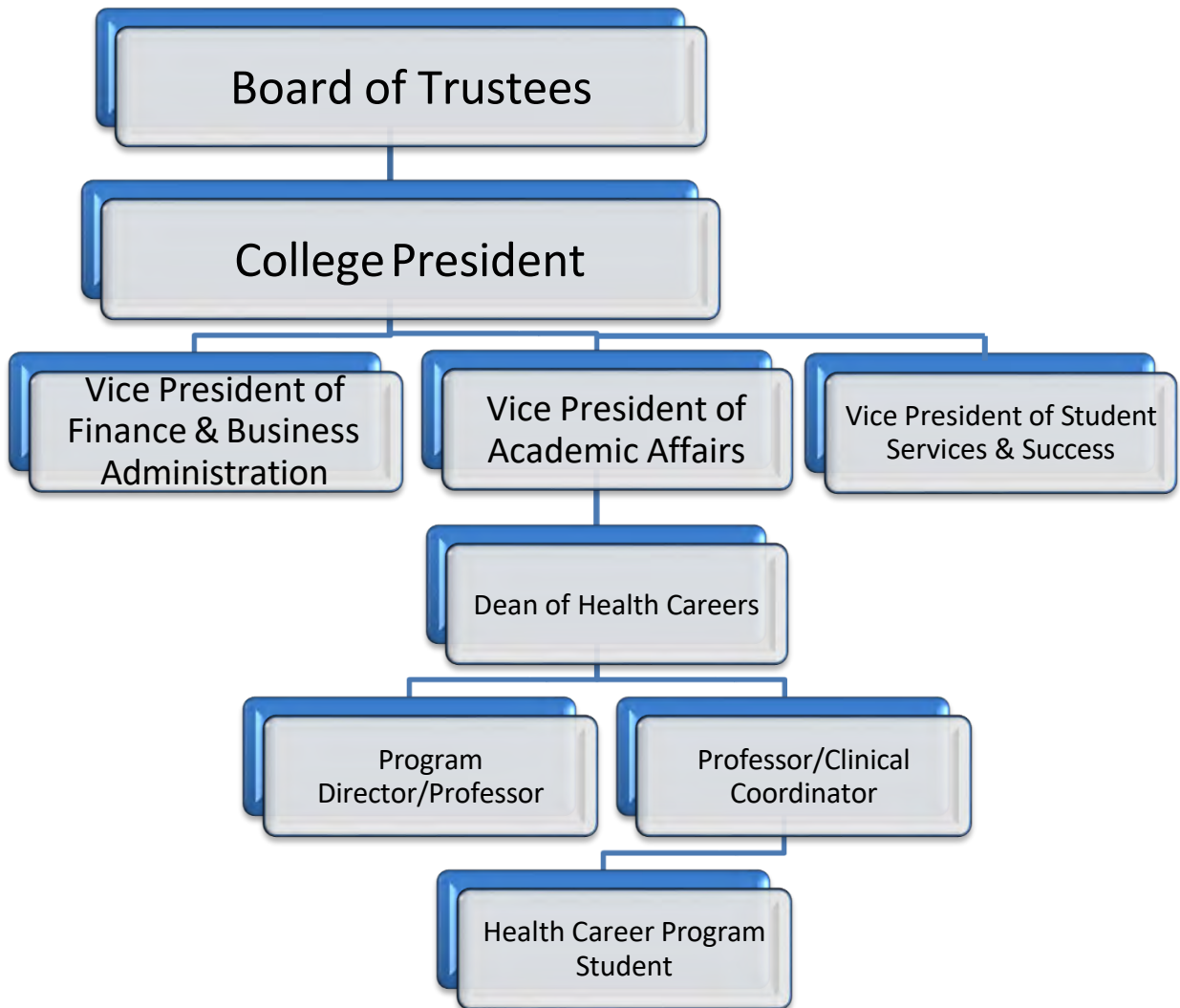
Summer session may vary based on campus hours of operation.

**Student Services, D221**

Director of Advisement: Monica Quinlan (815) 802-8514

Health Careers Advisor: Chenille Evans (815) 802-8515

**DIVISION ORGANIZATIONAL CHART**



The various health career programs offered at KCC are designed to prepare students to be entry-level health care professionals. Most programs consist of four to six consecutive semesters of classroom and clinical education with a strong emphasis on professional standards. Students are provided the knowledge, skills and practical experience required for success in a variety of health care settings.

## **DEGREE AWARDED**

The health careers division offers a variety of health career profession programs at a variety of different levels to prepare students to enter the workforce with the educational background and licensing necessary to achieve entry-level positions.

These programs and levels of achievement include

### Certificate

EMT-Basic

Medical Laboratory Assistant

Nursing Assistant

Phlebotomy

### Advanced Certificate

Coding Specialist

EMT-Paramedic

Practical Nursing

### Associate in Applied Science (AAS) Degree

Medical Laboratory Technology

Medical Laboratory Technology Advanced Placement

Paramedic

Physical Therapist Assistant

Radiography

Registered Nursing

Registered Nursing Advanced Placement

Respiratory Therapist

Respiratory Therapist Advanced Placement

## **ACCREDITATION**

Kankakee Community College is accredited by the Higher Learning Commission (HLC), which is a member of the North Central Association of Colleges and Schools, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; telephone: 312-263-0456; email: [info@hlcommission.org](mailto:info@hlcommission.org). Documents supporting the college's accreditation are available at [www.kcc.edu/data](http://www.kcc.edu/data). See the college catalog for further information.

### **MLT & Phlebotomy programs**

The Medical Laboratory Technology program at KCC is accredited and the phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; telephone: 773-714-8880; email: [info@naacsls.org](mailto:info@naacsls.org)

### **Paramedic program**

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113<sup>th</sup> St N, #7709, Seminole, FL 33775; telephone: 727-210-2350; fax: 727-210-2354; email: mail@caahep.org; and the Illinois Department of Public Health, Division of EMS.

### **Physical Therapist Assistant program**

The Physical Therapist Assistant program at KCC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, VA 22305-3085; telephone: 703-684-2782; email: accreditation@apta.org.

CAPTE is the accrediting body for all Physical Therapist (PT) and Physical Therapist Assistant (PTA) education programs. The PTA program is designed to meet and exceed the standards of CAPTE to ensure the program quality necessary for successful operation and continuous quality monitoring and improvement.

### **Radiography program**

The fundamental framework of the Radiography Program at Kankakee Community College is based on the "Essentials and Guidelines of an Accredited Educational Program for the Radiographer" which is adopted by the American Registry of Radiologic Technologists (ARRT), the American Society of Radiologic Technologists (ASRT), the American College of Radiology and the American Medical Association, and as part of Kankakee Community College The Radiography Program is accredited by the North Central Association of Colleges and Schools.

### **Registered Nursing & Practical Nursing programs**

The Registered Nursing & Practical Nursing program at KCC is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326; telephone: 404-975-5000; fax: 404-975-5020; email: info@acenursing.org. This is a specialized accreditation for nursing programs.

Both of Kankakee Community College's Nursing programs are approved by the Illinois Department of Financial and Professional Regulation (IDFPR). This state approval provides KCC Nursing Program graduates with full rights to practice and continue their education.

### **Respiratory Therapist program**

The Respiratory Therapist program at KCC is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd, Telford, TN 37690; telephone: 817-283-2835; fax: 817-354-8519; email: webmaster@coarc.com.

## **KCC MISSION STATEMENT & PHILOSOPHY**

Kankakee Community College's mission is:

**Enhancing quality of life through learning.**

Kankakee Community College's vision is:

**KCC is a flexible organization where teamwork is the expectation and student/client success is the driving force. Our shared vision is to be a leader in creatively and rapidly responding to our community's educational needs, emphasizing quality, affordability, and effective partnerships.**

Kankakee Community College's Core Values are:

**Respect, Excellence, Learning, Integrity, Collaboration**

KCC provides quality, comprehensive educational programs and services in a fiscally responsible manner. KCC offers a supportive environment for lifelong learning for the development of the individual and the community.

The college provides learning experiences for living as well as for earning, resulting in a comprehensive academic program designed to give students the personalized attention they need to lead fulfilling lives and have successful careers.

The college believes in general education as well as specialized studies. The purposes of general education courses in degree curricula are to assist students in becoming contributing members of society, to enhance career goals, and to provide appropriate backgrounds to baccalaureate-oriented students. Through completion of general education requirements, students are expected to synthesize, develop, and internalize personal values, increase awareness, and develop a more global perspective of the human condition and one's adaption to the total human environment; strengthen basic skills in communications and computation; and integrate general and career specific learning.

## **BEHAVIORS OF A SUCCESSFUL STUDENT**

Attitude – Our attitude plays a major role in our learning, relationships with others, and our success in everything we do. You can change the course of the day, event, or experience simply by changing your attitude. With the right attitude and an “anything's possible” outlook, you can enjoy a truly successful life. This is also true in learning – you must be willing to learn and seek new information. The faculty will share with you their knowledge, skills and experiences, but you must be open and receptive to their ideas, help, praise, and criticism.

Study – Each student accepted into a health career program has demonstrated that they are an excellent student. Many have come to expect high grades and have developed satisfactory study habits to achieve these grades. Despite this fact, often students need to develop new habits to be successful, especially in a standards-based performance system. Teamwork plays a large role and it is advised that teamwork in the class begins early. Developing support networks and study groups may be the single most effective way to improve performance.

- It is expected that a minimum of two (2) hours of outside study will be invested for everyone (1) classroom contact hour and that one (1) hour of outside study time will be invested for every two (2) laboratory or clinical practicum contact hours.

Understand the importance of reading –Read with purpose; relate what you are reading to your own experience and knowledge; highlight/mark the text, make notes, write questions; and learn how to identify main ideas, important details, and conclusions; and summarize. Read for understanding, comprehension and retention. It is recommended that you keep your books – this is your professional library. You should have a standard dictionary and medical dictionary to help you understand terms which are unfamiliar to you. Many resources and medical dictionaries can be found online!

Communicate Effectively - Communication, effective communication, is not only key, it is critical. Communication consists of not only verbal communication (actual spoken words), but nonverbal communication (the tone and vocal elements as well as our facial expressions, actions, gestures, posture, etc.). It is not always what is said that makes the greatest impact but how it is said. Communicate with sensitivity and respect toward yourself and others, and support open communication between yourself, other students, faculty/staff, and patients/clients. Be sure to communicate frequently and keep your faculty and classmates informed. Also, keep in touch with friends and family. They can provide you with much of the support you need to get through the program.

Collaborate – Some students find it helpful to discuss the material they have learned with other students. This allows students to ask each other questions, test themselves, receive clarification, and to compare notes and areas of importance. Remain focused with the objective to study – your time is valuable.

Collaboration with program faculty is also critical. Please share your constructive feedback with them.

Students are strongly encouraged to seek out opportunities to interact not only with other students in their program, but students in other Health Career programs. Establishing early links with other health professionals will help to prepare the student to refer appropriate patients/clients for their individual services.

### Exemplify Professional Behavior

- Attend class, lab and clinical practicums regularly  
All faculty expect students to attend class, labs and clinical experiences. Classroom discussion and lab participation will enhance what can read in a book and develop your understanding of the topics being studied. Class participation and clinical experience will form the basis for your developing sound clinical judgment. At times attendance in class will be absolutely mandatory. Absenteeism is a reflection on your reliability and an indication of your work habits in the future. Students may record class sessions only with the prior approval of the instructor.
- Be prepared in advance for class, lab and clinical practicums

When everyone is prepared for class, classroom time can be spent effectively for questions and addressing true areas of confusion, rather than general lack of knowledge. Your classmates can learn from your questions just as you can learn from theirs.

➤ Be prompt

It is your professional responsibility and a courtesy to the faculty and your classmates, as well as a benefit to you to be on time to class, clinical experiences and meetings. Not only will it allow you to avoid penalties, which may affect your grades, it will help you keep on time for other commitments.

➤ Be courteous

At all times, even in times of stress, students are expected to be courteous when interacting with others. Students are expected to speak in a professional manner and to address others appropriately. Discourteous behavior will not be tolerated in the classroom, lab or clinical setting under any circumstance and may be subject to disciplinary action.

Examples of discourteous behaviors, which are not acceptable, include but are not limited to: use of cell phones, using instant text messaging or e-mail at inappropriate times; wearing hats, sleeping or talking during lectures; interrupting lectures excessively; being late to arrive or in returning from break; packing up early; using non-verbal behaviors which would commonly be judged as impolite; using ineffective communication characterized by loudness, profanity, yelling, and/or other unprofessional behaviors.

Students must be respectful of facilities and equipment. Safe and careful use of all equipment in the classroom, lab and clinical settings is required.

- Listen – Real listening is an active process which requires hearing what the other person is saying, understanding what the other person is saying, and applying judgment to the information. Clarify understanding by repeating back what you have heard. After you understand what the speaker has said, think about whether it makes sense, and apply it to your own experiences. Listening is an important part of effective communication. It is also a key aspect to living a balanced life. Listen to yourself and your needs. Be sure to act on what you learn during the quiet moments of active listening.
- Take Notes – Each student has his/her own method of notetaking and should continue to use the method(s) which has been successful in the past. Effective note taking requires studying ahead of time, writing down only relevant and important concepts, clarifying any questions, organizing thoughts, identifying points the faculty emphasizes, and discriminating between essential and non-essential points.
- Utilize Time Management Skills - Balance your home life, work and school. Use a time-management planner to organize how you will use your time. Prioritize. To best manage your time, you must demonstrate self-discipline.

- Do Your Homework - Be willing to do more than that which is expected of you. Practice your skills as often as you and/or the faculty feel is necessary to become comfortable and efficient.
- Seek advice and help when you need it – If you find yourself being overwhelmed with the demands of the program or your living environment, seek help from others – your friends or classmates, your faculty, college resources, such as the Tutor Lab, Testing Center, Minor Memorial Library, Office of Disability Services, or Student Services at KCC. Keeping yourself healthy, both mentally and physically, serves as a role model for your patients and is necessary for your success and the ability to care for patients effectively and safely.

### Function as an Active Professional

- *Be active in your Health Career program* – Becoming a health care professional is much more than classroom experiences and textbook readings. Be willing to volunteer and to work with the staff and faculty of the program. Such opportunities help develop leadership skills, encourage socialization among students, and help prepare you for your chosen profession. Your contributions improve the quality of the program and your experience in the program. Students are also encouraged to get involved in college activities and community events.

Triumph as a Life-Long Learner - Learning is an individual and life-long process. Once you accept that knowledge is a self-directed journey and not a destination, the experiences you will have along the way will be a much more rewarding.

You can better engage by utilizing your preferred learning style and further developing other learning styles for a more comprehensive learning experience

#### *HESI Admission Assessment (A2) Exam – Learning Style Explanation<sup>2</sup>*

**Visual** – Learn best by seeing. Pictures in textbook and skills book are helpful. Will do well in clinical labs after observation. Associate pictures and skills to concepts in your mind. Write and use flashcards to study. Create pictures when studying. Write information down and take notes. Sit in the front of the class. Visualize the information obtained in lab settings and in clinical and relate this information to theory. Spend time observing others and plan before taking action. Journalizing stimulates thinking.

**Auditory** - Learn from general concepts to specific content. You like lecture courses. Read books and study materials aloud. Put facts into a song. Recite and repeat information. You will like the step-by-step clinical skills. You like verbal instructions. Help teach others as you learn. Focus on the end of each chapter's summary to help you tie information together.

**Kinesthetic** - You like to experiment with the knowledge you obtain, and you learn best by being involved. You will enjoy and do well in skills labs and clinical. Practice tests are helpful to your learning; develop tests for yourself to practice for exams. Design movements to remember facts. Study for short periods of time, then move around. Set specific goals. You learn best when you are active.

**Cognitive** - You like obtaining information that has a personal meaning for you. You need to find ways to make classroom and clinical content meaningful to you. You will enjoy both

lecture and clinical and you can identify relevant information well. You need to think concepts through and relate the information into your own words.

**Analytical** - You like things done in an orderly manner, i.e., step-by-step. You pay attention to details and like to be prepared. You also like to know what to expect, and you focus your attention on meeting your goals. You value facts over feelings. You like to finish one thing at a time and you are logical, self-motivated, objective, and consistent. You need to know not only the "how" but also the "why" of content. You enjoy learning and like tests because they break information into parts.

**Global** - You are sensitive to others and flexible. You tend to "go with the flow". You learn best by discussing and working with others. However, you need reassurance and reinforcement because you work hard to please others. You tend to take criticism personally. You see the big picture and can read between the lines. You have a sense of fairness and avoid competition and conflict. You like to give and receive praise. You need to relate knowledge to life. You are sometimes threatened by tests and may need to seek help with test-taking skills.

#### References

1. The Psychology of Studying. Cengage Learning.  
[http://www.cengage.com/resource\\_uploads/downloads/0495599115\\_214603.pdf](http://www.cengage.com/resource_uploads/downloads/0495599115_214603.pdf)
2. HESI Admission Assessment (A2) Exam. Learning Style Explanation.  
[http://docs.hamptonu.edu/student/HESI\\_A2\\_Personality\\_Profiles\\_20140205141059.pdf](http://docs.hamptonu.edu/student/HESI_A2_Personality_Profiles_20140205141059.pdf). Accessed May 3, 2016.

## TUTORING PROGRAM

Student tutors serve as learning assistants and are available for most programs. Their schedule is available through your program faculty as well as on the bulletin boards in the HCCE hallway. Tutors are available to help with daily studying, reviewing for tests, practicing skills, client research at clinical sites and providing guidance to complete written assignments. Students may obtain free assistance at any of the scheduled times without an appointment.

## LEARNING SERVICES

The Department of Learning Services at KCC is dedicated to providing a high standard of academic instruction and outstanding support services designed to assist and empower all learners to be successful in their academic and personal development. Some of the services you may find helpful include, but are not limited to:

- |                                       |              |  |
|---------------------------------------|--------------|--|
| ➤ Miner Memorial Library, L150        | 815-802-8400 | <a href="http://www.kcc.edu/library">www.kcc.edu/library</a>   |
| ➤ Office of Disability Services, L20F | 815-802-8632 | <a href="http://www.kcc.edu/student-resources/disability-services">www.kcc.edu/student-resources/disability-services</a> |
| ➤ Tutoring                            | 815-802-8474 | <a href="http://www.kcc.edu/tutoring">www.kcc.edu/tutoring</a>   |
| ➤ Testing Center, D218                | 815-802-8531 | <a href="http://www.kcc.edu/community/testing-center">www.kcc.edu/community/testing-center</a>                           |

### Financial Aid

- |                       |              |  |
|-----------------------|--------------|--|
| ➤ Financial Aid, L200 | 815-802-8550 | <a href="http://www.kcc.edu/financialaid">www.kcc.edu/financialaid</a> |
|-----------------------|--------------|--|

### Student Computer Labs

Several computer labs on the KCC campus are available for student use. The computer labs in the Health Careers division are in M117, M120 and W110. Students are encouraged to use the computer labs for their academic needs when computer classrooms are not in use. Please refrain from using the College's computers for personal use. Please



contact the KCC Helpdesk at 815-802-8900 or by email at [helpdesk@kcc.edu](mailto:helpdesk@kcc.edu) with any Information Technology questions. They can be found on campus in L364.

Helpdesk hours:     Monday – Thursday - 7:30 a.m. - 8:00 p.m.  
                              Friday - 7:30 a.m. - 5:00 p.m.  
                              Saturday, Sunday & Holidays CLOSED

## **TEXTBOOKS**

Course textbooks are available at the Hammes Bookstore. To view the required textbooks for your courses, please visit [books.kcc.edu](http://books.kcc.edu).

## **PROGRAM COST**

To view the total costs of each of KCC's Health Career programs for the 2023-24 academic year, please visit [www.kcc.edu](http://www.kcc.edu). Please note these costs are estimates and based on certain requirements that might not be required of all students. The costs for general education courses is included in this total price as well as all immunization requirements.

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# Student Rights & Responsibilities

Students within the Health Careers Division should expect to be treated fairly, professionally and with mutual courtesy and dignity. Students have the right to privacy, confidentiality, and non-discrimination. Students also shall not endure any form of harassment or misconduct on the part of the faculty or the clinical instructor and staff of a clinical facility. Students have the right to a safe practice environment in the lab and clinical setting.

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or College authorities. If a student is in doubt about any matter related to the respective Health Career Program, the student should consult their Program Director.

Accepting enrollment into a Health Careers Division program acknowledges the student's commitment to the intensive, rigorous, and comprehensive training period that is required.

## **PROFESSIONAL STANDARDS POLICY**

KCC is an educational and collegiate environment and thus has the obligation to adopt rules and regulations that both respect and protect the rights of all students.

The Health Careers Division will strictly enforce all KCC standards and guidelines as outlined in the Code of Campus Affairs and Regulations located within the college catalog. Specific attention should be paid to the "Code of Conduct" and "Disciplinary Procedures."

The faculty may remove a student from any situation for exhibiting unprofessional behavior at any time that does not reflect the standards and expectations of the Health Careers Division, professional legal and ethical guidelines, or the respective profession. If an instructor feels further action is warranted or feels that a student's behavior justifies dismissal from a course, program, or the College, the matter will be taken to the appropriate individuals for recommendation and action. See **page 30** for the **Policy for Health Career Programs Student Dismissal**.

Students in a Health Career Program at KCC are expected to always present themselves professionally, including in the classroom, lab and clinical experiences. Personal appearance is an important component of professionalism. Students should use sound judgment when choosing attire to be worn. Attire must follow the policies of KCC and the health care facilities. Attire should always present a positive image.

Program dress codes may be superseded by those of a particular clinical facility where a student is assigned. Also, an instructor may modify the standards to meet the needs for a particular experience.

The program or clinical faculty reserves the right to dismiss a student from a planned learning experience if the student is not in compliance with the personal appearance

requirements or if personal appearance or hygiene is deemed unacceptable at the discretion of the instructor. The dismissal from a particular learning experience due to inappropriate professional attire will constitute an absence which must be made up when the experience permits.

Honesty, integrity, and civility are fundamental characteristics expected of all Health Career Students. Each individual student is responsible for his/her own actions and must inform the program faculty and clinical instructor of any error or accident that occurred related to his/her role as a student within a program in the Health Careers Division. Students should not willfully perform any technique or assist with any procedure or act which is detrimental to the safety or well-being of the client/patient. Students should only perform those techniques in which they have been adequately prepared. Students should always maintain trust and confidentiality of clients/patients.

Students should be able to recognize, identify and abide by these standards. Failure to do so will be considered a violation of professional behavior resulting in disciplinary action leading up to and including dismissal from the program. See **page 35** for the **Professional Standards for KCC Health Career Students policy**.

### **CONFIDENTIALITY**

Students are expected to maintain confidentiality in all situations related to the classroom, laboratory setting, and clinical experiences according to HIPAA and FERPA policies. Confidentiality is important to maintain the integrity of the program as well as the trust of others. Students in a Health Career Program are expected to abide by the following Confidentiality Policies and understand the Confidentiality Agreement. See **page 36** for the **Confidentiality Agreement policy**.

### **HIPAA POLICY**

Clients have rights to privacy and confidentiality. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), only communication about clients/patients that is necessary to provide, manage, and coordinate care is permitted. To ensure that students and faculty of the Health Careers Division understand the importance of this law that requires client/patient information to be kept confidential, the following HIPAA policy is enacted:

1. Students participating in clinical education are in facilities for the purpose of learning, and function under the direction and supervision of a clinical instructor or clinical faculty. When KCC students are functioning within a facility for the purpose of education, they are to follow the confidentiality policies and procedures of the facility.
2. Information gathered during clinical education experiences, field trips, or client/student interacting and interviews in the laboratory setting are to be treated as confidential and in accordance with HIPAA guidelines.
3. Discussion between students and instructors about classroom and clinical experiences are expected to occur so that students may learn from the experiences of others. These discussions are basic to the education of a Health Careers student and

are not considered to be unethical – providing that the rights and dignity of the client are maintained and limited to appropriate learning situations. Client specific information should not be discussed with anyone outside the facility, among employees of the clinical site, or among students unless information is required directly for the care of the client or as a learning tool within the educational setting. Unauthorized disclosure of client information may result in civil and/or criminal liability under Federal or State laws.

4. Confidentiality must be maintained for all client information that is taken from the clinical facility. Students need to make sure that all identifying information is blackened out. Taking any paper documentation with client identifiers out of the facility building is strictly prohibited.

Protected client information includes but is not limited to: name, address, phone, dates (birth date, admission date, discharge date, date of death), fax number, email address, SSN and driver's license number, medical record number and health plan beneficiary number, and any other identifying information.

Highly confidential information (must have client's/patient's authorization for release) consists of but not limited to: mental health notes/treatment/disability, alcohol and drug abuse, HIV/AIDS; venereal disease, genetic testing, child abuse or neglect/adult abuse, sexual assault.

5. Students must complete required training and documentation for HIPAA prior to entering the clinical experience. KCC requires that every student in a Health Career program:
  - a. Accesses the HIPAA module through our course in Canvas to view the required PowerPoints and complete the quiz
  - b. Complete specific clinical facility training as required

It is the responsibility of every student to maintain the confidentiality of client/patient information, personnel information, and competitive information regarding a clinical facility's plans and operations at all times. Failure to abide by the HIPAA policy will result in disciplinary action which may lead up to and include dismissal from the program.

### **FERPA POLICY**

In COMPLIANCE WITH THE Family Educational Rights and Privacy Act (FERPA) and all amendments, students at KCC are guaranteed certain rights with respect to their educational records. Refer to the KCC College Catalog, Code of Campus Affairs and Regulations, Section 12.0-12.2 for detail of these rights.

### **AUTHORIZATION AND CONSENT FOR RELEASE AGREEMENT**

As part of Health Career Program requirements, students will be scheduled for educational opportunities outside of the classroom. These include clinical practicum experiences, observation experiences/fieldtrips and other educational requirements outside of the KCC facility. The facilities/agencies where students complete these experiences may require that KCC release the following student information as a condition for placement.

As an actively enrolled student within a Health Careers program at KCC, I authorize KCC to release the following information, in addition to information deemed appropriate and necessary by the program faculty, to any facility/agency that may be required to complete the educational program. This information includes, but is not limited to:

1. Criminal background check results
2. Drug screening results
3. CPR certification documentation
4. Health & Immunization records
5. Proof of Professional Liability Insurance (Malpractice) coverage
6. Information related to student strengths and weaknesses, including student profile information, for the purpose of successful completion of the clinical experience.

This permission extends for the duration of my active enrollment in a program within the Health Careers Division at KCC. I understand that the information disclosed pursuant to this authorization, may be subject to disclosure by the recipient facilities/agencies. I also understand that failure to agree to this release of information may prevent me from participating in a clinical experience, and thus completing the necessary program requirements for graduation.

See **page 29 for acknowledgement form.**

## **SOCIAL MEDIA**

Students should recognize that they are on the brink of entering a profession and should use good judgment about what is always posted in these forums. The preservation of patient and client confidentiality is of utmost importance. Students should remain mindful of the confidentiality agreement and HIPAA policy when posting on social media.

## **ENTHUSIASM, COOPERATION, AND PARTICIPATION**

Enthusiasm, cooperation, and participation are stimulating factors which contribute to interpersonal relationships, learning, and good working conditions. Students are expected to participate in all aspects of learning, whether in the classroom, laboratory, clinical setting, online, or other program related event to the best of their ability. Student may be interviewed, photographed, and/or audio/videotaped related to their participation in their Health Career program learning experiences. Students are requested to read and sign the Consent and Release of Media Materials for Interview, Photographing, Audio/Videotaping and/or Website Use statement on the Student Informed Consent Signature Form.

Additionally, students are expected to demonstrate and practice skills on each other. Students will serve as practice subjects (client simulators) for other students to perform select procedures and techniques with. Students must notify program faculty of any contraindications to a technique prior to the demonstration or practice of the skill. If students choose not to participate, it may jeopardize their ability to safely complete the course and they may have to withdraw from the course.

Participation in clinical education with techniques performed on real patients/clients under the direction and supervision of a clinical instructor or clinical faculty is expected and

required of all students to complete the necessary requirements of their respective program. Students must be able to touch and be physically touched consistent with professional protocol and responsibilities in client care.

### **PLATINUM RULE**

“Do unto others as they would have you do unto them.” In other word, treat others the way they want to be treated and talk in ways that it makes them want to listen. The Platinum Rule encourages attention to the other person’s expectations, needs, and preferences by being more culturally aware and sensitive to the diversity of people. Quality client care requires that one anticipates the needs of others in hopes of exceeding their expectations.

# Division Standards, Policies & Procedures

## **ACADEMIC REGULATIONS**

Students in health career programs are governed by the academic regulations of the college as found in the KCC college catalog, as well as by the academic standards and guidelines adopted by the faculty of their respective health career program.

## **STANDARDS AND POLICY CHANGES**

KCC's health career program faculty reserve the right to institute new program policies or policy changes, standards, or academic regulations as the need becomes evident. Students will be provided with the new or changed policies or standards as well as the date when the policy or standard is to become effective.

The health career programs welcome suggestions students may have in relation to new or current policies, procedures, standards, or regulations. Suggestions can be shared with your program director or the Health Career Division Dean in writing.

## **ACADEMIC CALENDAR**

Refer to the KCC college catalog on the KCC website. Please note that your health career program course dates may deviate from KCC's academic calendar year. Students will be provided course dates and times well in advance to make the necessary accommodations. Students are responsible for being familiar with course syllabi as they relate to the course calendars and requirements.

## **ATTENDANCE POLICY**

All of the following attendance procedures apply to classes/labs on campus as well as clinical education experiences. Students are expected to report to the classroom, lab, or clinical facility on time, properly dressed, and prepared to carry out the learning experience.

Regular attendance at all scheduled classes, laboratory sessions and clinical practicum experiences is expected and mandatory. Students are expected to be present at the beginning of class, lab, or clinical experiences and remain until the scheduled session and responsibilities are complete.

See program specific handbook for additional program requirements.

## **INCLEMENT WEATHER**

Students will be notified when classes are cancelled due to inclement weather whenever the KCC campus is closed for weather conditions. As a rule, KCC operates in inclement weather. To receive email and text alerts for notification of cancelled classes due to local weather, log into Self-Service. Select the Students option from the main menu. Under the



heading User Account select Address/Phone Number Change. Enter phone number and in “type” select “SMS Receive KCC text alerts”. Additionally, the web site, <http://www.emergencyclosings.com/> will post KCC closing information. Students are encouraged to use sound judgment when traveling in all weather conditions.

See program specific handbook for attendance at clinical experiences during inclement weather days.

### **AMERICANS WITH DISABILITIES ACT**

If a student has a documented disability and will require a reasonable instructional accommodation, it is the student’s responsibility to contact the Office of Disability Services at 815-802-8632, or online at [www.kcc.edu/student-resources/disability-services](http://www.kcc.edu/student-resources/disability-services), as well as notify the Program Director.

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

KCC is an equal opportunity/affirmative action employer and complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 540 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Please refer to the current KCC college catalog for details.

### **ACADEMIC ADVISEMENT**

Health career program faculty are committed to the success of students. Any student who feels he/she is having difficulty in any part of the program should make an appointment to talk with the class instructor or program director and share any concerns BEFORE problems escalate. If the problem is in an area beyond the faculty’s expertise, the faculty will direct the student(s) to an appropriate college service or individual.

Should an instructor identify a student as having academic difficulties, the instructor may refer that student to KCC’s office of Learning Services or Student Services for further assistance/advisement. Students referred for additional services may participate voluntarily. Students are encouraged to take advantage of available resources at KCC to assist with overall success in the program.

Students wishing to voluntarily withdraw themselves from their Health Career program should first seek advisement from their program director. Students are encouraged to make all reasonable attempts to rectify the situation and set a journey for success in the program before withdrawal occurs.

### **ONLINE LEARNING MANAGEMENT SYSTEM**

Health career programs utilize a web-based learning management system and technology

(i.e. CANVAS) for all courses for things such as grades, as a document repository, a resource for learners, and/or a delivery mode for select course learning and/or assessment activities. Such technology can function as a compliment to traditional courses and as a site for distance learning. It is the student’s responsibility to become familiar with using the online management system. Faculty may post announcements related to a particular course online. Students are expected to check for course announcements on a regular basis.

**It is highly recommended students complete the CANVAS orientation prior to starting their program.**

If assistance is needed, students may contact the KCC Help Desk at [helpdesk@kcc.edu](mailto:helpdesk@kcc.edu) or 815-802-8900. Students must maintain a current KCC email address for CANVAS communication issues.

### **EMAIL COMMUNICATION**

A KCC issued email address (...@student.kcc.edu) or KCC online learning management system technology are the **ONLY** acceptable electronic methods utilized by Health Career program faculty for course related email contact and communication. While actively enrolled in a Health Career program, students are expected to **check their KCC emails a minimum of three times a week during scheduled classes, periodically when classes are not in session, and more often during clinical practicum experiences.** Professional standards and expectations apply to electronic communication, including emails.

### **ELECTRONIC DEVICES**

Any sort of electronic device including but not limited to smart watches, cell phones, texting devices, pagers, and iPods or MP3 players are strictly prohibited during exams/test/quizzes and are not permitted during class or labs unless otherwise requested by the instructor. Laptops and other electronic devices are permitted for the purposes of note taking and participation in designated classroom activities. Cell phones should be turned completely off during class and lab, pending permission for unusual circumstances. If a phone rings or a student is noted to be texting during class, the student may be asked to leave for that class session and may not be permitted to make-up any missed assignments or practice sessions. Texting is not permitted during class, labs, or tests/exams. Breaks may be used for these purposes. Although such devices are commonplace, they can be disruptive to other students' learning experiences.

Students interested in audio-recording or videoing lectures, or lab must first obtain consent of the instructor and may only be used during designated times.

### **METHODS OF TEACHING/INSTRUCTION**

Learning needs of students require that information be presented in a manner that provides an opportunity to experience or apply learning as soon as possible, making the integration of classroom, laboratory, and clinical experiences critical in the learning process. Not all students learn the same way, therefore; information will be presented in various ways. Methods of teaching/instruction for student achievement may include but are not limited to: feedback/performance-based instruction, lecture, discussion/debate, demonstrations, laboratory and clinical experiences, role playing, case presentations, conferences, written assignments, reading assignments, audio-visual aids, field trips, and computer assisted instruction.

### **COURSE WITHDRAWAL AND CHANGES**

Procedures are outlined in the KCC college catalog. Students who wish to withdraw from a Health Career program course need to do so through their program director.

## **RETENTION, PROGRESSION AND RE-ENTRY TO A HEALTH CAREER PROGRAM**

Students must earn a minimum grade of “C” in each health career program course and general education course required in the program curriculum to progress in the program and be considered as making satisfactory progress. Additionally, students are required to maintain an overall GPA of 2.0 or better on a 4.0 scale in order to remain in and graduate from their Health Career program. Failure to demonstrate meeting these requirements will result in student withdrawal. The student must then apply for re-entry to enter their program. This is consistent with the Academic Regulations in the KCC college catalog.

Students who perform below a “C” level in one of the above courses must repeat the course successfully to progress in the program. If the course is a prerequisite for another course, the successful retake must occur before continuing on, or enrolling in the next course unless otherwise approved through the Academic Appeals Process.

Students should refer to the KCC college catalog for details of re-entry procedures for the college. All re-entry requirements for the college must be met in addition to those requirements for their health career program. Students seeking re-entry to a health career program should contact their program director.

Re-entry is based on space available and is never guaranteed. Completion of initial health careers application procedures or petitioning for re-entry is required depending upon the category into which the circumstances place the student.

## **GRADUATION REQUIREMENTS**

Students must meet both KCC and program specific requirements for graduation. Please refer to the KCC Code of Campus Affairs and Regulations, 11.0-11.8 for college graduation requirements.

## **PHYSICAL EXAMINATION AND HEALTH INFORMATION**

Students are responsible for keeping their physical requirements current. Students should allow 5-7 business days for review of their paperwork by their program director or clinical coordinator after turning in any physical form or documentation.

When a student is readmitted to a Health Career program, a new physical examination may need to be submitted and additional immunization/titer records may be required. A new criminal background check and drug screen may also be required. See your program director or clinical coordinator about what requirements you will need to complete.

Possible **locations and costs for physicals and immunizations/titers for health careers students** can be found in **Appendix A**.

See **Physical Form** for the **Student Physical Requirements and Documentation Policy** for direction on the items required of you for your program.

## **DRUG TESTING & CRIMINAL BACKGROUND CHECK PROCEDURES**

Prior to the start of your program, you must complete the prescribed criminal background check without any disqualifying convictions and have a negative drug screen. You are responsible for the costs incurred and both requirements must be received by the program

director or clinical coordinator by the deadline they provide. Students who do not have all of the completed documentation on file by the date instructed may forfeit their seat in the program.

KCC have designated the following companies to perform the drug testing. Results are sent directly from the companies to the college.

➤ Drug Testing Companies

**Physicians Immediate Care**

350 N. Kinzie Ave., Bradley, Il 60915

815-348-9320

**Riverside Workforce Health Services**

400 S. Kennedy Drive, Suite 700, Bradley, Il 60915

815-935-7532

The Illinois General Assembly enacted the Health Care Worker Criminal Background Check Act, Public Act 89-197, to prohibit individuals who have been convicted of certain enumerated criminal offenses from holding positions as “Home Care Aides, Nurses’ Aides, Personal Care Assistants, Private Duty Nurse Aides, Student Nurses, Day Training Personnel, or any similar health related occupation.” The general statutory provisions prohibit health care employers from knowingly hiring, employing, or retaining any individual in a position with duties involving direct care for clients, patients, or residents, who has been convicted of committing or attempting to commit one or more of the offenses **listed as a Disqualifying Offense (Appendix C)**.

Community colleges are not health care employers under the Act. However, it is considered the duty of the College to inform students in writing of the provisions of the Act. Any student who has been convicted of committing or attempting to commit any of the enumerated offenses may not be permitted to complete the clinical portion of his/her training or be employed by a health care employer. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, KCC cannot guarantee clinical placement, or guarantee graduation if the student is unable to meet all program requirements.

In accordance with this law and KCC’s requirement to notify students of the above, students must complete the **Health Program Criminal Background Check form** to acknowledge their understanding of the Criminal Background Check Policy and implications of Public Act 89-197.

## **CPR CERTIFICATION**

Students in most health career programs are required to obtain CPR (Cardio-pulmonary Resuscitation) certification through the American Heart Association – BLS Provider OR the American Red Cross – CPR/AED for the Professional Rescuer. Each student is expected to arrange for and schedule their participation in a CPR course at a time when not scheduled for classroom or clinical experiences. Students must submit documentation (copy of certification card) to the Program Director or Clinical Coordinator prior to the start of their clinical assignment.

Please see below for instructions on how to obtain a CPR certification.

### **American Heart Association Online HeartCode BLS CPR Course**

- Go to the American Heart Association website at:  
<https://shopcpr.heart.org/product-type/blended-elearning>.
- Select HeartCode BLS
  - Product #: 20-3553
  - ISBN: 978-1-61669-796-9
  - \$31.00
- Add the item to your cart and checkout.

#### **Steps to Complete the Online HeartCode BLS Course:**

1. Access your course. Choose the In-Facility version.
2. Complete the course survey.
3. Download and print your completion certificate by clicking on the 'Certificate' button.
4. Click on 'Claim CME/CE' button to claim continuing education.

#### **Steps to Complete HeartCode BLS CPR Hands-On Skills:**

1. Make a payment for the HeartCode BLS card to the KCC Accounting Department. The card cost is **\$5.50**.
2. Schedule a date and time to complete the BLS hands-on skills evaluation with Jaime Pavesic in the Health Careers Division Office W102.
  - Completion certificate and paid receipt from accounting must be turned in at this time.
3. Hands-on evaluation will be offered the first Thursday of the month.

### **PROFESSIONAL LIABILITY INSURANCE**

KCC provides malpractice liability coverage for students in a Health Career program at a minimal cost which is included in student lab fees for each course. Students are required to participate. Please refer to **Appendix D for details as well as a copy of the Certificate of Insurance for KCC.**

### **HEALTH INSURANCE**

Working in the health care field involves an assumption of risk. If the student, after appropriate instruction, follows correct protocol, procedures and policies, the risk of injury or illness is minimal. **Should an incident or illness occur, the student assumes the responsibility for testing, treatment, and any other expenses. Please refer to page 31**

**KCC requires assurance that medical costs for personal injuries incurred, or disease contracted by a program student will be paid. To meet this consideration, KCC requires that all health career student either have their own health insurance or sign the health insurance waiver and assume responsibility for medical costs.** KCC strongly recommends carrying major medical insurance coverage. **See page 31 of this handbook for the Health Insurance Policy.** If a student's health insurance status changes during the course of the program, the student should request a new form from the program director to update his/her file.

## **SUBSTANCE ABUSE**

Students who are suspected to be under the influence of drugs, alcohol or other behavior altering substances while in class, lab, clinical setting or other college-sponsored activities may be tested without notice according to Board-approved procedures. Failure to comply with the college procedure for testing will result in disciplinary action.

Any student who has been dismissed from a clinical facility by a clinical instructor must report to the program director prior to returning to the clinical experience. See Code of Campus Affairs & Regulations 17.0 in the KCC Catalog.

## **MEDICATION**

Students in KCC's Health Career programs should take medication only upon the advice, prescription, and supervision of a physician or other appropriate health care provider. In accordance with the Standards for Ethical Conduct, Health Career program students shall not take any harmful drugs. Students are strongly encouraged to avoid the use of drugs which affect the central nervous system unless taken under the prescription and supervision of a physician. Such drugs can affect one's psychomotor abilities and consequently jeopardize the welfare and safety of the client/patient and decrease the ability to behave effectively in the program. Students need to inform the instructor when taking any drug so that the instructor is in a knowledgeable position should an emergency situation arise.

## **PREGNANCY**

Pregnancy should be reported to the Program Director and/or Clinical Coordinator as soon as it is suspected or verified. Though the student's right to privacy is recognized and respected, it is important that the faculty be aware of the situation so as to inform the student of and give the best possible protection against the environmental dangers that may be encountered in the laboratory and/or clinical setting. The Program Director will consider the student's pregnant status when making clinical assignments.

The student will be required to submit a **Change in Health Status and Medical Release to Return to Lab/Clinical**. Additionally, the student will be required to obtain medical clearance to continue in the program. Forms can be obtained from the division office (W102).

Some programs may have additional standards. See program specific handbook (if applicable).

Student may not participate in clinical activities with **any** type of restriction. The student must be capable of all physical and functional requirements throughout the program. See program specific handbook for specific physical and functional requirements required by students enrolled in that health career program.

## **PERSONAL PHONE CALLS**

Students should inform their families and childcare personnel where they are in case of an emergency. Students should not receive "non-emergency" phone calls or visitors during a clinical experience time, nor should students make non-emergency phone calls from the clinical facility. Personal phone calls or checking messages should only be made during

appropriate times and using a personal cell phone. **Students may not carry cell phones while treating patients/clients.**

### **CLIENT/PATIENT RIGHTS**

Clients/patients have the right to know that they are being treated by a student and may refuse treatment by the student. The clinical instructor has the responsibility to obtain client/patient consent for treatment provided by the student and to introduce the student as such. Additionally, students are required to introduce themselves to clients, patients, staff and others as a Health Career program student at all times and receive informed consent from the client/patient prior to treatment. Should a client/patient pursue their risk-free right to refuse treatment from a Health Career program student, this should graciously be acknowledged and communicated to the clinical instructor.

### **CLINICAL FACILITY RIGHTS**

Any clinical facility has the right to refuse a clinical practicum schedule to student and program faculty. Students and clinical faculty may request to see the Clinical Affiliation Agreement developed between the clinical facility and KCC for further details regarding clinical facility rights. Such requests should be directed to the program director and/or clinical coordinator.

### **STANDARD PRECAUTIONS**

The student will be instructed in the Federal OSHA (Occupational Safety and Health Administration) blood borne pathogens standards, standard precautions (preventing transmission) and TB precautions prior to potential risks. Clinical sites may require

additional health records and training (further information provided in specific classes). Standard precautions should be always maintained in the classroom and clinical setting.

- In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, not-intact skin, or contact with blood or other potentially infectious material including saliva), the student must report the incident immediately to his/her clinical instructor at the clinical facility as well as their program director and/or clinical coordinator.

### **SAFETY POLICIES AND PROCEDURES**

A high priority of all Health Career programs is to ensure the safety of all students and all those associated with the program during all classroom, laboratory, and clinical experiences. Health Career students should be familiar with campus security procedures outlined in the KCC College Catalog while on campus, as well as the facility's safety procedures during field trips and clinical practicums. It is the instructor's responsibility to make students aware of facility safety procedures when off-campus. In the event of an incident on-campus, the instructor will notify the appropriate persons to report and document.

Whenever a student or visitor sustains actual or possible injury while on KCC property within their program, the instructor will be immediately notified who will then contact Security at ext. 5555. Dial 911 for medical emergency.

Campus Security should be called to assist in the investigation of any visitor injury requiring immediate medical attention. If the injured individual requires or wishes to receive medical care, he/she will call and visit their health care provider or an emergency medical provider. In the event the injured cannot make the call, an ambulance will be called for them.

Campus Security is responsible for completing an Incident-Injury Report Form as soon as possible after the injury.

See program specific handbook for specific off-campus guidelines.

### **On Campus**

Emergency routes are posted in KCC classrooms and labs. Please refer to KCC's Emergency & Safety procedures for further details. The following highlight notification procedures used in case of an emergency:

1. Emergencies, incidents or conditions leading to unsafe or insecure circumstances should be reported immediately.
2. Call 911 or dial ext. 5555 from any campus phone. In case of a medical emergency, Student Services should also be notified.
  - a. Identify yourself, give the extension number from which you are calling, and your location.
  - b. State the nature of the emergency. Stay on the phone when possible. Stay calm.
  - c. In the case of an accident where a person is injured, remain with the injured individual and make him/her as comfortable as possible, after notifying appropriate College Personnel.
  - d. Additional numbers are available in the KCC Campus Safety and Security brochure.

**Behavioral Intervention and Threat Assessment** – KCC is concerned about the care, welfare, safety, and security of everyone and is committed to providing an environment in which individuals are free to work, learn and teach without threats of intimidation and harm. Reporting a concern:

1. Emergencies: call 911 or call KCC security at 5555 from any campus phone.
2. Non-Emergency Referrals: email [bit@kcc.edu](mailto:bit@kcc.edu), or phone the Dean of Student Affairs @ 815-802-8510 or KCC security's non-emergency number @ 815-802-8190.
3. It is the responsibility of Campus Security to notify proper personnel. Upon arriving at the scene, Campus Security will take charge.

### **CHANNELS OF COMMUNICATION AND PROBLEM RESOLUTION**

The faculty believes that the following proper channels of communication are conducive to good interpersonal relationships and the resolution of problems. In addition, it is believed that problems are best resolved at the level on which they occur. The student is expected to follow the proper channels of communication when dealing with peers and faculty.

Should a problem occur between students, the students are expected to resolve the problem themselves. They may seek guidance from program faculty or other KCC resources regarding how to handle the problem, but attempts at resolving the problem should occur



between the involved students in an adult and professional manner. If after a reasonable attempt, the problem has not been resolved, the students should bring the problem to the attention of the appropriate faculty member. Should resolution of the problem not occur after faculty involvement, the Program Director should be consulted by the student and faculty member involved.

Problems which occur between a faculty member and a student must first be dealt with by the student and the faculty member. If resolution does not occur after a reasonable length of time, the Dean of Health Careers should be consulted. Either the student or faculty member may initiate involvement of the Dean of Health Careers.

Problems which occur during a clinical experience between a student and clinical instructor, other staff member, or client/patient should also be attempted to be resolved between the involved individuals first. Such issues or concerns should be brought to the attention of the program director and/or clinical coordinator as soon as possible. The program director will provide the necessary guidance and/or leadership for resolution of the problem.

Health Career program faculty may involve the Dean of Health Careers, the Vice President of Academic Affairs, the Vice President of Student Affairs, and other appropriate college officials in any situation in which their involvement is deemed necessary.

### **HEALTH CAREERS GRIEVANCE POLICY**

It is the policy of the Health Career programs to welcome comments, suggestions, ideas, and constructive criticism as part of continuous and systematic program evaluation and improvement.

Individuals formally or informally affiliated with KCC have the right to express their concerns regarding a KCC Health Career program, or any of its affiliates. The instructional complaint process addresses concerns related to grades, the classroom or faculty conduct. The student should attempt to resolve the concern directly with the appropriate faculty member before starting the formal resolution process. If you are not satisfied or willing to address the issue with the faculty member, a formal process may be initiated. The formal process is to complete, sign and submit the Instructional Complaint/Grade Grievance Form. The appropriate administrator then will do one of the following: concur with the findings and resolution, dismiss the charge, or suggest a new resolution.

If you feel the due process was not followed, an appeal can be made to the Vice President of Academic Affairs within 10 working days from the receipt of the administrative decision. The appeal must establish one of the following: the procedures were not properly followed **or** an adequate opportunity to present evidence was not allowed. A decision regarding the appeal will be made within 10 working days by the Vice President of Academic Affairs. The decision on the appeal is final. The **Instructional Complaint/Grade Grievance Form** can be found and completed online through KCC's website [here](#). See **Appendix E** for a sample.

# Forms

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*\*Forms are subject to be updated and changed from the date this handbook is printed.*

# Health Career Student Policy Acknowledgement Signature Form

HEALTH CAREER DIVISION

100 College Drive • Kankakee, IL 60901 • (815) 802-8800 • FAX: (815) 802-8801

Student Printed Name: \_\_\_\_\_ KCC Student ID # \_\_\_\_\_

## Student Handbook Acknowledgement

I have received my copy of the "Health Career Division Student Handbook" and will become familiar with its contents. The policies, standards and guidelines as stated are acceptable to me and will give direction to my activities while in my Health Career program at Kankakee Community College. I understand that failure to abide by these guidelines may result in dismissal from the KCC Health Career program in which I am enrolled in.

### Disclaimer

I understand that the Health Career division faculty reserve the right to make additions or deletions to this handbook. Students will be given a written addendum to include in their handbook if any changes occur.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Understanding of Health Career Division Program Standards, Policies and Procedures

I have read and understand my Rights and Responsibilities as a Health Career division student and the program policies as stated in the KCC College Catalog and this Health Career Division Student Handbook. I am responsible for all guidelines, policies, and procedures in these publications. It is my responsibility to ask for clarification where/when needed. I understand that failure to abide by these guidelines may result in dismissal from the KCC Health Career program in which I am enrolled in.

Policy for Health Career Program Student Dismissal	Page 30	Professional Standards for KCC Health Career Students	Page 35
Health Insurance	Page 31	Confidentiality Agreement	Page 36
Policy for Injury of Illness	Page 32	Program Completion	Page 37
Change to Health Status	Page 33	Clinical Placement Notice	Page 38
Conditional Acceptance Policy	Page 34		

In addition, I understand that as a Health Career division student, I am expected to demonstrate and complete various procedures and skills in the classroom, laboratory, and clinic settings. I am aware that KCC and program faculty will not be liable for any mental or physical consequences due to participation in laboratory or program activities. I also understand that the Health Career division program faculty reserve the right to change or amend this information at any time and will notify me accordingly.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Consent and Release of Media Materials for Interview, Photographing, Audio/Videotaping and/or Website Use

I consent to interview(s), photography, and/or audio/videotaping related to my participation as a student at Kankakee Community College (KCC) and in my Health Career division program. I understand this material is property of KCC and may be used in present or in the future.

I waive any rights I may have to any claims for payment or royalties or to inspect or approve any of the materials taken by KCC, or the person/entity designated by it, in connection with the use of these materials, regardless of the purpose. I release KCC and/or its affiliate(s) from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of the pictures, or in any processing toward the completion of the finished product.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Policy for Health Career Program Student Dismissal (page 30)

I have read and understand the criteria for dismissal from the Health Career division program in which I am enrolled in. I commit to ask questions and seek guidance from my instructors and program faculty as a self-directed learner to optimize my success in the program.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that if I am administratively withdrawn from a Health Career Program for failing to meet or maintain a program or course requirement, I remain financially responsible for all tuition and fees incurred.

*If student under the age of 18:* I, the parent/legal guardian of the above-named student, have read the Health Career Division Student Handbook and understand the program standards, policies and procedures and of the expectations of students in a Health Career division program.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

**Kankakee Community College  
Health Careers Division**

**Policy for Health Career Programs Student Dismissal**

Certain acts by students and breaches of the College Code of Conduct (see current college catalog) may be considered serious enough to warrant immediate and permanent dismissal from a Health Career program of study as well as **all** Health Career Programs. Students dismissed from a Health Career program for violations of the College Code of Conduct or for any of the following reasons may not be allowed to re-enter a Health Career program at Kankakee Community College. The acts of conduct considered serious enough to warrant immediate and permanent dismissal from a Health Career program include - but are not limited to - the following examples. The policy applies to all components of the curriculum and time while an active student.

1. Unauthorized possession of firearms or other weapons on college premises or clinical or the premises of a clinical facility.
2. Possession and/or use of alcohol, illegal/recreational drugs or drug paraphernalia on college premises or the premises of a clinical facility.
3. Intoxication or being under the influence of alcohol, illicit drugs or prescription drugs that alter the ability to function safely during clinical or classroom time.
4. Willful damage or theft of college property or property of a clinical facility.
5. Unethical, illegal, unprofessional, or other behavior or conduct that is otherwise considered unacceptable by the program, college, or clinical facility.
6. Falsification or invention of information/documentation.
7. Falsification of student or clinical facility records.
8. Failure to maintain confidentiality and/or disclosure of confidential information.
9. Failure to accept constructive feedback.
10. Failure to achieve or maintain expected standards and/or level of programmatic performance.
11. Failure to demonstrate safety or comply with safety procedures in the classroom, labs, simulation lab or clinical setting and/or a serious or repeated threat to self, other or patient safety.
12. Verbal or physical threatening behavior.
13. Cheating by using or attempting to use unauthorized materials, information or study aids during an academic exercise or examination.
14. Sharing information about an examination or assignment with other students. Failure to follow policies or guidelines of the Health Career program, college, or clinical facility.
15. Failure to get along with others.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Reviewed 1/2022

## **HEALTH INSURANCE**

Health Career programs at Kankakee Community College require a clinical experience to meet program learning outcomes. The clinical experience(s) will occur in area health care facilities. Students will be responsible for the cost of health care incurred through personal injury or disease contract while at the clinical facility. For this reason, Kankakee Community College strongly recommends that students carry medical insurance coverage. Please note that some clinical facilities will require students to show proof of current medical insurance to participate in a clinical experience at that facility.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

**Kankakee Community College  
Health Careers Division**

**Health Career Policy for Injury or Illness**

Students who are ill or otherwise unable to attend a clinical experience must notify the assigned clinical facility at least 30 minutes prior to the start of the clinical day. Students are expected to exercise sound judgment regarding attending clinical experiences when ill for the protection of patients, peers, and personnel of the health care facility. The faculty or preceptor reserves the right to request that a student leave the clinical facility if it is felt the condition of the student can endanger the health and welfare of the student, patient and/or others in the environment.

Students who have a change in their health are required to notify the Program Director and/or Clinical Coordinator prior to attending any further clinical experiences. The Program Director and/or Clinical Coordinator reserves the right to request a medical release from a physician in any situation in which there is a possible threat to the health and welfare of others.

Students may not participate in clinical activities with **any** type of restriction. The student must be capable of all physical and functional requirements throughout the program. (Please see individual program handbooks for specific physical and functional requirements required by students enrolled in a specific health career program.) A medical release will be required from the physician stating the student may return to the clinical setting with no restrictions, prior to the student returning to the clinical facility. Patient safety is our highest priority.

Students should take medication only upon the advice, prescription and supervision of a physician and the student should inform the instructor when he/she is taking any drug so that the instructor is in a knowledgeable position should an emergency arise. Any medications that may affect the student's ability to think clearly may result in the student being excused from clinical until no longer taking that medication. Students will not be allowed in the clinical facility under the influence of a narcotic medication. Such drugs can affect one's psychomotor abilities, consequently, jeopardize the welfare and safety of the client, and decrease the student's ability to achieve in the program.

Faculty will make every attempt to consider the student schedule. However, be advised, the number of students an instructor can have at a clinical site may be limited. In the case of "extenuating circumstances" an "incomplete" may be considered to allow the student additional time to complete the clinical requirements.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Reviewed 1/2022

## **Change to Health Status**

Though the student's right to privacy is recognized and respected, it is important that the faculty be aware of all health-related situations so as to inform the student of and give the best possible protection against the environmental dangers that may be encountered in the laboratory and/or clinical setting. Students must be able to safely complete all laboratory and clinical requirements within the practice setting.

Any change in health status should be reported to the Clinical Coordinator and/or Program Director as soon as it is suspected or verified. Students may not participate in clinical activities or course labs with any type of restrictions. The student must be capable of all physical and functional requirements throughout the program. Please see individual program handbook for specific physical and functional requirements required by students enrolled in a specific health career program.

By signing below, or filling out the form, I acknowledge I am registered for a course(s) that requires me to meet the essential functions for the program in which I am enrolled and am aware of all withdrawal and refund dates posted on my registration statement. I understand it is my responsibility to notify the Clinical Coordinator and/or Program Director of my program regarding any change in health status. I am responsible for obtaining all required and necessary medical documentation and releases and keeping the Clinical Coordinator and/or Program Director informed of any change(s) in my health status. At any point, if it is determined that I am unable to meet the essential functions of the program and thus must withdraw from the program course(s), I understand that it is my responsibility to notify the Admissions and Registration office, in writing, to make any changes to my schedule and that such changes are not grounds for refunds, obligation forgiveness or other financial reimbursement.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Revised 2/2022

**Kankakee Community College  
Health Careers Division**

**Conditional Acceptance Policy**

**Subject:** Acceptance into a competitive entry Health Career program

**Policy:** It is the policy of the Health Careers Division that students who do not meet the minimum cumulative A2 score and/or GPA admission criteria may be accepted into a competitive entry Health Career program where seats are available, contingent upon agreeing to follow the criteria established in the Student Learning Contract.

**Procedure:**

1. After all eligible applicants have been accepted, and seats remain available in a competitive entry program, consideration will be given to the remaining applicants.
2. The following criteria will be considered when granting provisional acceptance, in addition to agreeing to follow the criteria outlined in the Student Learning Contract:
  - a. Overall GPA
  - b. Number of General Education requirements completed with a "C" or better.
  - c. Completion of Anatomy and Physiology I or Intro to Anatomy and Physiology with a "C" or better.
  - d. Number of General Education courses repeated to earn a "C" or better.
3. The Dean and/or the Program Director will determine the criteria of the Student Learning Contract.
4. The Program Director and/or Division Administrative Assistant will determine which of the applicants do not meet the minimum cumulative A2 score and/or GPA requirement.
5. The Program Director will contact the applicant to explain the conditional acceptance into the Health Career program contingent upon agreeing to follow the criteria established in the Student Learning Contract.
7. The Program Director will assume responsibility for ensuring that all criteria of the Student Learning Contract are met.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Reviewed 1/2022



**Kankakee Community College  
Health Careers Division**

**Professional Standards for KCC Health Career Students**

**Personal Appearance**

KCC Health Career students are expected to maintain a professional appearance whenever they are assigned to any clinical environments. Personal appearance is an important component of professionalism. Students should use sound judgment when choosing attire to be worn. Attire must be in compliance with individual Health Career programs or the health care facilities. These guidelines may be superseded by those of the clinical facility. The faculty reserves the right to dismiss a student from a planned clinical experience where compliance with professional attire is not met. Absence from a clinical day due to inappropriate professional attire must be made up. Staff of clinical facilities reserve the right to request that a student leave the premises if not dressed appropriately.

**Personal Hygiene**

Good personal hygiene is a must. Special attention must be paid to the following:

1. Hair must be kept off of the collar and away from the face and eyes. Hair color should be of a natural tone. Streaks of distracting colors are not allowed. Beards and mustaches must be neatly trimmed. Stubble growth of a beard is not acceptable.
2. Fingernails must be short, neat and clean. Fingernail polish may be worn if neutral in color and well maintained. Artificial nails are not permitted.
3. Makeup may be worn in moderation and should be discreet and complementary to natural features.
4. No body odors. The student's body and clothing should be clean and free of all odors. The use of deodorant is strongly encouraged. The use of perfumes and after-shave lotions are discouraged. Strong scents which may be offensive to patients are not allowed.
5. Students are allowed to wear wedding or engagement rings, watches, and simple earrings. No dangling jewelry is allowed. No visible piercing other than on the ear lobe(s) is acceptable, including ear gauges. Members of religious orders should confer with the Program Director if special considerations are needed.
6. Tattoos must be covered.
7. Health Career students are expected to exemplify a life of health and wellness. Smoking is viewed as an unhealthy practice and is not allowed on the KCC campus and/or the premises of clinical facilities.
8. Good oral hygiene is a must. Avoid foods that leave a pungent odor during the clinical day.

**Dress Code**

Professional dress for clinical practicum may vary between clinical settings. Students are expected to follow the policies and guidelines of the individual Health Career program. Attire worn in a clinical environment, whether uniform or street clothes, should be clean, wrinkle free, without holes or tears and in the garments' original color. The KCC student ID badge must be worn at all times. Students will be asked to leave the clinical facility if they are not properly identified as a KCC Health Career student.

**Professional Conduct**

The Health Career Division will strictly enforce all KCC standards and guidelines as outlined in the Code of Campus Affairs and Regulations in the college catalog. Specific attention should be paid to the "Code of Conduct" and "Disciplinary Procedures." Honesty, integrity, and civility are fundamental characteristics expected of all Health Career students. Each individual student is responsible for his/her own actions. Students are to complete assignments accurately following principles learned in the classroom and the policies and procedures of the clinical facility. Students should not willfully perform or assist with any procedure or act which is detrimental to the safety or well-being of the patient. Students should only perform those procedures in which they have been adequately prepared. Students should always maintain trust and confidentiality of patients. Enthusiasm and cooperation are stimulating factors which contribute to interpersonal relationships. Students are expected to work collaboratively with other health care providers for the patient's welfare.

**Social Media**

Students should recognize that they are on the brink of entering a profession and should use good judgment about what is always posted in social media forums. The preservation of patient and client confidentiality is of utmost importance. Students found to have breached this confidence are not only subject to dismissal from the Health Career Program they are currently enrolled but may find themselves open to legal action as well.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Reviewed 1/2022

## **Confidentiality Agreement**

I have been informed and understand that information concerning care and treatment of clients in any clinical setting, including simulation, is confidential and is not to be disclosed to any person or entity without appropriate client authorization, subpoena, or court order. As a student, I agree not to disclose directly or indirectly said information without proper authority and specifically agree with the following requirements:

1. I will avoid any action that will provide confidential information to any unauthorized individual or agency.
2. I will not review medical records, files, or computer data for which I have no authorization or designated responsibility to review in the performance of my student duties.
3. I will not make copies of any medical records or data except as specifically authorized.
4. I will not remove any confidential identifying information in the form of records, reports or other files from the clinical facility except as authorized in the performance of my students' duties.
5. I will not discuss in any manner, with any unauthorized person, information that would lead to identification of individuals described in the medical record.
6. I will not provide my computer password to any unauthorized person.
7. If I observe unauthorized access or divulgement of confidential records or data to other persons, I will report it immediately to my instructor. I understand that failure to report violations of confidentiality by others is just as serious as my own violations.

As a student, I understand that breach of confidentiality may be cause for immediate dismissal from the program. I have read this agreement and I demonstrate my understanding and willingness to abide by these policies and the confidentiality policies of the clinical facilities by signing the informed consent signature form included in this handbook.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Reviewed 1/2022

**Kankakee Community College  
Health Careers Division**

**Program Completion**

**Subject:** Program Completion

**Policy:** It is the policy of the Health Careers Division that students complete the program degree requirements within 150% of the normally expected time.

**Procedure:**

1. Total length of the program is determined by the number of semesters required for completion of all general education and program specific courses required in the degree plan when taken in consecutive semesters once enrolled into the program.
2. General education courses taken prior to enrollment in the program are not considered in the program length.
3. 150% of the program length is determined from the point the student is officially accepted and enrolled into the first semester of the program.
4. If the student is unable to complete the degree requirements within 150% of the normally expected time, the student is determined to not be making satisfactory progress and will be withdrawn from the program. The student may pursue reentry in the same manner as a student who is applying to the program for the first time. The student should refer to the *Re-Entry to a Health Careers Program Policy*.
5. If after following the procedure for *Re-Entry to a Health Careers Program*, the student is accepted into the program for a second time, the program must be completed in 150% of the time. The student will not be accepted in the program for a third time.
6. For purposes of determining program graduation rates, the student who is unable to complete the program in 150% of the normally expected time and withdrawn from the program is considered a non-completer.
7. If the student does not complete the program in the expected 150% of the time and re-enters the program, all previously completed program specific courses in the curriculum must be repeated by the student.

**Adopted:** November 23, 2015

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Revised 2/2022

**Kankakee Community College  
Health Careers Division**

**Clinical Placement Notice**

The Health Career programs at Kankakee Community College have a clinical component embedded within the discipline specific curriculum. Kankakee Community College collaborates with numerous health care facilities to provide each student a relevant clinical experience, allowing students the opportunity to meet each clinical competency.

Please be advised that students are considered guests when completing the clinical experience in those designated clinical sites. Kankakee Community College Health Career students can expect to follow all facility policies while at the clinical site, including employment physical requirements as required by employees of the clinical facility.

\*For student recognition of this policy, see the Health Career Policy Acknowledgement Signature Form.

Reviewed 2/2022

# Appendices

The following section contains supplemental information to the content within the Health Career Division Student Handbook which should be valuable information for you. These appendices are not all inclusive. There is no way one handbook could present you all the information you will need to know to be successful in this program. Students are expected to search out answers to questions they have and research additional information to stay current. Please refer to your program faculty for any clarification and assistance along the way. More detailed information can also be found in your program specific student handbook.

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## APPENDIX A

**Physical** - Physicals can be completed at your own physician's office or at one of the following locations:

	Cost	Appt. Needed	Contact Information	Location
Physicians Immediate Care	\$49	No	815.348.9320	350 N. Kinzie Ave. Bradley IL 60915
Riverside Workforce Health	\$60	No	815.935.7532	400 S. Kennedy Drive, Suite 700 Bradley, IL 60915

**Immunizations/Titers** - Some immunizations can be completed at your physician's office. All prices given below are without insurance. Physicians Immediate Care and Riverside Workforce Health do not take insurance. The locations listed below can also be used. (**REFER TO THE 2<sup>ND</sup> PAGE OF YOUR PHYSICAL FORM TO SEE WHICH OF THE FOLLOWING ARE REQUIRED FOR YOU.**)

	Iroquois County Health Dept.	Kankakee County Health Dept. By Appointment Only	Physicians Immediate Care	Riverside Workforce Health	CVS	Walgreens	Wal-Mart
Measles (Rubeola) Titer*	--	\$25	\$42	MMR \$70	--	--	--
Mumps Titer*	--	\$25	\$42	MMR \$70	--	--	--
Rubella Titer**+	--	\$25	\$46	MMR \$70	--	--	--
Varicella Titer*	--	\$25	\$42	\$70	--	--	--
TB ( <i>Mantoux</i> )	\$36 per step	\$30/step	--	\$20 per step	--	--	--
TB (QuantiFERON-Gold) 1 step	--	\$75	\$75	\$142	--	--	--
Tdap ( <i>Tetanus &amp; Pertussis</i> )	\$55	\$171	\$72	\$52	\$95	\$79	\$62
Tetanus	--	--	--	--	\$75	\$61	--
Hepatitis B**	\$76 per injection	\$83 per injection	\$110 per injection	\$60 each	\$145/injection	\$96/injection	\$75/injection
MMR Immunization	\$156	\$115	\$110	\$70	\$135	\$116	\$195
Varicella Immunization	\$125	\$143	\$175	\$170	\$140	--	\$157
Flu Shot	\$35	\$30	\$45	--	\$74	\$43	\$38 or \$78 depending on egg allergy
COVID-19 Vaccine	<b>By appt.</b>	<b>By appt.</b>	--	<b>By appt.</b>	<b>By appt.</b>	<b>By appt.</b>	<b>By appt.</b>

**Drug Screen** - Must be completed at Physician Immediate Care (\$70) or Riverside Workforce Health (\$50).

\* If any of your titer results come back Equivocal or Not Immune, you may need to get a booster.

+ If you have children, this titer might have been requested by your OB/GYN. You can check with their office first.

\*\* The Hepatitis B series consists of three injections.

### Background Check

Health Career Students (except CNA students)	CNA Students
<ol style="list-style-type: none"> <li>1. Complete the Disclosure form in its entirety when you register. Students in competitive entry programs will receive this form in their acceptance packet.</li> <li>2. Pay the \$34 fee at the payment counter in student services.</li> <li>3. Turn in your payment receipt &amp; your disclosure form in the Health Career division office, W102, for processing.</li> </ol> <p><b>* Students do <u>NOT</u> need to go off-site. This process is completed solely at KCC.*</b></p>	<ol style="list-style-type: none"> <li>1. Complete the Authorization &amp; Disclosure form in its entirety when you register.</li> <li>2. Pay the \$30 fee at the payment counter in student services.</li> <li>3. Turn in your payment receipt &amp; your disclosure form at the Health Career division office, W102, and sign-up for an appointment to be fingerprinted.</li> </ol> <p><b>* These steps can also be completed at the South Extension Center (SEC) in Watseka.*</b></p>

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**Kankakee Community College  
Health Careers Division**

**Student Physical Requirements and Documentation Policy**

**Subject:** Health Career division physical requirements of students

**Policy:** It is the policy of the Health Careers division that all students meet the health physical requirements of all the clinical facilities in which he/she may have clinical education opportunities. Failure to comply with these established guidelines may result in being administratively withdrawn from the course or program.

**Procedure:** All Health Career students must have the documentation listed below on file at Kankakee Community College within the first semester of their program to their program director and/or clinical coordinator. The official deadline date varies per program.

- Physical – signed by appropriate healthcare provider
- Two-step Mantoux/TB (initial two-step with TB questionnaire)
  - QuantiFERON gold testing may be used at the discretion of the physician, instead of the two-step Mantoux/TB.
    - QuantiFERON gold must be redrawn on an annual basis.
- Titers: (and booster immunizations as indicated per titer results)
  - If booster is indicated, the student will be required to get the first dose prior to going to the clinical site. The second dose will be required 30 days after the first dose to remain compliant with clinical requirements.
  - Measles (Rubeola)
  - Mumps
  - Rubella
  - Varicella
- Tetanus (required every 10 years)
- Proof of Hepatitis B immunizations (3 step series) or proof of immunity
- Proof of influenza vaccination (required annually) may be required by some clinical facilities
- Drug screen (Negative)
  - Must be completed at Physicians Immediate Care or Riverside Workforce Health. Results sent directly to the Health Career Division from the facility.
  - If unable to produce urine, a hair analysis will be required. The student will need to provide a letter from the nephrologist documenting the condition to the program director and/or clinical coordinator. The program director and/or clinical coordinator will notify Riverside Workforce Health of the need for a hair analysis.
  - If unable to produce enough urine for an adequate sample at the time of the appointment, the student will be asked to wait at the facility until able to do so. If the student leaves the facility, the appointment must be rescheduled within three business days. The second attempt will not need to be observed by facility staff.
- Background check
  - Must complete a background check disclosure form, pay in Accounting, and submit payment receipt and disclosure form to the Health Career division office.
  - Must be completed at Kankakee Community College through the above documented process through their vendor, Bushue Background Screening.
- Proof of Health Insurance may be required by some clinical facilities
- If the student is employed by the clinical facility, all physical documentation is still required to be submitted to the program director and/or clinical coordinator.
- Background checks completed for the CNA program cannot be used for any other health career program. CNA students are fingerprinted and entered into the IDPH Healthcare Worker registry and are not screened by Bushue.
- If a student has not been consecutively enrolled in a health career program at KCC, the following tests will need to be repeated: drug screen, background check, physical (if longer than 4 months), Santoux/TB (if longer than one year) and tetanus (if more than 10 years).

**Documentation:** All clinical coordinators (or designee) will be responsible for adhering to the following process:

- Documentation of each student's individual health physical requirements on the program specific spreadsheet. This document is to be saved on the O:/Share/Health Careers drive in the Clinical Requirements Spreadsheet folder by program.
- Spreadsheets are kept current and updated as health physical documents are submitted.
- When all required documents have been submitted, each individual student's documents should be stapled together with the student's ID number written on the top document.
- After all required documents have been collected for your program, they must be submitted to the Health Careers administrative assistant. Copies can be made and kept in the coordinator/directors office if desired.
- The Health Careers administrative assistant will take the documents to Admissions to be scanned into Colleague. The original documents will not be returned from Admissions. Admissions keeps original documentation in a hard copy folder for each student.

Revised 1/2022



**Joint Committee on Administrative Rules**  
**ADMINISTRATIVE CODE**

TITLE 77: PUBLIC HEALTH  
 CHAPTER I: DEPARTMENT OF PUBLIC HEALTH  
 SUBCHAPTER u: MISCELLANEOUS PROGRAMS AND SERVICES  
 PART 955 HEALTH CARE WORKER BACKGROUND CHECK CODE  
 SECTION 955.160 DISQUALIFYING OFFENSES

**Section 955.160 Disqualifying Offenses**

The following offenses are disqualifying under the Act and this Part. Offenses are not considered disqualifying until the effective date of the legislation adding the offenses to the Act, regardless of the date an individual is convicted of the offense (see Appendix A through Appendix C).

a) offenses under the Criminal Code of 1961 or 2012:

i)

- 1) solicitation of murder, solicitation of murder for hire [720 ILCS 5/8-1(b), 8-1.1, and 8-1.2] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 8-1.1 and 8-1.2);
- i)
- 2) First degree murder, intentional homicide of an unborn child, second degree murder, voluntary manslaughter of an unborn child, involuntary manslaughter and reckless homicide, concealment of homicidal death, involuntary manslaughter and reckless homicide of an unborn child, and drug-induced homicide [720 ILCS 5/9-1, 9-1.2, 9-2, 9-2.1, 9-3, 9-3.1, 9-3.2, 9-3.3, and 9-3.4] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 9-1, 9-1.2, 9-2, 9-2.1, 9-3, 9-3.1, 9-3.2, and 9-3.3; Ill. Rev. Stat. 1985, ch. 38, par. 9-1.1; Ill. Rev. Stat. 1961, ch. 38, pars. 3, 236, 358, 360, 361, 362, 363, 364, 364a, 365, 370, 373, 373a, 417, and 474);
- 3) Kidnapping, aggravated kidnapping, child abduction, and aiding and abetting child abduction [720 ILCS 5/10-1, 10-2, 10-5, and 10-7] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 10-1, 10-2, 10-5, and 10-7; Ill. Rev. Stat. 1985, ch. 38, par. 10-6; Ill. Rev. Stat. 1961, ch. 38, pars. 384 to 386);
- 4) Unlawful restraint aggravated unlawful restraint, and forcible detention [720 ILCS 5/10-3, 10-3.1, and 10-4] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 10-3, 10-3.1, and 10-4; Ill. Rev. Stat. 1961, ch. 38, pars. 252, 252.1, and 252.4);
- 5) Indecent solicitation of a child, sexual exploitation of a child, sexual misconduct with a person with a disability, exploitation of a child, and child pornography, promoting juvenile prostitution, custodial sexual misconduct, presence of a sex offender in a school zone, and presence of a sexual predator or sex offender near a public park [720 ILCS 5/11-6, 11-9.1, 11-9.2, 11-9.3, 11-9.4-1, 11-9.5, 11-14.4(a), 11-19.2, 11-20.1, 11-20.1B, and 11-20.3] (formerly Ill. Rev. Stat. 1991, ch. 38, pars.

11-6, 11-19.2, and 11-20.1; Ill. Rev. Stat. 1983, ch. 38, par. 11-20a; Ill. Rev. Stat. 1961, ch. 38, pars. 103 and 104);

- 6) Assault; aggravated assault; battery; battery of an unborn child; domestic battery; aggravated domestic battery; aggravated battery; heinous battery; aggravated battery with a firearm; aggravated battery with a machine gun or a firearm equipped with any device or attachment designed or used for silencing the report of a firearm; aggravated battery of a child; aggravated battery of an unborn child; aggravated battery of a senior citizen; or drug-induced infliction of great bodily harm [720 ILCS 5/12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.3, 12-4, 12-4.1, 12-4.2, 12-4.2-5, 12-4.3, 12-4.4, 12-4.6, and 12-4.7] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 12-1, 12-2, 12-3, 12-3.1, 12-3.2, 12-4, 12-4.1, 12-4.2, 12-4.3, 12-4.4, 12-4.6, and 12-4.7; Ill. Rev. Stat. 1985, ch. 38, par. 9-1.1; Ill. Rev. Stat. 1961, ch. 38, pars. 55, 56, and 56a to 60b);
- 7) Tampering with food, drugs, or cosmetics [720 ILCS 5/12-4.5]; (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-4.5).
- 8) Aggravated stalking [720 ILCS 5/12-7.4] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-7.4);
- 9) Home invasion [720 ILCS 5/12-11] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-11);
- 10) Criminal sexual assault; aggravated criminal sexual assault; predatory criminal sexual assault of a child; criminal sexual abuse; aggravated criminal sexual abuse [720 ILCS 5/11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-13, 12-14, 12-14.1, 12-15, and 12-16] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 11-1, 11-2, 11-3, 11-4, 11-5, 12-13, 12-14, 12-15, and 12-16; Ill. Rev. Stat. 1985, ch. 38, pars. 11-1, 11-4, and 11-4.1; Ill. Rev. Stat. 1961, ch. 38, pars. 109, 141, 142, 490, and 491);
- 11) Abuse and criminal neglect of a long-term care facility resident [720 ILCS 5/12-4.4a(a) and 12-19] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-19);
- 12) Criminal abuse or neglect of an elderly person or person with a disability [720 ILCS 5/12-4.4a(b) and 12-21] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-21);
- 13) Endangering the life or health of a child; child abandonment [720 ILCS 5/12C-5, 12C-10, 21.5, and 12-21.6] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2354; Ill. Rev. Stat. 1961, ch. 38, par. 95);
- 14) Ritual mutilation, ritualized abuse of a child [720 ILCS 5/12-32 and 12-33] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 12-32 and 12-33);
- 15) Theft; theft of lost or mislaid property; retail theft; identity theft; aggravated identity theft; and credit and debit card fraud [720 ILCS 5/16-1, 16-2, 16-30, 16A-3, 16G-15, 16G-20, 17-32(b), 17-33, 17-34, 17-36, and 17-44] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 16-1, 16-2, and 16A-3; Ill. Rev. Stat. 1961, ch. 38, pars. 62, 207 to 218, 240 to 244, 246, 253, 254.1, 258, 262, 262a, 273, 290, 291, 301a, 354, 387 to 388b, 389, 393 to 400, 404a to 404c, 438, 492 to 496);

- 16) Financial exploitation of an elderly person or a person with a disability [720 ILCS 5/16-1.3 and 17-56] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 16-1.3);
  - 17) Forgery [720 ILCS 5/17-3] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 17-3; Ill. Rev. Stat. 1961, ch. 38, pars. 151 and 277 to 286);
  - 18) Robbery, armed robbery, aggravated robbery [720 ILCS 5/18-1, 18-2, and 18-5] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 18-1 and 18-2);
  - 19) Vehicular hijacking, aggravated vehicular hijacking [720 ILCS 5/18-3 and 18-4];
  - 20) Burglary, residential burglary, home invasion [720 ILCS 5/19-1, 19-3, and 19-6] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 19-1 and 19-3; Ill. Rev. Stat. 1961, ch. 38, pars. 84 to 86, 88, and 501);
  - 21) Criminal trespass to a residence [720 ILCS 5/19-4] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 19-4);
  - 22) Arson, aggravated arson, residential arson [720 ILCS 5/20-1, 20-1.1, and 20-1.2] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 20-1 and 20-1.1; Ill. Rev. Stat. 1961, ch. 38, pars. 48 to 53 and 236 to 238);
  - 23) Unlawful use of weapons, unlawful use or possession of weapons by felons or persons in the custody of Department of Corrections facilities; aggravated discharge of a firearm; aggravated discharge of a machine gun or a firearm equipped with a device designed or used for silencing the report of a firearm; reckless discharge of a firearm; aggravated unlawful use of a weapon; unlawful discharge of firearm projectiles; unlawful sale or delivery of firearms on the premises of any school; possession of a stolen firearm [720 ILCS 5/24-1, 24-1.1, 24-1.2, 24-1.2-5, 24-1.5, 24-1.6, 24-3.2, 24-3.3, and 24-3.8] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 24-1, 24-1.1, 24-1.2, 24-1.2-5, 24-1.5, 24-1.6, 24-3.2, and 24-3.3; Ill. Rev. Stat. 1961, ch. 38, pars. 152, 152a, 155, 155a to 158b, 414a to 414c, 414e, and 414g);
  - 24) Armed violence [720 ILCS 5/33A-2] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 33A-2);
  - 25) Dismembering a human body [720 ILCS 5/20.5].
- b) Violations under the Wrongs to Children Act:
- 1) endangering life or health of a child [720 ILCS 150/4] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2354);
    - i)
    - 2) Permitting sexual abuse of a child [720 ILCS 5/11-9.1A and 720 ILCS 150/5.1] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2355.1).
- c) Violations under the Illinois Credit Card and Debit Card Act:
- 1) receiving a stolen credit or debit card [720 ILCS 250/4] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5917);
    - i)

- 2) Receiving a lost or mislaid card with intent to use, sell, or transfer [720 ILCS 250/5] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5918);
  - 3) Selling a credit card or debit card, without the consent of the issuer [720 ILCS 250/6] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5919);
  - 4) Using a credit or debit card with the intent to defraud [720 ILCS 250/8] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5921);
  - 5) Fraudulent use of electronic transmission [720 ILCS 250/17.02] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5930.2).
- d) Violation of Section 53 of the Criminal Jurisprudence Act: Cruelty to children [720 ILCS 115/53] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2368).
  - e) Violations under the Cannabis Control Act: Manufacture, delivery, or possession with intent to deliver or manufacture cannabis; cannabis trafficking; delivery of cannabis on school grounds; delivering cannabis to a person under 18; calculated criminal cannabis conspiracy [720 ILCS 550/5(c), (d), (e), (f), (g), 5.1, 5.2, 7, and 9] (formerly Ill. Rev. Stat. 1991, ch. 56½, pars. 705, 705.1, 705.2, 707, and 709).
  - f) Violations under the Illinois Controlled Substances Act: manufacture or delivery, or possession with intent to manufacture or deliver, a controlled substance other than methamphetamine, a counterfeit substance, or a controlled substance analog; controlled substance trafficking; manufacture, distribution, advertisement, or possession with intent to manufacture or distribute a look-alike substance; calculated criminal drug conspiracy; criminal drug conspiracy; delivering a controlled, counterfeit or look-alike substance to a person under 18; and engaging or employing a person under 18 to deliver a controlled, counterfeit or look-alike substance [720 ILCS 570/401, 401.1, 404, 405, 405.1, 407, and 407.1] (formerly Ill. Rev. Stat. 1991, ch. 56½, pars. 1401, 1401.1, 1404, 1405, 1405.1, 1407, and 1407.1).
  - g) Violation under the Nurse Practice Act: practice of nursing without a license [225 ILCS 65/10-5 and 50-50] (formerly Ill. Rev. Stat. 1991, ch. 111, par. 3506).
  - h) Violations under the Methamphetamine Control and Community Protection Act [720 ILCS 646].
  - i) Violations under the Humane Care for Animals Act: cruel treatment, aggravated cruelty, and animal torture [510 ILCS 70/3.01(a), 3.02, and 3.03].

i)  
(Source: Amended at 43 Ill. Reg. 3665, effective March 1, 2019)

## PROFESSIONAL LIABILITY INSURANCE

Kankakee Community College retains a specified medical professions liability insurance policy for health occupation students and faculty during their participation in a KCC health program. The policy provides for liability insurance protection during the time of participation in activities which are a part of a requirement of health program curriculum. The policy is provided by Alliant/Mesirow Insurance Services, Inc. through Wright Specialty Insurance, Uniondale, New York.

Coverage Agreement: The company will pay on behalf of the insurance all sums which the insured will become legally obligated to pay as damages to which this insurance applies, caused by a medical incident which occurred during the policy period in the practice of the insured's profession described in the schedule, including service by the insured as a member of a formal accreditation board, standards review board or similar professional board or committee. The policy also has been endorsed to include members of the faculty as additional insureds solely as respects claims arising out of the supervision/institution of the students insured under the provisions of the policy.

Limits of Liability: Limits of Professional Liability are \$1,000,000/2,000,000. Pays up to \$1,000,000 for each claim and a total of \$2,000,000 in any one year. Payment is made by the Insurance Company on approved claims arising out of real or alleged malpractice regardless of the number of persons involved where the injury being claimed is a result of professional error, accident or omission. Included in this coverage are fees charged by an attorney designated by the insurance company; and all other fees, costs and expenses which result from the investigation, adjustment, defense and appeal of a claim with the insurance company prior to written consent.

Broad Form Coverage: Under this program, any student who is registered, licensed or certified is insured, only while participating in activities which are part of a requirement of the student's curriculum at the school. Student coverage terminates after graduation or when the student is no longer engaged in a course of study at Kankakee Community College. Faculty is not covered unless claims arise out of the activities of supervising or instruction of the students. Coverage may be purchased on an individual basis to cover those activities outside of the school curriculum.

Exclusions: Coverage for libel and slander is not included. If students are involved in any libel/slander claims, they would have to look to their own personal liability policy or to a homeowner's policy.

However, notwithstanding the foregoing, the insured shall be protected under the terms of this policy as to any claim upon which suit may be brought against him, for any such alleged behavior by an insured, unless a judgment or final adjudication adverse to the insured shall establish that such behavior occurred as an element of the cause of action to be adjudicated. The company shall not be required to appeal a judgment or final adjudication adverse to the insured.

The cost of the plan for individual students is included within the course fees of each health program.

I hope this information will be of value to you in making you aware of the specifics of the policy. This explanation is an illustration of benefits, not a contract.

This policy will not defend any claim for, or pay any amounts, damages or claim expenses, based on, arising out of, or related to the following:

### EXCLUSIONS

We will not defend any claim for, or pay any amounts, damages or claim expenses, based on, arising out of, or related to:

A. Injury to:

1. An employee of the faculty and advisors or the named insured arising out of and in the course of employment by the faculty and advisors or the named insured; or
2. A family member of that employee as a consequence or 1 above; or
3. Your family member;

This exclusion applies:

- a. Whether the faculty and advisors or the named insured may be liable as an employer or in any other capacity; or
- b. To any obligation to share amounts with or repay someone else who must pay amounts because of injury;

B. Any unemployment, workers' compensation, disability benefits, or other similar law;

C. Any of your acts, errors or omissions in any professional capacity except that of a student or faculty and advisors.

D. Any curriculum other than that which is indicated on the application.

E. Any liability that you or the named insured assume under any contract or agreement. This exclusion does not apply to:

1. Liability you or the named insured assumes under a contract with a Health Maintenance Organization Preferred Provider Organization, Independent Practice Association, or any other similar organization; but only for such liability as is attributable to your alleged negligence; or
2. A warranty of fitness or quality of any therapeutic agents or supplies you or the named insured have furnished or supplied in connection with treatment you have performed;

F. Any liability you or the named insured has for a business or profession, other than that named on the certificate of insurance.

G. A willful violation of a statute, ordinance or regulation imposing criminal penalties. We will defend any civil suit against you or the named Insured seeking amounts, which would be covered if this exclusion did not apply. In such case, we will pay only claim expenses.

H. Injury or property damage based upon, arising out of directly or indirectly resulting from, in consequence of, or in any way involving you or the named Insured owning, using, taking care of, operating, leasing or renting, loading or unloading of patients or property from, transporting patients in, or entrusting to others an auto, mobile equipment, watercraft or aircraft, including an auto, mobile equipment, watercraft or aircraft which is loaned to you or the named insured or which is operated for the named insured by you, including an auto owned by you.

I. Any injury, or property damage:

1. With respect to which you or the named insured are also an insured under a Nuclear Energy Liability Policy issued by:

- a. Nuclear Energy Liability Insurance Association; or
- b. Mutual Atomic Energy Liability
- c. Nuclear Insurance Association of Canada

Or any of their successors, or would be an insured under any such Policy if it had not terminated due to exhaustion of its limits of liability; or

2. Resulting from the hazardous properties of nuclear material and with respect to which:"

- a. Any person, organization or entity is required to maintain financial protection pursuant to the Atomic Energy Act of 1954 or any of its amendments; or
- b. You or the named insured are, or had this Policy not been issued would be, entitled to indemnity from the United States of America or any of its agencies, under any
- c. agreement entered into by the United States of America or any of its agencies with any person, organization or entity;

3. Resulting from the hazardous properties of nuclear material if:
  - a. The nuclear material:
    - Is at any nuclear facility owned or operated by or on behalf of you or the named insured; or
    - Has been discharged or dispersed therefrom; or
    - Is contained in spent fuel or waste at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of you or the named insured;
  - b. The injury or destruction arises out of the furnishing by you or the named insured of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any nuclear facility. If such facility is within the United States of America, its territories possessions or Canada, this subparagraph 3.b. applies only to injury to or destruction of property at such nuclear facility.
  
- J. Liability resulting from professional services you provide while your license or certification to practice is suspended, revoked, or no longer valid;
  
- K. Injury or property damages you or the named insured expected or intended, or which a reasonable person would have expected. This exclusion does not apply to injury or property damage resulting from the use of reasonable force to protect persons or property;
  
- L. Actual or alleged involvement in any:
  1. Federal or state anti-trust law violations; or
  2. Agreement or conspiracy to restrain trade.

This exclusion does not apply to claims arising from your activity as a member of any committee, panel, or board which provides underwriting or claims advice or recommendations, provided your activity is within the scope of the committee's, panel's, or board's established guidelines;
  
- M. Any loss, cost or expense:
  1. Which would not have happened in whole or in part, but for the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of pollutants at any time; or
  2. Arising out of any:
    - a. Claim or suit by or on behalf of a governmental authority for amounts because of testing for monitoring, cleaning up, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of pollutants; or
    - b. Request, demand or order that you, the named insured, or others test for, monitor clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effect of pollutants;
  
- N. Any claim arising out of any act, error or omission, including a medical incident or personal injury, that happened before the effective date of this Policy;
  
- O. Any property damage to, or loss of use of, tangible property unless caused by a medical incident during the policy period.
  
- P. Any direct or consequential injury or property damage arising out of any:
  1. Refusal to employ; or
  2. Termination of employment; or
  3. Coercion, demotion, reassignment, defamation, harassment, humiliation, discrimination or other employment related practices, policies, acts or omissions;
  
- Q. Any act of sexual intimacy, sexual molestation or sexual assault. We shall provide you or the named insured with a defense of such claim unless or until such act has been determined to have occurred, by any trial verdict, court ruling, regulatory ruling or legal admission, whether appealed or not. Such
  
- R. defense will not waive any of our rights under this Policy. Criminal proceedings are not covered under this Policy regardless of the allegations made against you or the named insured.

- S. Any loss cost or expense arising out of, relating to, or involving the actual, alleged or threatened exposure at any time to asbestos; or that may be awarded or incurred;



*Kankakee Community College*  
**Instructional Complaint/Grade Grievance Form**

The student is strongly encouraged to first seek a resolution with the party in question prior to submitting an Instructional Complaint Form.

Student I.D. no.: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**PLEASE PRINT.**

Name: \_\_\_\_\_  
LAST FIRST MIDDLE (FULL)

Email: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell/work): \_\_\_\_\_

Student: Please complete Section I & Section II and email it to [instructionalcomplaint@kcc.edu](mailto:instructionalcomplaint@kcc.edu) or bring printed copy to the appropriate division office. Please attach any relevant documentation.

<b>Section I – Student concern(s)</b>
<b>Section II – Recommended resolution (if applicable)</b>

The associate dean will discuss the complaint or grade grievance with the student within 10 (ten) working days of submission of this form. He/she may request a combined or individual meeting with parties involved. Within 10 (ten) working days of that discussion, a written response will be provided to the student and all parties involved. The time for response may be extended by mutual agreement.

REV. 2/2015