Health Information Technologies

2024 – 2025
Student Handbook

Welcome

Dear Prospective Health Information Technology Student:

Welcome to Marion Technical College's Health Information Technologies! We are very pleased you have chosen this field. It is an exciting time in the Health Information Management industry.

Thank you for your interest in the Health Information Technology Programs at Marion Technical College. As a health information management professional, you will have an exciting, challenging and dynamic career in addition to good pay and benefits. There is a great demand for this job, and our graduates have a recorded job placement of 90-100%. Once you have completed your program, you will be prepared to take a national exam demonstrating the competencies of the new health information management practitioner.

Marion Technical College strives to maintain the highest quality in our training program. Technical courses are taught online and are complemented with an online simulated electronic health record and other HIT software. Our program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) and will prepare you to take a national certification exam to become a certified coder or a registered health information technician (RHIT).

This Health Information Technologies Handbook will tell you about the programs and guide you through the program admission requirements.

Please feel free to contact me if you have questions, need further information regarding the program, or wish to schedule an advising appointment. Appointments may be held in person, on the phone, or online.

Sincerely,

Rachel Darby

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The Margie White Acting Director of
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Health Information Technologies Programs

MTC Health Information Technologies Program HIT includes the following majors:

- Associate of Applied Science in Health Information Technology
- Medical Billing & Coding Certificate

Mission and Vision of MTC

Mission
Provide the region's most accessible, supportive, and personal pathway to career success.

Vision
A highly educated workforce elevates the quality of life and contributes to a thriving community.

Mission and Goal of Health Information Technology Programs

To provide health information technology students with a personal and professional learning centered education, in order to meet the career entry-level HIT learning competencies, and to attain Registered Health Information Technician (RHIT) certification from the American Health Information Management Association (AHIMA) and/or coding certification from AHIMA or the American Academy of Professional Coders (AAPC).

Student Goals of the Health Information Technology Program

To produce graduates who meet career entry-level HIT learning competencies and achieve certification through AHIMA's RHIT exam and/or CCA, CCS, CCS-P (through AHIMA) or CPC (through AAPC) coding credentials.

Health Information Technology Degree

Quality information is essential to all aspects of today's healthcare system. Health Information Management (HIM) is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines. HIM professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and medical records, administering computer information systems and coding the diagnosis and procedures for healthcare services provided to patients. Health Information Management (HIM) professionals work in 40 different settings under 125 different job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. This track leads to RHIT certification through AHIMA.

Students in the Health Information Technology program will learn to:

- Review health records and verify completeness, accuracy, and appropriateness of data and data sources according to requirements and standards.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Actively apply reimbursement policies and procedures in the use of clinical data, issues and systems and perform data quality reviews to validate code assignments as well as the completion of the UB04 and CMS1500.
- Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, and clinical indices.
- Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
- Use software applications and technology in the completion of Health Information Management processes.
- Apply principles of supervision and leadership and the tools used to effectively manage human, financial, and physical resources.
- Recognize and problem solve situations within the healthcare environment.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.

Certification

Students who complete MTC's AAS in Health Information Technology are eligible to sit for the Registered Health Information Technician certification exam offered by the American Health Information Management Association (AHIMA, 233 N. Michigan Ave., 21st Floor, Chicago, Illinois 606015800) www.ahima.org

Medical Billing and Coding Certificate

Medical billers and coders turn patient information into codes and claims that are used to collect payment for healthcare services. Medical billers and coders ensure that the patient information is high quality, accurate, accessible, and secure in both paper and electronic health records systems. Using various classification systems they code and categorize patient information for insurance reimbursement purposes, databases, and registries and to maintain medical and treatment histories. After completing the certificate program, a student is eligible to sit for a coding credentialing exam through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).

Certification

Students who complete MTC's Medical Billing and Coding certificate program are eligible to sit for a certification exam offered by either the American Health Information Management Association (AHIMA, 233 N. Michigan Ave., 21st Floor, Chicago, Illinois 606015800) www.ahima.org or the American Academy of Professional Coders (AAPC, 2480 South 3850 West, Suite B, Salt Lake City, Utah 84120, 800-626-2633) www.aapc.com. Graduates typically pursue either the Certified Coding Associate credential (CCA) credential through AHIMA or the Certified Professional Coder (CPC) through AAPC.

College Graduate Competencies

Marion Technical College believes that every graduate should possess a common set of skills regardless of the student's major. These skills are collectively called the College Graduate Competencies, or CGC's.

Assessment begins with a clear understanding of what students are expected to learn. College Graduate Competencies (CGC's) are common to all areas of study and apply to all students. The individual subskills defined in each CGC are taught, reinforced, and/or periodically measured in various courses throughout the curriculum. The six CGC areas and statements are:

1. Communications: Communicate and write effectively.
2. Mathematics: Solve problems using mathematics.
3. Problem-Solving and Decision Making: Recognize and solve problems through analysis, evaluation, and synthesis to make informed decisions.
4. Interpersonal and Professional Behavior: Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.
5. Information Technology: Use a computer to perform personal and professional tasks.
6. Diversity: Exhibit respect and sensitivity for individual and institutional differences.

Non-Academic Technical Standards for Entry Level Students

In the Health Information Technologies program, certain physical and health requirements are necessary for the student to meet the standards of their program. These standards are requirements of our accrediting agencies and clinical affiliates. If you have any concerns regarding your ability to perform these standards, please contact the Director of Health Information Technologies. These standards include but are not limited to:

- Visual ability to read computer screens.
- Language skills to enable communication with patients, co-workers, and supervisors
- Emotional maturity and stability to function under physical and mental stress
- Ability to meet attendance requirements as outlined in this handbook
- Freedom from infectious diseases

Essential Functions and Graduate Level Competencies of the Entry-Level Employee

Intellectual/Conceptual

Student must be able to exercise independent judgment. This includes, but not limited to, the following abilities:
- Measure and calculate
- Define problem, analyze data, develop and implement solutions
- Reason and apply sound judgment
- Question logically, recognize and differentiate facts from opinion and illusion, and distinguish the logical from the illogical and relevant from irrelevant

- Participate fully in all professional/practicum experiences in the program
- Understand and follow directions
- Apply learned skills and knowledge to new situations
- Communicate effectively in formal and colloquial English in person-to-person, telephone, written and electronic media

Behavioral and Social

The student must be able to exhibit appropriate professional conduct that includes but is not limited to the following abilities:
- Fulfill commitments and be accountable for actions
- Self-direct, self-correct and be responsible for one's own learning and professional development
- Deal with stress and maintain composure under pressure and time constraints
- Willingly follow directions
- Make decisions prioritize tasks and work on multiple tasks simultaneously
- Work both independently and in cooperation with others
- Recognize emergency situations and react appropriately
- Maintain professional decorum and composure

Admission

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Meeting with general academic advisor to ensure program eligibility.
5. Completed Health Information Technology program application.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

The application deadline is August 1. Please note as of 1/3/2022, all students who are accepted into the program will enter the program at the start of Fall Semester. Students may begin non-HIT coursework at the start of any semester.

Criminal Background Checks

Students admitted to a program wanting to participate in an onsite practicum experience will be required to submit to a criminal background check conducted by Marion Technical College. Students with certain felony, misdemeanor, or drug-related arrests will be ineligible for an onsite experience. Additionally, potential employers for MTC Health Information Technologies graduates may require criminal background checks as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

Drug Screening

Students admitted to a program wanting to participate in an onsite practicum experience may be required to submit to a drug screening. Positive drug screenings will result in dismissal from the program. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered "positive" and dismissed

from the program. All Health Information Technologies students may be subject to random drug screens for cause during the program.

Student-Faculty Conferences

Student-faculty conferences will be scheduled upon admission, at regular intervals, at the faculty's discretion and as needed by the student. Topics discussed include required curriculum, student progress in the clinical and classroom areas, utilization of learning resources and other academic matters. Confidentiality and impartiality are maintained in dealing with student problems.

Academic Advising

Following admission counseling, you will meet with an administrator or faculty from your chosen program to discuss instructional program requirements. Your first semester class schedule will be discussed at this time. During your first semester of study, you will be assigned an academic advisor. Your advisor is available to assist you throughout your enrollment. After your first term, you should schedule an appointment with your advisor at two specific times throughout their enrollment: (1) To register for your second term; and (2) during the term after you have earned 40-45 credit hours toward an associate degree (usually around your third term, if attending fulltime or about 20 credit hours from program completion).

Tutorial Assistance

All tutoring services at MTC are administered by the Testing and Tutoring Coordinator, whose office is located in the Center for Student Success and Engagement (CSSE), Bryson Hall 183. All tutoring services at MTC are offered to students free of charge and are available for most general education courses and for many technology courses.

Students must submit a [tutor request form](#) for all tutoring services except online tutoring services. The Tutor Request Form can be completed by clicking the link above or under the "MyMTC" tab on MTC's website. MTC hires adjunct professional tutors and teacher-recommended students to work as peer tutors in many situations. Tutoring is offered by open table (small groups), one-to-one, and online.

Tutoring in Health Information Technologies may occur in person or using conferences within the Canvas course. Tutoring can be done one-to-one or by group.

Request for Special Accommodations

Marion Technical College is committed to serving students with disabilities by providing reasonable accommodations and other support services when approved. Students with a disability are highly encouraged to meet with Jennifer Montag in the Disability Services Office in BR176 during the admissions process. Students with certain types of disabilities may be eligible for special academic provisions. In order to receive academic provisions, it is essential that you meet with the Disability Services Office. A student who has received services from other institutions related to his or her disability should also contact the Disability Services Office for possible continuation of those services at MTC. In all cases, it is the student's responsibility to initiate contact with the Disability Services Office. This contact in turn will introduce you to the services available. Depending on the disability, accommodations might include additional time on a test, adaptive hardware or software, note taking, audio taped textbooks, tutors, success strategies, select advising, and advocacy to name a few. For more information about Disability Services, contact Jennifer Montag in the Center for Student Success and Engagement.

Life Experience Credit

Students with work experience in a clinical setting may be granted life experience in certain technical courses if it is determined by the Program Director that the life experience fulfills the requirements of the offered MTC course. However, this does not apply to Professional Practice even if currently working in the field. Therefore, all students are required to complete Professional Practice. Please refer to the MTC catalog for additional information. In order to receive life experience credit, the student must:

1. Complete and return the Life Experience Credit form.
2. Submit supporting documents which must be completed by a person who has been the student's immediate supervisor at least six months, C. Pay the applicable Life Experience Fee.

Upon verification of experience and payment of fees, the student will receive credit for the individual course.

Credit-by-Examination

If you have qualifications from previous education, job training, self-study, occupational or other experiences, you may be able to earn credit in certain courses by successfully completing a proficiency examination. A maximum of 48-quarter hours of credit may be earned through exam, life experience, or any combination thereof. A $15 per credit hour, nonrefundable fee must be paid to the Business Office before proficiency examinations are taken. Courses available through credit-by-examination are denoted in your curriculum in the college catalog. Contact the Director of HIT or administrative assistant for additional information.

Transfer Credits

Courses equivalent to MTC courses that are completed at public or private higher education institutions accredited through regional accrediting associations recognized by the Council on Higher Education Accreditation (CHEA) by the U.S. Department of Education or the Guide to the Evaluation of Educational Experiences in the Armed Services shall be considered for applicable transfer credit. Credits from career, professional, and specialized schools and programs may also be submitted for evaluation and possible transfer. Learning experiences and courses successfully completed through Ohio Public Career and Bryson Hall adult programs transfer to MTC through the Ohio Career-Technical Credit Transfer (CT2) program (www.regents.ohio.gov/careertechtransfer) more information is provided below. Approval of transfer credits occurs through the department dean, director, or the Office of Student Records for courses preapproved for transfer. Generally, courses must have been completed with a "C" (or a "satisfactory" on a satisfactory/unsatisfactory evaluation scale). (See "Successful Completion of Pre-requisite Courses" on Page 17.) A course completed at the "D" level will be transferred when a D-grade in the same course is accepted toward graduation by MTC students in the normal MTC course. At least 17 credit hours for any degree program must be earned at MTC, of which 12 must be in technical courses in all applied degree programs. The AA and AS degrees must also complete 17 credit hours at MTC but are excluded from meeting the technical course credit hour requirement. The number of transfer credits accepted toward the degree or certificate will vary depending upon how well they match course requirements for your program. For more information on transfer of credits, please visit the MTC website under "Future Students".

Professionalism

Today's health care employer puts great emphasis on professionalism. Please refer to the Professionalism Policy included in this handbook for a detailed listing of standards.

Student Professional Objectives

Students are evaluated in their technical courses and in their practicum setting based on the College Interpersonal and Professional Graduate Competency. Objectives will be provided with your first technical course.

Acceptable Grades

To assure that students are functioning at the expected performance level, a grade of "C" or better must be achieved in all required courses. A minimum 2.5 accumulative grade point average is required in program courses for admission, and a 2.0 accumulative grade point average is required for continuance and completion of HIT program. Courses in which the student receives a grade of "D", "F" or "FN" must be repeated to complete the program. The course may not be offered until the following year, interrupting the student's sequence of program and practicum experience. Upon achieving a technical course grade of "D", "F", "FN" or "W" in two separate semesters, the student will lose their seat in the program and will be eligible to reapply to the program after one calendar year. Grading policies are outlined in detail in each individual course syllabus. Note that midterm and final grades in HIT courses **will not** be rounded. Official grades are posted in each student's My Info. Grades in Canvas are not official grades.

Incomplete Grades

"I" indicates that (a) your course work is qualitatively satisfactory, but for legitimate reasons a small amount remains to be completed and (b) your academic record justifies the expectation that a passing mark would have been obtained if you had completed all course requirements. You must complete the work no later than six weeks into the subsequent term. (Note: The only exception to this procedure would be "incompletes" given for the spring term. In this case, you have six weeks into the following fall term to complete work.) If the work is not completed within the time provided, the grade will revert to an "F".

Late Homework Policy

Students are expected to turn work in on time. We realize life happens sometimes; therefore, homework can be accepted up to one week late without penalty. **Note: A maximum of three (3) late assignments per course per term will be accepted.** Quizzes/exams will close on the due date and are not accepted late unless there are emergent/extenuating circumstances. Note vacations, work schedules, internet issues, etc., are not considered emergent or extenuating circumstances. It is imperative that students have a back-up plan in the event their computer or internet goes down.

Student Academic Improvement Notice

If by the fifth week of any term, it becomes evident that your academic work is less than satisfactory (less than a grade of "C"), your instructor will provide you with a midterm evaluation report describing the areas in which you are deficient. You must then meet with your advisor to discuss any difficulties you may be experiencing and together develop strategies for improvement.

Appealing a Grade

Students, who feel the grade they have earned for a particular assignment or course is not accurate and wishes to appeal the grade, are responsible for initiating the procedure outlined below:

1. Communicate your concerns with the instructor.
2. If results of meeting with the instructor are not satisfactory, discuss your concerns with the director of the department.

3. If results of meeting with the director of the department are not satisfactory, discuss your concerns with the Interim Associate Dean of Health Programs.
4. If results are still not satisfactory, you may discuss your concerns with the Vice President of Academic Affairs/Chief Academic Officer. The Vice President and Chief Academic Officer's decision is final on all matters concerning grades.

Attendance

A student shall demonstrate a commitment to learning as exhibited by attending all scheduled course meetings, being punctual for each class, and completing all assignments. A student who must miss class meetings should inform their instructors of the reasons for absences. **Attendance for online courses is determined by completing assignments by the due date.** Faculty often include classroom participation and attendance in student grading and evaluation. The instructor will clearly communicate expectations and grading policy in the course syllabus. Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with their academic advisors to consider alternative courses prior to registration. Marion Technical College is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs (Federal grants and student loans) and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non- attendance is reported by each instructor, and can result in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

Program Completion

The Associate of Applied Science degree in Health Information Technologies is designed to be completed within five semesters. If a student does not attend classes for 3 or more consecutive semesters (1 calendar year), they will be dropped from the program and will need to follow the admission process for re-entry. In the event a student is not able to complete the program in consecutive semesters, they will have 10 semesters from initial start date to complete the Associate of Applied Science degree technical courses. If re-entry into the program extends completion of the program beyond the 10-semester limit, the student will be required to re-take the technical courses that fall outside the 10-semester time span. Exceptions to this policy will be at the discretion of the Program Director and will be considered on a case-by-case basis.

Return after Medical Absence

A student who has been absent due to illness, injury, surgery or pregnancy may require a physician's statement verifying the student's medical condition, when the student is able to return to class, detailing student safety, and any necessary accommodations prior to returning to their scheduled classes. It is important the instructor is notified before the absence takes place.

Dismissal

The HIT Department reserves the right to recommend the withdrawal of a student who appears academically and/or personally unable to fulfill professional responsibilities in the HIT or Medical Billing and Coding programs. Such decisions would be reached only after consultation with the student. If a student is removed from their professional practicum site due to performance issues, they will not be re-assigned. Therefore, the Professional Practice would be considered incomplete, which would turn into a grade of 'F'.

Readmission to Program

Students may request formal readmission into the program in accordance with current admission requirements. Readmission into the program will be based upon seat availability and past scholastic and practicum performance. All requests should be addressed to the Director of HIT.

Academic Renewal

If you have returned to MTC after an absence, you may be eligible to have your accumulative grade point average reviewed and recalculated so you can resume your education with a "fresh start". This policy puts into practice the College's ideal of offering a second chance to students who seek self-improvement through education. If you are a qualifying returning student, contact the Director of HIT or administrative assistant for an academic renewal petition form.

Student Opinion of Instruction

Students will be requested to complete an evaluation for HIT courses related to your instructors and courses at the end of each semester. Please provide candid, constructive, feedback regarding the quality and/or quantity of services provided. Both positive and negative feedback is desired, particularly comments that specify what pleases or displeases you and recommendations for additions, deletions, and/or changes in services provided. If you have concerns about instructors, you should always attempt to first discuss them with your instructor. Should you desire further discussion, speak next to the HIT director, Associate Dean of Health Programs, and if necessary, finally, with the Vice President/Chief Academic Officer.

Student Evaluation of Program

At the conclusion of the PPE I and PPE II courses, students will be requested to complete a Program Evaluation Survey. Please provide candid and constructive feedback. This tool is designed to assist the college with specific curriculum and program corrections, additions and deletions.

Professional Practicum Requirements

Students in the program who participate in an onsite practicum experience may be asked to complete additional requirements prior to going on site. These requirements may include (but are not limited to):

- Completion of a physical exam
- Testing for infectious diseases
- Updated immunizations
- Criminal background check
- Drug screening, random drug testing, HIV testing & submission to treatment/counseling if exposed to infectious diseases (i.e., HIV, TB, hepatitis)

Responsibility for Treatment

The student participating in an onsite clinical/practicum experience will receive a Responsibility for Treatment form with their packet of information at the start of the experience. The student is required to return the completed form to the Health Technologies Administrative Assistant verifying that the student will assume the cost of treatment or care for any injury or medical condition incurred during the course.

Student Professional Liability Insurance

Students are required to obtain professional liability insurance prior to enrolling in their practicum courses. Clinical contracts for students with outside agencies require this insurance coverage before a student is permitted to participate in a clinical/practicum experience. **This fee will be included with tuition fees.**

Agreement to Respect Patient Confidentiality

The student enrolled in a practicum experience will receive an Agreement to Respect Patient Confidentiality form with their packet of information at the start of the course. The student is required to return the completed form to the Health Technologies Administrative Assistant verifying that the student will honor and abide by the rules of patient confidentiality. Violation of confidentiality will result in disciplinary action that may include dismissal from the clinical/practicum experience and an unsatisfactory grade for the course.

Academic Misconduct

If a violation of the Marion Technical College Code of Conduct occurs, the student may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. Please refer to the Marion Technical College Code of Conduct with Corrective Action Policy in the below. Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

1. Work copied verbatim from an original author; work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given. A copyright explanation and more information is available at www.copyright.com.
2. Copying answers [and/or electronic data] from another's test paper, quizzes, notes, book, etc.
3. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
4. Falsification of clinical, practicum, or laboratory records.
5. Plagiarism – using someone else's ideas or words as your own. In an educational setting you can avoid plagiarism by providing appropriate source documentation. For more information on plagiarism, visit www.plagiarism.org.

Harassment/Discrimination

Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct is available to you in the President's Office or Human Resource Office.

Marion Technical College's policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone's responsibility to maintain a discrimination and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisor and their employees or between instructors and their adult students are strongly discouraged. Consensual romantic and sexual relationships between employees and

minor students (under age 18), under Ohio Revised Code Section 2907.03 (A) (8), is a third-degree felony and is strictly prohibited.

Student Conduct: College Code (this information can also be found in the MTC Student Handbook)

Purpose
In order to promote a safe, engaging, and respectful learning environment for students, faculty, and staff, the college has defined and outlined expectations and actions necessary to maintain such an environment.

Definitions
A. The term "college" means Marion Technical College.
B. The term "student" means any person enrolled in a course(s) at Marion Technical College at the time of the alleged violation of this code, or any person on college or college-related premises, for any purpose related to registration for enrollment on the campus.
C. The term "registered student organization" means a group or association of students who has received recognition from the Office of Student Activities.
D. The term "student publication" means written material, including but not limited to brochures, newsletters, and special interest material edited and/or published by students for distribution to members of the campus community.
E. The term "college document" means any MTC record or form, whether written or created in an electronic format.
F. The terms "college premises" and "college property" means all property, equipment, lands, buildings, and facilities owned, leased, used, on loan to, or controlled by MTC.

Procedure

These procedures apply to any grievance/complaint that may arise in matters of general administration and matters involving rights that directly affect the personal interest and well-being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action(s) of a person(s) acting for the college may file a grievance or complaint under these procedures. The Chief Strategy Officer shall serve as advisor/interpreter of all matters pertaining to this policy.

If a student believes that he or she has a grievance or complaint, an earnest effort shall be made to settle such differences immediately in the following manner:

Step 1. The student shall meet with the person against whom he or she has a complaint (within five [5] class days). If there is no resolution of the problem, the student shall submit the complaint to the director of the program. If no resolution, the student shall proceed with Step 2.

Step 2. The student shall document the grievance in writing (or by completing a grievance form) and submit it to the appropriate department dean or respective department head within five (5) class days after completing Step 1. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The written complaint should also note what attempts were made at informal resolution and should include any evidence pertinent to the issues identified. The department head shall provide the student with a written decision within five (5) class days of receiving the complaint or grievance form.

Step 3. Upon receipt of the written disposition, the student shall respond in writing whether the decision is satisfactory or dissatisfactory. If the student is not satisfied with the decision given in Step 2, he or she shall within ten (10) class days forward the written grievance or complaint and department head's decision to the

Chief Strategy Officer for consideration. The Chief Strategy Officer shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.

Step 4. Within ten (10) class days of receiving the written disposition from the Chief Strategy Officer, the student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the student is dissatisfied with the decision, he or she may request a review by the college president. The review shall take place within 20 class days after it is requested.

Step 5. The college president shall present his or her decision to the student. The president's decision shall be considered final and is the last step internally for due process.

To file a complaint, a student may complete the online student complaint form available on the MTC website.

Record of Student Complaints

To comply with federal regulations and institutional accreditation regulations, the President's Office will keep a record of all formal, written student complaints received by the college. Formal, written complaints that are signed by a student and addressed to and received by the president, vice presidents, academic department deans or directors, or administrative department directors will be recorded.

For purposes of this procedure, *student* is defined as (1) an individual who is currently enrolled, (2) an inactive student who has attended within the past academic year that can return without reapplying for admission, and (3) a graduate of less than two years.

A student who files a written complaint or grievance should be aware that information pertaining to the complaint must be shared with institutional accrediting agencies. Appropriate measures will be taken to preserve student privacy and ensure anonymity for complainants.

College representatives who receive a complaint as defined above are required to submit information to the President's Office for the official *Record of Student Complaints*. The records and disposition of any formal complaint or grievance shall be maintained separate from academic records in the President's Office for a minimum of three (3) years.

Appeals

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Dean of Student Services. Questions regarding this process should be directed to the Dean of Student Services

Disciplinary Action

If you violate the Marion Technical College Code of Conduct, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct are grounds for probation or immediate dismissal. In a technology that includes employment internship, good standing with the cooperating employer is expected and is essential for continuation in the program.

Charges

Any student, registered student organization, faculty, and/or staff member may file charges with the Dean of Student Services against any other student, registered student organization, faculty, or staff member for actions happening

on-campus or off-campus at any college sanctioned event or activity. Actions that warrant such charges include, but are not limited to:

Misuse of Electronic and Computing Resources
Use of college electronic and computing resources must comply with all federal, Ohio, and other applicable laws; all generally applicable college rules, policies, and directives; and all applicable contracts and licenses.

Academic Misconduct
Including all forms of academic misconduct wherever committed, illustrated by but not limited to cases of plagiarism and dishonest practices in connection with examinations. (See Page 20 of the MTC Student Handbook for more information.).

Disorderly or Disruptive Conduct
Disorderly or disruptive conduct that interferes with college authorized activities.

Endangering Health or Safety
(Intentional or negligent) — Taking or threatening any action that endangers the safety, physical or mental health, or life of any person whether intentionally or because of recklessness or gross negligence.

Destruction of Property
Intentionally or negligently damaging, destroying, or defacing college property or property of any person while on college premises or at a college-related activity.

Theft/Unauthorized Use of Property
Theft or unauthorized use of college property or property of any person while on college premises or at a college-related activity.

Sexual Harassment/Misconduct
Physical or non-physical contact of a sexual nature, or conspiring to commit any act, that injures, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace any person.

Unauthorized Presence
Unauthorized entrance or presence in any facility on college premises.

Dishonest Conduct
Conduct including, but not limited to, making a false report of an emergency, false accusation of misconduct, forgery, alteration of college documents, or submitting information known by the submitter to be false.

Failure to Comply with College Authority
Failure to comply with legitimate directions of college officials in performance of their duties, including, but not limited to, following prescribed emergency procedures, and violation of the terms of a disciplinary sanction.

Possession of Dangerous Weapons or Devices
Possession or keeping of a firearm, weapons, or dangerous devices of any description in any area of the college premises or at a college-related activity unless authorized by an appropriate college official or permitted by college policy.

Use, Possession, or Distribution of Illegal Drugs and Alcohol
Use, possession, or distribution of illegal drugs or alcohol on college premises, college-related premises, or at a college function except as authorized by law and college policy.

Communicable Diseases

Any person who poses a threat to another due to a communicable disease may be counseled and appropriate action taken depending on the nature of the disease. Infectious and/or nuisance diseases such as chicken pox, strep throat, scarlet fever, head lice, tuberculosis, hepatitis, impetigo, pink eye, etc., are all included. A physician's statement indicating that the person is not of danger to others/free of infection/nit free may be required before the person is permitted to return to campus.

Tobacco

The college prohibits the use of tobacco, in any form, in any building, parking lot, sidewalk, or other part of the Marion Campus.

Gambling

Playing a game for money or for something of value or selling, bartering or disposing of a ticket, order or any interest in a scheme of chance, by whatever name, on college premises or at a college-related activity is prohibited.

Pets

No pets are allowed in any campus building at any time (except those that assist disabled persons).

Procedure

This procedure is used when a student is accused by another student, faculty, or staff member of violating the college code. Charges against a faculty or staff member are referred to that employee's vice president and/or the Director of Human Resources.

Depending on the seriousness of the violation, the student may be given an interim suspension while the investigation is conducted and during the hearing process.

A. Complaint made:
   1. A complaint is made in writing to the Chief Strategy Officer.
   2. A preliminary investigation is conducted by the Chief Strategy of Officer (or designee); if the student is believed to be in violation, an Administrative Meeting is scheduled.
B. Administrative Meeting*:
   1. The student is presented with the charges, & sanctions are set, by the Chief Strategy Officer.
   2. If the student does not admit the violation or accept the sanctions, the student may request that a Judicial Committee Hearing be scheduled.
   3. If the student fails to attend/respond to this meeting, charges and sanctions are presumed acceptable.
C. Judicial Committee Hearing*:
   1. This committee consists of two students and two faculty or administrators.
   2. The student is officially notified of charges, the alleged regulation violated, witnesses, and the time of the hearing.
   3. The student may be found not in violation; if so, the case is dismissed.
   4. If the student is found in violation, sanctions are determined.
   5. If the student chooses to appeal, the college president may review the case.
D. President's Review:
   1. The president may reverse or affirm the Judicial Committee's decision.
   2. Any further appeals must be directed to a state, local, or civil Court of Appeals.
   3. Victims of crimes of violence or non-forcible sex offenses may request in writing the results of campus disciplinary proceedings.

*An audio recording will be made at these hearings.

Appeals

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Dean of Student Services.

Data Collection for Reporting & Accreditation Purposes

For the purpose of annual accreditation reporting (APAR), students will be considered students of a particular cohort (i.e., Fall 2023 Cohort) after they have successfully completed the introductory HIT course (HIT1200). This ensures that students who are being counted in the cohort are indeed committed to the program for which they are registered.

In order to accurately track students, any student who does not attend courses for three consecutive semesters will be dropped from the HIT or MBC program and returned to first-year advising. Students may re-apply at any time to restart the program with the next cohort.

Next Steps:

After reading the above information, please contact academic advising for a program application, which will be completed online. Once confirmation has been made that you meet all program requirements, you will be notified of your acceptance to the program, assigned a program advisor, and registered for classes.

Marion Technical College Health Programs
Student Agreement to Respect Confidentiality, Privacy, and Security

Maintaining confidentiality, privacy, and security is a key principle in today's health care setting. The purpose is to promote trust in professional relationships between patient/family members and individuals working in the health care environment, facilitate truthful and complete disclosure of information by patients, and protect patients, health care providers, and health care facilities from harm by preventing disclosure of information. Some information may be harmful to an individual's reputation, personal relationships or employment.

Confidentiality carries the responsibility for limiting disclosure of private matters. It includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual. **Privacy** is the right of an individual to be left alone. It includes freedom from observation or intrusion into one's private affairs and the right to maintain control over certain personal and health information. **Security** includes physical and electronic protection of the integrity, availability, and confidentiality of computer-based information and the resources used to enter, store, process, and communicate it; and the means to control access and protect information from accidental or intentional disclosure.

Confidential information includes but is not limited to: patient information, medical records, hospital/medical office information, pharmacy, physician information, employee records, and any situation which may be encountered in the course of your clinical/practicum experience and on campus. Maintaining confidentiality means to share information only with other healthcare professionals who have a "need to know" the information to provide proper healthcare for that patient and/or to conduct business within the health care setting. Obtaining and sharing information in which there is not a "need to know" is a violation of confidentiality. Sharing any information about your observation or clinical practicum site or staff is a breach of confidentiality per HIPAA. To ensure confidentiality, privacy, and security, cell phone usage is not permitted during observation hours or while in any professional practice experience.

Information that is a benefit to the learning experience may be shared with an instructor or other students as part of a classroom assignment. Information must exclude patient identifiers/confidential information. As part of a learning experience, this would be considered a legitimate "need to know". Sharing this information outside of class is a breach of confidentiality.

A common way in which information is shared unnecessarily is through casual conversation. Sometimes a patient or a situation is very interesting and information is shared with one's own family, friends, or co-workers who are not involved with that patient. Simply mentioning that you saw an individual in a healthcare setting is considered a breach of confidentiality. Other times, information is shared inadvertently. Two employees, both needing to know information about a patient, discuss the case in the elevator or in the cafeteria, and a visitor overhears the information. This illustrates why it is imperative to limit clinical discussions to non-public areas.

Records such as any part of a patient's chart, are not to be read by individuals other than those having a "need to know". Retrieving information from a computer also falls into this category. A "need to know" refers specifically to work needs. Looking up testing for a friend or a family member is not acceptable "need to know". Friends and family need to learn of their lab data results from the ordering physician.

****
Agreement requiring student signature:

I have read the above information regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site. I understand that electronic or smart devices are not permitted during observations or a professional practice experience. I will not remove records, papers, medications or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures of patients or of confidential information. I agree to use caution when discussing confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may prohibit me from admission to any MTC allied health program, or result in my removal from the professional practice, a failing grade, and dismissal from the

program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Marion Technical College.

Print Name: _____Date _____

Signature: _____Student ID: _____

Health Directors: Confidentiality Agreement 4.15.16; Revised 2.20.19; Reviewed 8.5.20; 4.2.21; Revised 3.22.22; 3.6.23

SUBJECT: COMMUNICABLE DISEASES

PURPOSES: To protect patients, students, and faculty from communicable diseases while protecting the rights of the individuals which may have a condition posing a risk to others.

POLICY:

1. Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV (includes AIDS ARC) Covid-19, MRSA, Herpes Zoster, tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a professional practice experience. The student has a duty to inform the program director so that reasonable accommodation can be made to protect the safety of all parties involved.

2. If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during the professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodation can be made to protect all parties involved.

3. Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue to participate in educational programs so long as patients, other students, and faculty are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.

4. Infected neurologically handicapped students who cannot control bodily secretions, students who have un-coverable oozing lesions, or a communicable respiratory condition will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the appropriate College official.

5. All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or required by law.

6. Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable disease.

_____
Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

_____
Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Revised and approved
Health Directors: H P&P Communicable Diseases 7.9.15; 6.13.19; 8.5.20; 4.2.21, Reviewed 3.22.22; 4.7.23

SUBJECT: CRIMINAL BACKGROUND CHECK

PURPOSES: To screen applicants in all Health programs to promote patient safety and fulfill state mandated requirements for all patient groups.

_____

POLICY:

Criminal background checks will be conducted on all Health students prior to acceptance into the requested program or clinical placement. Background checks will be facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI), pursuant to Ohio Revised Code ORC 109.572 Criminal Records Check. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

PROCEDURE:

1.   State criminal background investigations must be completed by all students entering Health programs and upon requirements of affiliated training sites.
2.   Federal criminal background investigation must be completed if a student has not been a resident of Ohio for the past 5 years. FBI checks will also be conducted based upon specific program admission requirements due to affiliated training site requirements.
3.   Some affiliated training sites may also require additional background checks such as Excluded Parties Exemption System (EPLS).
4.   Students are required to disclose ANY criminal background at the time of the initial appointment and prior to the professional practice experience with a Health faculty/staff representative.
5.   If a criminal background is self-disclosed by the student, Marion Technical College may conduct a formal background check at that time. The background check may be conducted prior to formal application to the program at the student's expense.
6.   Students with confirmed criminal background(s) will be evaluated on an individual basis. It is not the responsibility of Marion Technical College to arbitrate any information regarding the findings of the background check.
7.   The school will maintain confidentiality of these records related to the background investigation(s) with the number of persons authorized to review results on a "need to know" basis.
8.   The cost of the criminal background investigation will be included in the lab fees.
9.   Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into the program pursuant to the Ohio Revised Code.
10.   Students who have a criminal background record but do not have a disqualifier based on the Ohio Revised Code will be required to sign a memorandum of understanding explaining that a clinical/practicum experience is not guaranteed due to future affiliate site requirements and they may also be prohibited from licensure and employment. Students also have the right to correct or complete any information gained from their criminal background check.
11.   Refusal to complete or cooperate to complete a criminal background check will prohibit the student from admission/continuation in the program.
12.   The initial Marion Technical College criminal background check will be valid as long as the student remains a continuous student. If the student interrupts his/her program for one calendar

year or longer, a new criminal background check will be required upon his/her re-entry/acceptance into a Health program.

13. Students are to remain free of disqualifying convictions while enrolled in the program. Students are required to notify the Dean or Director of their respective program within one week of any conviction that occurs during the student's acceptance/enrollment in the program regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate documentation. (i.e. Judgment Entry of Sentencing.)

14. Potential employers for MTC Health programs may require criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug related arrests may be ineligible for employment. Any criminal background may preclude an individual from employment. Therefore, completing a MTC program does not guarantee future employment.

15. Students requesting copies of criminal background checks will be required to sign the *BCI & FBI Dissemination Log*.

_____

_____
Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

_____
Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Health Director: Health P&P Criminal Background Check
Revised & Approved 8.7.17; 4.26.19.19; reviewed 4.5.21; 5.2.22; 3.6.23

Criminal Background Memorandum of Understanding
Marion Technical College
Health Programs

Under Ohio law (ORC 109.572), all students must obtain a criminal background check, including state (BCII) and Federal (FBI) in order to be eligible for program admission, student activities, licensing, and employment. Background checks are conducted through Marion Technical College (MTC) and facilitated by the Ohio Bureau of Criminal Identification and Investigation (BCII). Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

Through this agreement, Marion Technical College sets forth the terms and conditions for students entering a Health Program at MTC with a criminal background.

    A. Student must consent to a criminal background conducted by MTC.
    B. If the student has not yet been formally admitted to the program, they will incur all costs involved with the background check.
    C. If the student's background check produces a record that is considered a "disqualifier" under Ohio Law, the official making the determination of suitability for entering a Health program shall provide the student with the opportunity to complete or challenge the accuracy of the information contained in the FBCI Identification Record. The deciding official should not deny the admittance based on the information in the record until the student has been afforded a reasonable time to correct or complete the information or has declined to do so. The student should be presumed not guilty on any charge/arrest for which there is no final deposition stated in the record or otherwise determined.
        a. If the student chooses to correct or complete the information produced from their background check, they may miss the application deadline and may need to reapply once the background has been cleared.
    D. If the background produces **any** felony convictions, the student is advised that they may be prohibited from licensure and health care employment in the state of Ohio depending on specific program licensure requirements.
    E. Student understands that completion of the program does not guarantee future employment.

This agreement will be effective beginning on the date of the signatures below.

Both parties indicate their agreement with above terms and conditions by signing below.

Student   **Marion Technical College**

Name: _____   Name: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

I wish to decline correcting my background check information.

Signature _____   Date _____

Criminal Background Disclosure
Marion Technical College
Health Programs

I understand that I, prior to acceptance into a health program, will be subject to a background check including, but not limited to an analysis of fingerprints and review of all prior criminal records. The criminal background check is facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Investigation and Identification and the Federal Bureau of Investigation. Students with certain felony, misdemeanor, or drug-related arrests as specified in the Ohio Revised Code 109.572, may be ineligible for admission into the program. Furthermore, clinical/practicum sites have their own requirements for students attending their facilities. Students with disqualifiers may be ineligible to complete the MTC health programs if the student is not eligible to complete clinicals/practicums at the training site.

I understand I am required to self-disclose any criminal background prior to admission into the program. Students with any criminal background may also be ineligible for admission. Potential employers may require criminal background checks as conditions for employment. Individuals who have been convicted of any crime, including felony, gross misdemeanor, misdemeanor, or a drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

I understand the submission of any false information to Marion Technical College shall be cause for immediate dismissal from any Health program.

Do you have any criminal background?   _____ Yes   _____ No

_____   _____
Signature of Student   Date of Birth

_____   _____
Printed Student Name   Other Names -Alias

_____   _____
Date   Social Security Number

H: Criminal Background Disclosure, 4.15.16; Revised 2.20.19; Reviewed 4.5.21; 3.6.23

_____

SUBJECT: DRUG SCREENING FOR PROFESSIONAL PRACTICE EXPERIENCE

PURPOSES: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

_____

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. *Note*: While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered illegal by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. This extends to marijuana in any form, including edibles, or CBD oils that contain more than 0.00% THC. Students are also expected to follow the Marion Technical College Health and the affiliate training site 0.00% drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will meet with the Director of their Health Program and may be required to have a drug test before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the professional practice course and it's corresponding on-campus course, and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at anything above 0.00% limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the drug screening policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and may also need to provide written documentation of treatment and counseling. In addition, students will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

  1.   Students in any Health program including a clinical, practicum or professional practice experience will be required to submit to random and/or periodic drug screening any time after admission to the program and throughout the entire duration of the program. Any Health students may be subject to drug screenings for cause during the program.
  2.   Upon request, student will submit to a drug screening facilitated by Marion Technical College and conducted by an approved facility selected by Marion Technical College.

3. Any student who fails to complete a screening by specified deadline will be considered in violation of the policy.
4. Any student who refuses/fails to cooperate will be considered in violation of the policy.
5. Any student who provides a contaminated/inadequate specimen will be considered in violation of the policy.
6. Any student who leaves for any reason after being called back to the lab and prior to successfully completing of their drug screen, will be considered non-compliant and in violation of the policy.
7. Student must authorize (consent) to release test results to MTC per normal reporting procedures.
8. Payment of the initial authorized drug screenings will be charged to students through laboratory fees. Students providing unauthorized drug screens will be responsible for all expenses incurred.
9. Any student who provides a "negative dilute" specimen will be retested within 24 hours of program notification at MTC's expense. The testing facility will be directed to do an "observed" specimen for the retest.
10. Positive drug screens are considered to contain the presence of at least one unacceptable substance, at or above the established threshold limit. Confirmation tests are performed on all positive test results. Positive results due to prescription drugs will require the student to demonstrate they possess a legal prescription.
11. Refer to the Substance Abuse Policy for further procedures regarding confirmation of drug use in the classroom or professional practice, practicum, or clinical experience.

_____
Authorization
Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

_____
Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Approved 5.22.17;
Revised 5.3.19; 1.4.22; 5.11.23
Reviewed 8.5.20; 5.25.21; 4.20.22
Health Director: Health P&P Drug Screening

SUBJECT: GUIDANCE AND REFERRAL COUNSELING, MENTAL HEALTH RELATED

PURPOSES: To provide referral for individuals needing guidance and counseling services, including drug and alcohol treatment.

POLICY:

Although mental health related counseling services are not available on campus, guidance and counseling services are readily available in the community.

PROCEDURE:

1.   The criteria for referral to counseling are:
   a.   An individual requests a referral to counseling services.
   b.   An individual who is experiencing a crisis.
   c.   An individual who is a potential threat to others or self.

2.   For assistance and appropriate referrals, students or Faculty may contact either:
   - Mike Stuckey, LPCC, Director of Marion Technical College Foundation at   740-386-4171.
   - Jenifer Montag, Director of Disability Services at 740-386-4222.
   - Faculty will notify the Behavior Intervention Team.

Resources that the student may be referred to are:

- Care Line
  320 Executive Dr.
  Marion, OH 43302
  740-383-2273

- Center Street Community Health Center/Behavioral Health Services
  136 W. Center St.
  Marion, OH 43302
  740-387-5210

- GuidanceResources Student Assistance Program
  Call: 833-955-3384
  TTY: 800-697-0353
  Online: guidanceresources.com
  App: GuidanceNow
  Web ID: MTC Student

- Marion Area Counseling Center
  320 Executive Dr.
  Marion, OH 43302
  740-375-5550

- Marion Matters Inc.
  790 Kenton Ave.
  Marion, OH 43302
  740-262-8356
  ern.marionmaters@gmail.com

- Maryhaven
  333 E. Center St.
  Marion, OH 43302
  740-375-5550

- Turning Point
  330 Barks Rd. West
  Marion, OH 43302
  740-382-8988 (For victims of domestic violence)

- Crisis Line
  1-800-232-6505 (24 hour emergency assistance over the phone to persons in emotional crisis)

  911 if warranted

_____

_____

Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

_____

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

SUBJECT: HEALTH SERVICES

PURPOSE: To provide referral and emergency assistance on campus.
_____

POLICY:

The Health faculty may provide referral and emergency assistance to students and staff seeking health services.

ON CAMPUS PROCEDURE:

1.   Students are required to complete an MTC Responsibility for Treatment form during Orientation, acknowledging responsibility for treatment at their own expense.

2.   When an individual seeks health services, Health faculty may refer the individual to his/her physician or other health care facilities/services.

3.   When an individual has a health-related emergency, the Health faculty may call 911 for emergency assistance. Any additional expense for emergency transportation is at the student's responsibility.

4.   An AED is available to trained personnel, located in the Health Technologies Center Lobby.

5.   If a student declines assistance, the refusal should be documented within 24 hours on an official MTC Incident Report, which can be obtained through the Business Office or on the MTC intranet.

6.   If a student incurs an injury/exposure in a health program lab or on campus, the health personnel will make immediately available to the individual a confidential medical evaluation and follow-up through OhioHealth WorkHealth located at 165 W. Center Street, Marion, Ohio. If exposure or injury occurs after regular hours of OhioHealth WorkHealth, the individual should report to the OhioHealth Marion General Hospital Emergency Room or OhioHealth Urgent Care. All expenses incurred for evaluation and follow-up will be the responsibility of the student.

7.   An official *MTC Incident Report* as well as a *Student/Employee Incident Report Form for Bloodborne Pathogen Exposure* (if applicable) should be completed immediately by the involved Health personnel and student(s).

_____

Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

_____

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health
Approved 4.15.16; revised 4.25.19; Revised 2.20.19 Reviewed 8.5.20; 4.29.21;3.22.22
Health Directors: Health: P&P Health Service

SUBJECT: **HEPATITIS B AND OTHER IMMUNIZATIONS**

PURPOSES: To ensure a state of optimal health and safety for the Health student in the campus laboratory setting with occupational exposure to bloodborne pathogens and to ensure the safety of patients in a healthcare setting.

_____

POLICY:

The Health faculty will provide each student with information regarding occupational exposure and the need for the adult Hepatitis B vaccine and other required immunizations.

PROCEDURE FOR HEPATITIS B:

1.   Students admitted into a program and enrolled in laboratory/clinical courses will receive information on Hepatitis B prior to any exposure to bloodborne pathogens or other potentially infectious materials.
2.   The student will be required to start the Hepatitis B vaccine series or show proof of the series, or sign a Hepatitis B Vaccine Declination form.
3.   When signing the Hepatitis B Vaccine Declination form, a health faculty member will be a witness.
4.   The Health faculty member will retain the signed form for placement in the student's academic file.
5.   It is the responsibility of the Health faculty member to ensure all students enrolled in laboratory/clinical courses have been informed and the appropriate documentation completed prior to any exposure.
6.   All students are <u>required</u> to have at least the first and second hepatitis B immunization or a titer proving immunity or proof of Hep B series prior to any clinical/practicum experience.
7.   Students in the MLT, PBT and Medical Assisting programs are <u>required</u> to start the Hepatitis B vaccine series prior to taking any technical courses due to safety concerns in the exposure to blood and body fluids. The Hepatitis B series must be completed (three immunization injections) prior to the beginning of clinical/practicum. The program director will ensure all students enrolled in the program have been vaccinated and the appropriate documentation provided. A declination form must have an attached, signed statement by a physician indicating the nature and probable duration of the medical condition or circumstances that contraindicates the immunization and identifying the specific vaccine if indicated.
8.   Students who have been diagnosed with any Hepatitis virus must be under the care of a physician to participate in laboratory classes or clinical/practicum. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention or established policy of the associated clinical facility. The student is required to sign the Hepatitis Policy form.

PROCEDURE FOR ADDITIONAL REQUIRED IMMUNIZATIONS:

1.   Students are informed prior to admission into a program that required immunizations must be completed prior to being enrolled and participating in any course with a clinical/practicum component in a healthcare facility.

2. Required immunizations are based on the current standards of healthcare facilities and are subject to change. The student required immunizations and/or titers will be listed on the Medical/Physical form.
3. Immunizations must be completed prior to participating in clinical/practicum experiences.

Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Approved
Health Directors: Health P&P Hepatitis B 5.22.17
Revised 4.25.19, 4.7.23
Reviewed 8.5.20; 4.29.21; 4.20.22

MARION TECHNICAL COLLEGE
HEALTH DIVISION
HEPATITIS POLICY

INTRODUCTION

The following is the policy of Hepatitis infection among students in a Health Program. This policy is designed to protect patients treated in the numerous clinical facilities at or affiliated with Marion Technical College and to protect the rights of the individuals who may have a condition which may pose a risk to patients.

POLICY

Any student in a Health Program who is directly involved in patient care and has Hepatitis should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated clinical facility. If a student suspects that she/he may have contracted Hepatitis, she/he has a duty to seek appropriate testing to clarify her/his health status.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue her/his education career so long as patients are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on a case-by-case basis by the student's physician, taking into account the nature of the individual and attendant functional disabilities or limitations.

I have read and understand this policy and have had an opportunity to ask questions:

_____   _____
Student's Signature   Date

_____   _____
Print Name   Student ID

Health Directors: Health Hepatitis Policy form 4.20.22

SUBJECT: MEDICAL PHYSICAL

PURPOSES: To ensure the Health student meets the health requirements of the affiliated clinical training sites prior to participating in a clinical, practicum or professional practice experience.

POLICY:

1.   Health students must complete a medical physical within six months prior to initial patient contact to meet the health requirements of the clinical affiliate training site. A list of requirements will be made available to the students prior to admission to the program but are subject to change due to the needs of the clinical affiliate training site. The medical physical must be completed by a MD, DO, NP, or PA.

2.   Students who have not completed the medical physical, immunizations and all diagnostic screenings by the specified deadline will not be permitted to participate in the professional practice experience. Noncompliance will be evaluated on an individual basis by the program director. If the student is able to complete the affiliate training site requirements prior to the start time of the clinical/practicum/professional practice they may be permitted to attend. However, if the requirements are unable to be completed they will not participate in professional practice experience and may not be able to successfully complete the program.

PROCEDURE:

1. The student must have physical and immunizations requirements to meet health requirements of clinical agencies. Specific programs may require additional steps. Marion Technical College (MTC) does not set the requirements for the clinical site, but are only making you aware of these third party requirements. A student must comply with the clinical requirements, including vaccinations. If a student does not meet all clinical requirements, including getting the vaccines a clinical site has deemed mandatory, the student may disqualify themselves from the Nursing and Health programs at MTC. A specific list of requirements will be made available to the student prior to their clinical/professional practice expereince/practicum.

2. The student must submit all documentation to the program:
    a.   Medical/Physical form that must be signed by both physician and student
    b.   Documentation verifying diagnostic screening results
    c.   Immunization history
    d.   Tuberculosis Testing Record

3. All records will be securely maintained by the program Clinical Coordinator.

4. Students must also meet the same requirements as the employees of the clinical affiliate training site. These may include, but are not limited to the following:
   a. Drug testing
   b. HIV testing if potentially exposed to blood borne pathogen
   c. Criminal background checks
   d. Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, Hepatitis, COVID-19)

5. Clinical sites may require students receive flu vaccinations as this may be a requirement to attend certain clinical sites. *Vaccine Administration Record* forms will be provided by the program administrative assistant to document completion of the vaccine. Individuals choosing not to obtain a flu vaccine will be ineligible for clinical sites mandating flu vaccinations.
6. Clinical sites may require students receive the COVID-19 vaccine. Individuals choosing not to obtain a COVID-19 vaccine will be ineligible for clinical sites mandating COVID-19 vaccinations.
7. In the event students are unable to obtain all of the requirements due to special circumstances beyond their control, i.e., a regional or national shortage of any required immunizations, vaccines or testing material for infectious disease testing, the following guidelines would apply:
   a. The Associate Deans or Dean and program director will review the circumstances of the supply interruption utilizing the following resources: directors of the affiliate training site, the Occupational Health department of the affiliate training sites, the associated regulatory agency, i.e., OSHA, CDC, and the state attorney general representative for MTC.
   b. The action recommendation made to the appropriate Associate Dean of Health and the MTC Vice President of Academic Services must be in compliance with any recommendations or guidelines of regulatory agencies.
   c. Students may be allowed to attend the professional practice if it is determined that attendance will not place the student or patients and employees of the affiliate site at undue risk or harm and if MTC and the affiliate site are in agreement.
   d. This agreement must be documented on the Disclaimer Agreement for Professional Practice Requirements and signed by MTC, the affiliate site and the student.

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Authorization   Authorization
Deb Myers, M.ED, RT, RVT, RDMS,RDCS   Chad Hensel, PT, DPT, MHS, CSCS
Associate Dean of Health Programs   Associate Dean of Health Programs

Health Directors: Health P&P Medical Physical, 4.15.16; Revised 4.25.19; 8.5.20; 4.29.21, 8.09.21; 4.22.22; 3.6.23

SUBJECT: RESPONSIBILITY FOR TREATMENT

PURPOSE: To provide guidelines for medical treatment or care provided during a Health
                         Program clinical, practicum, professional practice, laboratory experience or
                         required observation hours.
_____

PROCEDURE:

1.   In certain situations Marion Technical College personnel or affiliate training site
       personnel may require a student to seek medical treatment. This also applies to non-
       students completing observation hours.

2.   If the affiliate training site is a clinical site, such site should provide emergency care for
       the student or non-student in the event that he or she requires immediate medical attention,
       unless instructed otherwise.

3.   Any cost for required treatment due to illness, injury, or exposure is the financial
       responsibility of the student or non-student.

4.   Students and non-students must sign a ***Responsibility for Treatment*** form prior to
       program admission or the commencement of observation hours for any Health Programs
       containing Clinical, Practicum or Professional Practice Experiences.   For online
       programs, the student or non-student must submit a signed form prior to a professional
       practice experience.

5.   The signed form will be placed in the student's academic file. For non-students, the forms
       will be placed in the pending student files.

_____
Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

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Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Approved 7.9.15; Revised 2.20.19; 5.25.21
Reviewed 8.5.20; 3.22.22; 3.6.23
Health Directors: Health P&P Responsibility for Treatment

MARION TECHNICAL COLLEGE
HEALTH

RESPONSIBILITY FOR TREATMENT

I understand that neither Marion Technical College nor the affiliate training or observation site will assume the cost of treatment or care for injury or medical condition occurring during my clinical practicum, professional practice experience, laboratory experience, or observation hours.

I understand that in certain situations Marion Technical College personnel or appropriate affiliate training site personnel may require me to seek medical treatment or care at my own expense.

I assume full responsibility for any and all costs associated with medical treatment or care that I receive, which may be required as a result of my participation in clinical practicum, professional practice experience, laboratory experience, or during observation hours.

By signing below, I affirm that I have read, understand, and agree to the contents of this Responsibility for Treatment.

_____   _____
Signature   Date

_____
Printed Name

_____
Student ID number (if applicable)

Health Directors: Health Responsibility for Treatment Form
Approved 7.9.15; Revised 5.22.19; Reviewed 3.22.22; 3.6.23

SUBJECT: Procedure for snow, inclement weather and weather-related college closures

PURPOSES: To provide guidelines for steps to take on snow, inclement weather and weather-related college closure days.

POLICY:

1. **"Level 3" weather-related emergency:**
   Students enrolled in HIT, DMS, MA, MLT, NUR, OTA PBT, PTA, RAD, SUR, or SWA clinical/practicums may be absent in the event their county or a county they travel through is on a "Level 3" weather-related emergency. The absence must be made up in accordance with the syllabi for the course(s) missed.

   a. If a student chooses to miss class due to inclement weather and the college is open, the student should notify the clinical instructor and clinical coordinator of absence prior to the beginning of required clinical start time, as well as consult the course syllabi for program make up requirements.

2. **Weather-related delay:**
   Faculty or clinical/practicum sites may choose to delay a clinical/practicum start or shorten the clinical/practicum day based on local weather conditions. The clinical/practicum hours would need to be made up

3. **MTC closure for weather related reason**:
   All classes and clinical/practicums will be canceled. Depending on the program, the clinical/practicum hours may need to be made up.

   a. If the weather is not prohibitive in the Students' area and their DMS, HIT, MA, MLT, OTA PBT, PTA, RAD, SUR or SWA clinical/practicum site is open, they may go to their clinical/practicum.

4. **Clinical or Practicum site weather related closure:**
   If the Student enrolled in DMS, HIT, MA, OTA, PBT, PTA, SUR or SWA's' clinical/practicum site closes due to a weather-related emergency, the student is expected to communicate with the clinical/practicum site to determine when to return. The clinical/practicum hours would need to be made up.

_____   _____

Authorization
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Associate Dean of Health   Associate Dean of Health

Approved: Health Directors: Health P&P Procedure for snow, inclement weather, college closures 1.18.22
Reviewed: 4.7.23

SUBJECT: **STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION**

PURPOSES: To identify inappropriate student conduct associated with the Health programs and to define the process for appropriate student corrective action as a result of misconduct.

Policy:

Expected Conduct:
Students enrolled in a Health Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Program and Marion Technical College. The Health programs recognize responsibility to the healthcare professions they represent and to the consumers of health care. Therefore, any action by a Health student that is considered unprofessional or unsafe shall be deemed cause for disciplinary action and/or dismissal.

Health students of Marion Technical College are expected to:
- Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Health program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinicals, practicums or professional practice experiences, and in their interactions with others.
- Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.
- Respect the rules and regulations of the Program within the classroom and laboratory as outlined in the Student Handbook and course syllabus.
- Respect the rules and regulations of the affiliated training site presented to the students during the training site's orientation process.

Policy Statements:
Student disciplinary action, ranging from a written warning/learning contract/progress alert, to program dismissal, will be taken for violations of the following expected student conduct while participating in a Health program, which may include, but are not limited to:

1. <u>Professionalism</u>. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students, instructors, patients and their visitors, and/or site professionals, and behavior that preserves the safety of others. Professionalism must be exhibited while in a Health program and is often evaluated by the instructor within a course as part of the preparation for clinical, practicum, or professional practice experiences. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

2. <u>Academic Dishonesty</u>. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat according to MTC Policy #521. Engaging in academic dishonesty may result in immediate dismissal from a Health program.

3. <u>Sexual Harassment</u>. A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a "hostile working environment" according to Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct.

4. <u>Patient Care</u>. When providing patient care, a student shall:
   a. report and/or document the care provided by the student for the patient, and the patient's response to that care.
   b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
   c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical, practicum or professional practice experience.
   d. promote a safe environment for each patient and their guests.
   e. delineate, establish, and maintain professional boundaries with each patient and their guests.
   f. provide privacy during examination or treatment.
   g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
   h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
   i. not misappropriate a patient's property or engage in behavior to seek or obtain personal gain at the patient's expense. All patients are presumed incapable of giving free, full, or informed consent to the unethical behaviors by the student.
   j. not engage in conduct or verbal behavior with a patient and their guests that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full, or informed consent to sexual activity with the student.

5. <u>Confidentiality</u>. The student must abide by the HIPAA rules of privacy and the "Agreement to Respect Confidentiality, Privacy, and Security". A student shall not share confidential information with anyone except another healthcare provider that has a "need to know" the information to provide proper health care for that patient or to conduct business within the health care setting.

6. <u>Substance Abuse</u>. Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and affiliated training sites in accordance with the student code of conduct. Students are prohibited from reporting to class and affiliated training sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom/ clinical, practicum, or professional practice experience. Please also refer to the Health Substance Abuse Policy for further information.

7. Health students are expected to refrain from:
   a. Acts which disrupt or interfere with the orderly operation of instruction and other academic activities.
   b. Behavior that causes, or can reasonably be expected to cause, physical and/or mental harm to a person.

c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life.
d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties and clinicals site staff.
e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
f. Intentionally or recklessly interfering with normal College activities or emergency services.
g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:
Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College's Health programs. The Program reserves the right to eliminate any step in the case of any infraction based on the severity of the infraction, such as immediate harm to others. Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

Violation of confidentiality will result in disciplinary action that may include removal from the affiliated training site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Health corrective actions:

Written Warning/Progress Alert/Learning Contract– A written notice to the student offender that the student has violated the Health Student Code of Conduct, and/or MTC Student Code of Conduct and that further violations will result in more severe disciplinary action. The Program Director in accordance with AP 420 Student Disciplinary Action (in consultation with the Interim Associate Deans of Health and the Student Conduct Officer) will decide on the terms of the progress alert/learning contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/clinical, Practicum or professional practice experience and dismissal from the program.

Dismissal from the program: The Program Director (in consultation with the Interim Deans of Health and Student Conduct Officer) will make the final decision on dismissal from a Health program.

The MTC policy on AP 440 Student Complaints, as stated in the Health Program's Student Handbook, will provide due process for the student. This policy can also be found in the MTC Student Handbook or on the college website.

A student dismissed from a clinical, practicum or professional practice experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the professional practice experience.

A student dismissed from a program may request a readmission petition in accordance with current requirements.   Readmission to the program is based upon seat availability, past scholastic performance, professional practice performance, and any other program specific criteria. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

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Authorization
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Associate Dean of Health

_____

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Revised & Approved 4.25.19, 3.6.23
Reviewed 8.5.20; 4.29.21; 5.2.22
Health Directors: Health P&P Student Conduct Policy

SUBJECT: STUDENT PROFESSIONAL LIABILITY INSURANCE

PURPOSES: To protect the student while practicing in the clinical/practicum area.
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POLICY:

5. Students enrolled in any clinical/practicum course are required to purchase professional liability insurance. Contracts for the student clinical/practicum experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical/practicum experience.

6. Students enrolled in the clinical/practicum course pay an insurance premium. This charge is recorded under "Other Fees" on the student's fee statement. No refunds will be made for unexpired coverage due to drop-outs for any term.

7. For a copy of this policy the student should see the Chief Financial Officer in the Business Office.

_____
Authorization
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Associate Dean of Health

_____
Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Approved

Health Directors: Health P&P Professional Liability Insurance

4.15.16; Revised 2.20.19
Reviewed 8.5.20; 4.29.21; 4.20.22

SUBJECT: **SUBSTANCE USE**

PURPOSE: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

_____

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. *Note*: While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered illegal by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. This extends to marijuana in any form, including edibles, or CBD oils that contain more than 0.00% THC. Students are also expected to follow the Marion Technical College Health and the affiliate training site's 0.00% drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will meet with the Director of their Health Program and may be required to have a drug test before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the course and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and will be encouraged to seek treatment and/or counseling. In addition, students will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

<u>Classroom</u>

When a student's condition/behavior suggests impairment, the instructor will immediately validate their perceptions/suspicions with another faculty/staff member.
- Privately discuss your concerns with the student and question his/her use of any alcohol, prescription or illegal substances. Document your conversation with the student in *Maxient.*

- Arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by an approved facility selected by Marion Technical College for additional assessment and documentation. Faculty will arrange for safe transportation to and from the approved facility. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, he or she will be considered in violation of the policy and removed from the classroom. Security will be available upon request of the instructor. The faculty will assist the student in securing safe transportation.
- The student will be referred to the faculty/program director prior to the next scheduled class day. Final decision regarding student's status/discipline will be made by the Program Director based upon input from the faculty.
- Positive alcohol screens or drug screens in a laboratory class due to illegal substances will result in removal of the student from the course due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program. Final decision regarding student's status/discipline will be based upon input from the Program Director in consultation with the Interim Associate Deans of Health.
- A student dismissed from a program may request readmission based upon current admission policies and will be encouraged to seek treatment and/or counseling. In addition, student will be subject to periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.
- If impairment behaviors are observed, the procedures of the College Policy #420 Student Disciplinary Action will be enforced.

Professional Practice Experience

When a student's condition/behavior suggests impairment is present, the professional practice supervisor will immediately validate their perceptions/suspicions with another healthcare employee. The MTC Program Director/Clinical Coordinator must also be notified.

- Privately discuss your concerns with the student and question his/her use of any prescription or illegal substances or alcohol. Document your conversation with the student.
- Arrange for the student to be accompanied and seen by the Emergency Room/WorkHealth facility for additional assessment and documentation. Marion Technical College will incur the initial cost of drug/alcohol testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment, he or she will be considered in violation of the policy and removed from the affiliated training site. Security can be obtained upon the request of the professional practice supervisor. The professional practice supervisor and/or clinical coordinator will assist the student in securing safe transportation.
- The student will be referred to the program director prior to the next scheduled professional practice day. Final decision regarding student's status/discipline will be based upon input from the Program Director in consultation with the Interim Associate Deans of Health.
- Positive alcohol screens or drug screens (due to illegal substances) in the professional practice experience will result in removal of the student from the professional practice experience due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program.
- A student dismissed from a professional practice experience will not be allowed the opportunity to substitute another course for the professional practice.
- A student dismissed from a program may request readmission based upon current admission policies and will be encouraged to seek treatment and/or counseling. In addition, student will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

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Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

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Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Approved 4.15.16;
Revised 4.25.19; 7.14.20
Revised 7.22.21; 5.2.22; 3.6.23
Health Directors: Health P&P Substance Use Policy

The role of the student is to actively participate in the professional practice experience and to coordinate classroom knowledge with a real world clinical medical experience. The student is expected to develop and strengthen their entry-level competencies.

Student responsibilities and expectations are outlined below. The Student will:
A. Complete a successful criminal background check (BCII and FBI as required) to fulfill program application requirements necessary for participation in a professional practice experience. Any additional background check required by the clinical affiliate training site prior to participating in a professional practice experience is not included in lab fees and is the student's financial responsibility.
B. Meet the necessary medical physical and health requirements to fulfill the technical standards to participate in a professional practice experience. These requirements are listed on the Medical Physical Form.
C. Complete a Medical Physical prior to registration in the professional practice experience according to the program requirements. A completed medical physical form and all lab work/documentation must be returned to the office by the deadline established by the program. A student may not participate in the professional practice experience if this documentation is not received.
D. Complete any required drug screen(s) prior to entry into the professional practice experience in accordance with the Health Drug Screening for Professional Practice Experience policy.
E. Contact the designated clinical coordinator of the affiliate site by phone or email to discuss any specific site requirements for the professional practice.
F. Provide their transportation to the professional practice site.
G. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the professional practice site. If the student is an employee of the site in some other capacity, work performed during paid hours can not be used toward meeting academic objectives. Note: PTA students will not be placed in clinical rotation at a site in which they have been employed.
H. Adhere to this contract and also the regulations of Marion Technical College as outlined in the Program Student Handbook.
I. Adhere to Program professional standards.
J. Students must sign The Agreement to Respect Confidentiality, Privacy, and Security acknowledging their responsibility in maintaining both College and affiliate training site policies, including HIPAA.
K. Conform to the dress code of the affiliate training site as well as departmental policies as outlined in the Program Student Handbook.
L. Perform procedures under supervision after demonstrating proficiency in the procedure. This practice will help develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
M. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student's knowledge of the clinical medical setting and to the development of entry-level competencies.
N. Attend each day as scheduled. Refer to the course syllabus for specific information on attendance policies.
O. Participate in an orientation at the affiliate site and agree to adhere to those policies.
P. Bear the financial responsibility of any cost for required medical treatment during the professional practice due to illness, injury or exposure. A signed "Responsibility of Treatment" waiver must be submitted.
Q. Carry liability insurance. The fee for this insurance is part of lab fees associated with tuition.

I have read and understand the above information and agree to comply with the terms of this contract.

Name: _____Student ID: _____ Date: _____

Health Director drive: Professional Practice Student Contract 5.3.19; Reviewed 8.5.20; 5.25.21; 3.22.22; 4.7.23

AHIMA HIM Associate Degree Competencies

AHIMA Taxonomy Level	AHIMA Associate Degree Competencies
Domain I. Data Structure, Content, and Information Governance	
2	I.1 Describe healthcare organizations from the perspective of key stakeholders
3	I.2 Apply policies, regulations, and standards to the management of information
3	I.3 Identify policies and strategies to achieve data integrity
5	I.4 Determine compliance of health record content within the health organization
2	I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures
2	I.6 Describe components of data dictionaries and data sets
5	I.6 (DM ONLY) Evaluate data dictionaries and data sets for compliance with governance standards
Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security	
3	II.1 Apply privacy strategies to health information
3	II.2 Apply security strategies to health information
3	II.3 Identify compliance requirements throughout the health information life cycle
Domain III. Informatics, Analytics, and Data Use	
3	III.1 Apply health informatics concepts to the management of health information

3	III.2 Utilize technologies for health information management	
3	III.3 Calculate statistics for healthcare operations	
3	III.4 Report health care data through graphical representations	
2	III.5 Describe research methodologies used in healthcare	
3	III.6 Describe the concepts of managing data	
2	III.7 Summarize standards for the exchange of health information	
5	III.6 (DM ONLY) Manage data within a database system	
3	III.7 (DM ONLY) Identify standards for exchange of health information	
Domain IV. Revenue Cycle Management		
3	IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines	
2	IV. 2 Describe components of revenue cycle management and clinical documentation improvement	
2	IV. 3 Summarize regulatory requirements and reimbursement methodologies	
5	IV.1 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines	
5	IV. 2 (RM ONLY) Evaluate revenue cycle processes	
5	IV.3 (RM ONLY) Evaluate compliance with regulatory requirements and reimbursement methodologies	
Domain V. Health Law and Compliance		
3	V.1 Apply legal processes impacting health information	

3	V.2 Demonstrate compliance with external forces	
3	V.3 Identify the components of risk management related to health information management	
3	V.4 Identify the impact of policy on health care	
Domain VI. Organizational Management and Leadership		
3	VI.1 Demonstrate fundamental leadership skills	
3	VI.2 Identify the impact of organizational change	
3	VI.3 Identify human resource strategies for organizational best practices	
3	VI.4 Utilize data-driven performance improvement techniques for decision making	
3	VI.5 Utilize financial management processes	
4	VI.6 Examine behaviors that embrace cultural diversity	
5	VI.7 Assess ethical standards of practice	
2	VI.8 Describe consumer engagement activities	
3	VI.9 Identify processes of workforce training for healthcare organizations	
Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge) Note: No taxonomy levels in Body of Knowledge criteria		
x	1. Pathophysiology and Pharmacology	
x	2. Anatomy and Physiology	
x	3. Medical Terminology	
x	4. Computer Concepts and Applications	
x	5. Math Statistics	