



Elgin
Community
College

Sterile Processing and Distribution
Program
2019-2020
Student Handbook

ELGIN COMMUNITY COLLEGE
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<https://elgin.edu/> (847) 214-7591

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Introduction

Surgical Technology Administration

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Sterile Processing and Distribution Clinical Agencies

Advocate Good Shepherd Hospital
450 West Highway 22
Barrington, Illinois 60010
(847) 381-0123

Advocate Lutheran General Hospital
1775 Dempster Street
Park Ridge, Illinois 60068
(847) 723-2210

Advocate Sherman Hospital
1425 N. Randall Rd
Elgin, Illinois 60123
(847) 742-9800

Amita Saint Alexius Hospital
1555 N. Barrington Rd
Hoffman Estates, Illinois 60169
(847) 843-2000

Amita Saint Joseph Hospital
77 N. Airlite St.
Elgin, Illinois 60123
(847) 695-3200

Elmhurst Memorial Hospital
155 E. Brush Hill Rd
Elmhurst, Illinois 60126
(331) 221-1000

Northwestern Medicine Huntley Hospital
10400 Haligus Rd
Huntley, Illinois 60142
(224) 654-0000

Northwestern Medicine McHenry Hospital
4201 Medical Center Drive
McHenry, Illinois 60050
(815) 344-5000

Northwest Community Hospital
800 W. Central Rd
Arlington Heights, Illinois 60005
(847) 618-1000

OSF Saint Anthony Medical Center
5666 E. State St
Rockford, Illinois 61108
(815) 226-2000

Rush Copley Medical Center
2000 Ogden Ave.
Aurora, Illinois 60504
(630) 978-6200

Professional Organizations

There are two main professional organizations for Sterile Processing and Distribution. Both agencies are highly regarded throughout the nation. Illinois does not require certification, however most Illinois hospitals prefer certification and at least 5 other states do require certification. Hospitals will often hire a new graduate without the certification then require certification within a specific period of time.

Certified Sterile Processing and Distribution Technician (CSPDT) Examination

Certification Board of Sterile Processing and Distribution

148 MAIN STREET

SUITE D-1

LEBANON, NJ 08833

www.sterileprocessing.org

Certified Registered Central Service Technician (CRCST) Provisional Examination

International Association of Healthcare Central Service Material Management
(IAHCSMM)

55 West Wacker Drive

Suite 501

Chicago, IL 60601

www.iahcsmm.org

WELCOME!!!

Welcome to the Elgin Community College Sterile Processing and Distribution Program; a course within the Surgical Technology program in the Health Professions Division. You have chosen a program in which you will stretch your abilities to reach your fullest potential as a Sterile Processing Technician. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. ECC has numerous resources to assist you including help with study habits, test-taking skills, increasing reading skills, and time management.

Please seek help early and take advantage of the assistance available.

We are committed to helping you reach your educational and life goals. Any clinical instructor, faculty member, or administrator can be reached by phone, e-mail, or in person during office hours. It is important that you are well informed about your Sterile Processing and distribution program. In order to accomplish this task you should carefully read through the ECC Sterile Processing and Distribution Program Student Handbook. All students are subject to the policies of the college as found in the ECC General Catalog as well as the Student Handbook.

Health Professions Division Mission and Vision Statements

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners. The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Discrimination Prohibited

ECC is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

ADA Statement

Students in this program who, due to a disability, have a need for non-standard note taking, test taking, or other course modifications should notify the instructor, in private, as soon as possible. If the student requires special services, they must provide documentation to the college through the Disabilities Center (B115).

Essential Functions

The Sterile Processing and Distribution program student must be able to demonstrate critical, logical and analytical thinking while also possessing motor, auditory and visual skills that enable them to meet program objectives and perform job duties required by the profession.

Gross Motor Skills:

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (adjust overhead lights)
- Reach below waist (plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure
- Write with pen or pencil
- Key/type (use a computer)
- Pinch/pick or otherwise work with fingers (manipulate a syringe)
- Twist (turn objects/knobs using hands)
- Squeeze with finger (eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot

Physical Endurance:

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment for hours

Physical Strength:

- Push and pull 50 pounds (carry instrument pans, position patient)
- Support 50 pounds of weight (hold arm or leg)
- Lift 50 pounds (pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment/supplies (lift instrument pans)
- Use upper body strength (retraction, physically restrain a client)
- Squeeze with hands (operate fire extinguishers)

Hearing:

- Ability to hear normal speaking level sounds
- Hear faint voices and body sounds (heartbeat)

- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips

Visual:

- See objects up to 20 inches away
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (color codes on supplies)
- See in darkened room (during endoscope procedures, eye surgery)

Tactile:

- Feel vibrations (palpate pulses)
- Detect temperature (solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment:

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate of unpleasant sights and sounds
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors
- Tolerate working in extreme temperatures

Communication Skills:

- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (health care workers, peers)
- Comprehend and exhibit non-verbal communication

Sterile Processing and Distribution Mission

The mission of the ECC Sterile Processing and Distribution Program is to develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families, and communities. The primary goal of the education is the student's acquisition of knowledge and abilities commensurate with entry-level professional practice as a Sterile Processing Technician. A Sterile Processing and Distribution Technician must demonstrate the following:

- dynamic, cognitive, behavioral, technical process with distinct functions and desired outcomes so that national standards of practice are maintained
- dedicated to the improvement of the profession
- promotes enhancement of the safety and protection of personnel and patients
- promotes, restores, and maintains health for patients
- requires observation of a code of ethics
- supports the dignity and rights of the patient
- assesses and meets the needs of the patient
- promotes life-long learning

The motto of the Certified Board of Sterile Processing and Distribution is "Quality is Our Commitment, Patient Safety is Our Goal." This is facilitated through caring, critical thinking, and effective communication. Sterile processing technicians are allied health professionals who are an integral part of the surgical team.

Health Professions Division Statement on Safety

Elgin Community College (ECC) students must adhere to the Health Professions Student Code of Conduct Policy found on p. 35 of this handbook. In addition, during on-campus laboratories and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions programs require students to perform duties and tasks that may affect patients in the clinical setting.

Program directors, faculty and laboratory coordinators/directors may immediately remove a student from a clinical experience on or off campus and recommend to the Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for unsafe behavior or technique, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or

endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Student Code of Ethics

Because professionals should exemplify high moral and ethical standards, Sterile Processing and Distribution students will uphold an honor code relating to the ECC Student Code of Conduct Policy 4.402 found in the ECC College Catalog. Students are expected to comply with Surgical Technology Program regulations and meet professional standards as outlined in the Association of Surgical Technologists' Code of Ethics. Simply stated an honor code is a process by which students, having knowledge of any violations of the Student Standards of Conduct or Student Code of Ethics, are expected to first counsel the offender(s), and then report any additional occurrences to the course instructor and/or the program director. Violations of the ECC honor code or the Surgical Technology Code of Ethics will not be tolerated and will be considered grounds for dismissal from the program.

ECC and the Sterile Processing and Distribution Program's beliefs, principles, values, and ethics are concepts reflected in the following philosophy and code of ethics, and are interrelated and mutually dependent.

The following Student Code of Ethics shall be followed throughout the Sterile Processing and Distribution program. The Sterile Processing and Distribution student shall:

- Use own knowledge and skill to complete examinations without referring to others' answers, old examinations, class notes, or other references, unless specifically permitted by the instructor. The student shall not cheat.
- Use own knowledge and skill to write papers or compile research information. Shall not plagiarize, quote or copy other persons' work without giving proper recognition as stated in a standard manual on style.
- Respect the opinions of instructors and other learners. Shall not insult, slur, or degrade instructors, other health professionals, or students.
- Respect the limited resources of textbooks, library books, reprints, and journals. Shall not mutilate, deface, damage, or withhold resources for own use.
- Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. Shall not waste supplies or misuse equipment.

- Assist in maintaining class and laboratory rooms in good order. Shall not leave these rooms dirty or in disarray or disorder.
- Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. Shall not expect to receive equal consideration in grading unless such arrangements are made.
- Observe all safety procedures when working with students, patients, and equipment whether in the Central Service department, class, or laboratory. Shall not endanger the safety and welfare of patients, other students, or faculty and staff.
- Shall not attend class, laboratory, or clinical rotation under the influence of alcohol or drugs and/or exhibit signs of alcohol or drug abuse.
- Observe all policies and procedures established by the Surgical Technology Program and all off-campus facilities. Shall not exempt from class/clinical without specific permission by a faculty member or clinical supervisor.
- Respect the confidentiality of patient information regardless of source (patient/physician, records, charts, etc.) Shall not repeat information outside of the classroom, Central Service department, or health facility. Shall not make written reports outside the clinic or facility in which any part of the patient's name appears except initials.
- Work in cooperation with and with respect for other health care professionals. Shall not interfere with or obstruct the rendering of the treatment and/or services provided by other health care professionals.
- Protect the property and property rights of the facility, laboratory, and patient. Shall not remove or borrow property without permission and shall not damage or misuse property while in the facility or clinic.
- Respect other students' projects. Shall not handle, steal, alter, deface or otherwise harm another patient's project, especially in a manner, which might cause the project to receive a lower grade by the instructor. Must also respect classmates' confidentiality.

Section 1: Curriculum

Sterile Processing and Distribution Program Goals

The goals for the Elgin Community College Sterile Processing and Distribution Program are to prepare its graduates as entry-level Sterile Processing and Distribution technicians that are knowledgeable, skilled, and have developed the essential behaviors of the profession. This preparation will occur in the cognitive, psychomotor, and affective learning domains. To accomplish this mission, the graduate of the Elgin Community College Sterile Processing and Distribution Program will realize the following program goals:

- Maintain an “Ethical Conscience” and accountability for personal actions (affective).
- Apply their knowledge of the biologic sciences and biomedical technology to their role in the Sterile Processing and Distribution department (cognitive).
- Demonstrate and value the learning and skills that are required for safe practice in the Sterile Processing and Distribution department (psychomotor).
- Communicate effectively with team members and other facility departments (psychomotor).
- Assume responsibility as a member of the profession of Sterile Processing and Distribution through maintenance of established standards of practice, professional ethics, and ongoing self-evaluation (affective).

Curriculum

The organizing framework includes unifying concepts, core abilities, and program outcomes. The ECC Sterile Processing and Distribution curriculum is designed to assist the student in accomplishing program goals. Each module contributes to the knowledge and skills needed in the development of hospital employed Sterile Processing and Distribution technician.

Core Abilities

- Incorporate critical thinking and use of problem-solving techniques.
- Act responsibly.
- Demonstrate honesty and integrity.
- Interpret and communicate information.

Program Outcomes:

- Describe the purpose of a Central Service Department and the roles of individuals who work in Central Service.
- Identify the different areas of a Central Service Department.
- Apply correct medical terminology related to surgery and Central Services.

- Identify microbiology issues related to Central Services.
- Describe how microorganisms are transmitted and controlled in Central Services.
- Identify standards and regulations related to Central Service Departments.
- Demonstrate appropriate use of disinfectants and sterilants.
- Perform functions necessary in Central Services.
- Describe infection prevention and control.
- Identify proper use of sterile packaging and storage of sterile packages.
- Identify proper high-temperature and low-temperature sterilization procedures and concerns.
- Demonstrate proper management of patient equipment.
- Identify tracking systems and methods of quality assurance
- Demonstrate safe practices while in the Central Service Department.
- Demonstrate proper cleaning and decontamination of instrumentation.
- Identify the basic components and names of basic surgical instrumentation.

Course Sequence

Must receive a C or better to successfully complete the course and program.

Required Course:

SGT 100	Sterile Processing and Distribution	5 Credits
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Program Total = 5 Credits

Class Attendance

Attendance in the Central Service department is crucial. Many people, most importantly the patient, depend on the punctuality and attendance of the entire team. In order to train for the attendance demands of the hospital, each student is expected to attend all scheduled learning experiences. Continued enrollment in the Sterile Processing and Distribution program depends on consistent attendance. In academic courses, grades are earned on the basis of the student's attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinic based courses, attendance is one of the factors that will be evaluated weekly. Failure to comply with attendance policies may result in instructor initiated withdrawal.

Lab Attendance

There are a total of 16 lab hours held during the first 2 weeks of class. Students must attend ALL lab hours. If a lab must be missed, the student must arrange a make-up day with the lab instructors. A student will not move on to a clinical rotation at a healthcare facility if less than 16 hours have accrued in 2 weeks. *Call in procedure: Student must email lab instructor and program director bhoffenkamp@elgin.edu no later than 1 hour before the start of class.*

Lecture Attendance

Each lecture has been designed to include important information necessary to become a Central Service Professional. 2 absences will be allowed and through communication with the instructor, all make-up work will be accepted. 3 absences receives a warning, conversation with the director, and no make-up work is accepted. 4 or more absences receives a score of 0 on all class work and quizzes for that week. *Call in procedure: Student must email the lecture instructor and program director bhoffenkamp@elgin.edu no later than 1 hour before the start of class. At that time, make-up work arrangements should be made.*

Clinical Attendance

Your clinical rotation should be looked at as a 14 week interview process. Every rotation should be treated as if you are applying for a position. Attendance is one of the top ways to prove your professionalism and commitment to the clinical department and the patients they serve. You are assigned 97.5 clinical hours and 15 lab hours throughout the semester. Only 1 clinical absence is allowed equaling 7.5 hours. 2 absences will require a conversation with the director and a make-up day. 3 absences receives a written warning, and 4 absences fails the clinical rotation. *Call in procedure: Student must call the Central Service department contact AND email clinical instructor and program director bhoffenkamp@elgin.edu no later than 6am the day of the clinical.*

Tardy and Leave Early

Being tardy and leaving early are also unacceptable. 2 tardy/leave early equal 1 absence and follow the same guidelines found above.

No Call No Show

If a student fails to report an absence of any kind, this will be counted as a "no call no show." 1 no call no show receives a written warning and conversation with the director. 2 no call no shows results in failure of the semester.

Class Behavior

Students are expected to come to class having read the assigned textbook selections. A syllabus is provided to each student at the beginning of the course. The syllabus and other course documents are also posted on Desire to Learn (D2L).

Students are expected to be respectful of the instructor and each other. Behavior that violates this policy will not be tolerated. Examples of unacceptable behavior include: making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is

unacceptable, you will be warned once; the second time you will be given a written statement of acceptable behavior and time frame in which to comply.

Cell phones are to be turned off during class or placed on silent mode. Please see the instructor if you have a potential emergency situation that may require you to receive a call during class time. **Use of cell phones is not allowed in the classroom/laboratory at any time.**

No eating or drinking is allowed in the classroom at any time. A break will be scheduled to permit time for these activities.

Academic Honesty

Academic honesty is expected of each Sterile Processing and Distribution student. Abuse of academic honesty will result in failure of the course. (Please see the Health Professions Division Academic Integrity Policy in Section 4 P.32)

Testing/Grading

Grades are computed using the total points earned from exams and quizzes and divided by the total possible points for a percent (%) grade. This percent grade is converted to a letter grade according to the following scale:

92-100%	A
85-91%	B
75-84%	C
70-74%	D
Below 70%	F

Students must receive a minimum grade of "C" in each of the required courses in the curriculum. Students must meet clinical expectations and objectives. A student's ongoing average, which is computed from exam scores, quiz scores and weekly clinical preceptor evaluations will be provided. Clinical evaluations feedback will also be provided. Grades will be posted on D2L within a reasonable length of time following the exam or quiz. Multiple-choice examinations will occur according to the schedule in the course syllabus. There will be no prior announcement of quizzes.

If a student misses an unannounced quiz, the student will be given a zero for that quiz grade. Students are expected to be in class for each scheduled exam. If a student is absent for a scheduled exam he/she may take a late exam at the Testing Center on the first day that the student returns to campus. Only two late exams will be allowed in a semester. A zero will be given for any subsequent late exams. Cell phones will be placed in a designated area during testing and must be turned off or remain on silent mode.

Retention and Promotion

Students must obtain a minimum grade of "C" in each of the required courses to progress/graduate

Certification Examinations

A certification exam is not required. Hospital employment will encourage certification, therefore it is our recommendation that the student sits for the exam as close to course completion as possible. The course curriculum offers excellent opportunity to study for the exams.

Withdrawal from Courses

Students must follow the college withdrawal policy as outlined in the ECC catalog.

Graduation

It is the responsibility of the student to know and fulfill all certificate academic requirements and graduation procedures. Information regarding requirements is found in the ECC catalog.

In order to qualify for the Basic Vocational Specialist Certificate, the Sterile Processing and Distribution student must complete the course with a minimum of a "C" grade and meet clinical expectations in the clinical laboratory portion of the course.

Graduation candidates must complete a formal "Notice of Intent to Graduate" in the Office of Registration and Records by March 1 for a May graduation and October 1 for a December graduation. Students are encouraged to participate in the graduation ceremony held each year in December and May. This is an especially important day for you and your family.

Section 2: Campus Laboratory

Campus Laboratory

The lab provides a setting for students to practice and demonstrate skills in a mock Sterile Processing and Distribution department under faculty supervision. ECC scrubs and gym shoes are recommended apparel for each lab session. Campus lab content is designed to prepare Sterile Processing and Distribution students to function safely and effectively at the clinical agency. Students are to actively participate in campus lab learning activities.

Students are required to successfully complete all 6 lab skills in order to move on to their clinical rotation. Students are given a sufficient amount of time to master each skill. Office hours are available for extra lab practice in order to master each individual skill.

The following skills will be demonstrated, practiced, and tested:

1. Tray Assembly – Students will be required to assemble a minor tray within a certain time frame. Students must memorize the instruments in order to complete competency.
2. Envelope Fold – Students will be required to wrap a minor tray using the correct methods for an envelope fold. Students must perform skill within a specific time frame.
3. Donning and Removing PPE - Students must demonstrate appropriate knowledge of purpose and necessary times for wearing PPE. Must perform the donning and removal of PPE independently without prompting within a specific time frame.
4. Basic Hand Wash – Students must demonstrate appropriate knowledge of purpose and necessary times for performing a basic hand wash. Must perform procedure independently without prompting within a specific time frame.
5. Assemble Container System - Student must be able to state the purpose and necessary times for using a rigid container system to process an item. Student must demonstrate ability to correctly assemble a container within a specific time frame.
6. Peel Packaging - Student must be able to state the purpose and necessary times for using a peel package to process an item. Student must demonstrate ability to correctly assemble a peel package within a specific time frame.

Section 3: Clinical Laboratory

Professional Conduct and Behavior

All students are expected to follow Standards of Professional Conduct and adhere to the Surgical Technologist's Code of Ethics, the Patient's Bill of Rights, HIPAA regulations, and individual health care agency policies & procedures/dress code. Failure to comply will result in clinical deficiency or failure.

Behavior that is considered professional dictates that we treat all patients, staff, clinical instructors, clinical preceptors, classroom instructors, and fellow students with the utmost respect. Displaying attitudes of cooperation, eagerness to learn, caring, and high regard for your staff preceptor will be helpful to you in your relationships with the staff. If you are having difficulties, you are to discuss them with your clinical or classroom instructor. It is never acceptable to lose your temper or exhibit aggressive behaviors toward anyone. These actions may result in clinical failure.

The clinical instructors in the Sterile Processing and Distribution program are well-educated professionals who have many years of experience. Their roles are those of a teacher, student advocate, and evaluator. They are responsible to you, but they are also responsible to the staff, hospital administration, and most importantly to the patient. If you have concerns regarding the impact of their roles on you, please talk directly to the instructor in conference. Complaining to classmates is unacceptable.

Ethics and Confidentiality

All patient records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation. Patients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes. Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places, and are not topics of discussion with friends, classmates, or family. Surgical cases may only be discussed as part of a classroom activity. But, even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting. Personal integrity is expected of all Sterile Processing and Distribution students that includes maintaining a "Ethical Conscience" and adhering to the Code of Ethics of the Association of Surgical Technologists.

Social Media Conduct

Students are not to post or discuss any clinical experience or information regarding the experience with the clinical agency, its staff, or its clients/patients on any internet social media. Students will be prohibited from returning to the clinical site if the Social Media Conduct policy is violated in any way. Students are prohibited

from all forms of video/audio recording. Such violations may result in disciplinary action. Students are not to carry personal or work-related beepers/cell phones in restricted areas of the Central Service department. Students should contact their clinical instructor if they must be notified of a family emergency.

Cell Phones

Cell phones are prohibited in the Central Service / Sterile Processing and Distribution department and in the Operating Rooms in which they serve. Leave your phone in your locker and check any missed calls on break. It is acceptable to give the phone number of the clinical site to a family member and to your child's school for emergency purposes.

Health Professions Dismissal Policy

Students must comply with all expectations regarding professional behaviors while in the Sterile Processing and Distribution program. Students are responsible for maintaining appropriate standards of conduct as described in this Student Handbook and the Student Code of Conduct 4.402 found in the ECC College Catalog. Students are expected to comply with Surgical Technology Program regulations and meet professional standards as a Sterile Processing and Distribution student by following the standards as outlined by the Association of Surgical Technologists' Code of Ethics,

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To report any unethical conduct or practice to the proper authority.
- Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

The Health Professions Dismissal Policy,

- A written warning will be issued for infractions of program regulations or professional standards.
- A copy of the written warning will be kept in the students file in the program directors office.

- Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Sterile Processing and Distribution program.
- When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Sterile Processing and Distribution program permanently without a written warning.
- In the event that a clinical site requests removal of a student from participation in clinical education at that facility, the student may be dismissed from the program
- Students who have been permanently dismissed from the Sterile Processing and Distribution program will not be allowed enrollment in any of the Health Professions Division programs at ECC.

Causes for dismissal include, but are not limited to:

- Unprofessional or dishonest behavior
- Actions which jeopardize patient safety
- Infractions of clinical facility policy
- Academic or clinical failure
- Abusive treatment of classmates, instructors, clinical staff, patients, or visitors on campus or at a clinical facility
- Discrimination against anyone associated with the hospital because of race, color, national origin, gender, handicap, creed, or disabilities
- Willful damage of college or hospital property
- Threatening, intimidating, harassing or coercing other persons
- Unauthorized possession of any weapon on hospital or college premises
- Being under the influence of drugs, narcotics, or intoxicants on hospital or college property
- Insubordination or refusal to perform assigned duties and tasks
- Disorderly conduct or fighting on hospital premises
- Malicious gossip or derogatory attacks concerning anyone associated with

the clinical facilities or the college

- Unauthorized disclosure of hospital acquired confidential information (ie HIPAA violations), including information regarding patients, their families, physicians, hospital staff members and fellow students
- Accumulation of three reprimands
- Excessive absenteeism (please see *lecture attendance* and *clinical attendance* pgs.15 and 16)

Dismissal Procedure

- The program official will review all facts and documentation related to the student's violation of program regulations or professional standards
- If warranted, the program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal
- The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from the Sterile Processing and Distribution Program will not be permitted to attend any further Sterile Processing and Distribution classes and clinical assignments. The student will receive a failing grade in the Sterile Processing and Distribution course(s) in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Appeal for Complaint Procedure 4.408 or Appeal of Student Grades 4.403 procedure as outlined in the ECC College Catalog.

Student Rights and Responsibilities

- Students have the right to institutional policies and procedures safeguarding the freedom to learn.
- Students are responsible for knowledge and application of the policies and procedures.
- Students have the right to admission without discrimination on basis of race, creed, national origin, gender, marital status or handicap.
- Students have the responsibility to accept others without discrimination bases on race, creed, national origin, gender, marital status or handicaps.

- Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgement.
- Students are responsible for knowing material offered in any course of study.
- Students have the right to orderly procedures of academic evaluation without prejudice.
- Students are responsible for maintaining standards of academic performance for each course.
- Students have the right to confidentiality by all Program and College employees.
- Students have the responsibility to respect the confidentiality of others.
- Students have the right to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
- Students are responsible for maintaining confidentiality of their records.
- Students have the right to discuss appropriate issues and to express opinions in a professional and considerate manner.
- Students are responsible for maintaining positive public relations for Elgin Community College and the Radiography Program and its clinical affiliates.
- Students have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- Students are responsible to know these policies for disciplinary action may result from violations of these policies.
- Students have the right to adequate safety precautions within the hospital and its facilities.
- Students are responsible for practicing safety measures within the College and its clinical affiliates.
- Students have the right to participate with faculty in periodic review of the grading system.
- Students are responsible for seeking clarification or assistance from faculty regarding academic status.

Student Work Policy

Students are not considered employees of clinical facilities during the time they are students in the program. Students shall not be paid by the clinical affiliation sites during the clinical component of the program.

Clinical Assignments

Clinical assignments are made by the Surgical Technology and Sterile Processing and Distribution Director. While efforts are made to send you to clinical sites close to your home, we cannot guarantee a specific site. Students may have to drive an hour to get to your assigned site.

Physical and Health Requirements

Evidence of immunity/current immunization status (Rubella, Rubeola, Varicella, Tetanus, Pertussis,) yearly TB test, and written permission from your healthcare provider are required prior to the first clinical experience. All documentation must be submitted through the CastleBranch portal (a medical document and screening management system).

It is strongly suggested that all Sterile Processing and Distribution students receive the complete series of Hepatitis B immunizations. If students choose not to receive this vaccine, he/she must sign a declination statement prior to attending their first clinical experience.*A student who has any change in her/his physical and/or psychological condition (***including pregnancy and postpartum period***) that requires medical attention and/or affects her/his physical or emotional endurance must have written permission signed by a physician to continue in the Sterile Processing and Distribution program.

Criminal Background Check / Drug Testing

The Illinois Department of Public Health (IDPH) and the Joint Commission (TJC) has laws and regulations that require Elgin Community College to mandate Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the ECC Health Professions Division. The College will comply fully with IDPH and TJC regulations and requirements governing criminal background checks and drug testing. Those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept on file with CastleBranch. All individual test results will be considered confidential. Criminal background checks (no more than 30 days before the first day of class) and drug testing (no more than 30 days before the first day of class) are required of all Health Professions students after being accepted into the program and are based on the Illinois Healthcare Worker Background Check Code and IDPH and TJC requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for an illegal substance or cannabis will be denied

admission and/or dismissed from the Health Professions Division. Students with a positive drug test will be referred to the Student Assistance Program at ECC.

In addition, students:

- Will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- Will be responsible for completing criminal background checks and drug tests from a source recommended by the Health Professions Division
- Who refuse to be tested will be considered positive for criminal background check and/or drug test and will be denied admission to the Health Professions Division
- With a positive drug test may not reapply to a Health Professions program for a period of one year, and must supply a letter from a professional source documenting successful rehabilitation
- With two positive drug tests will be permanently dismissed from the Health Professions Division
- Whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification or it will be considered a positive result
- Must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- Who leave the Health Professions Division for one or more semesters will be required to repeat the drug test upon re-admission
- Who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification. Students who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

Section 3: Clinical Laboratory

Transportation and Parking

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

CPR Certification

American Heart Association Basic Life Support for the healthcare provider CPR certification is required of all Sterile Processing and Distribution students in clinical courses. Certification must be up-to-date for the entire length of the clinical laboratory experience. A copy of the student's CPR card will be kept on file with CastleBranch.

Dress Code

You should arrive to your clinical site in business casual attire or in ECC scrubs. Always look professional. The clinical site will supply scrub clothing. These garments are not to be taken from the facility. This policy is mandated by OSHA and supported by professional honesty.

- Students are to supply their own shoes and should not be worn outside the clinical facility. Shoes designated specifically for clinical is preferred. The shoes should allow for adequate support since Sterile Processing and Distribution students stand most of the day. Canvas shoes and shoes with openings near the toes are considered to be unsafe.
- Jewelry is not to be worn with PPE at the clinical site. It is prudent to leave all jewelry at home. All objects used in body piercings that can be seen must be removed. These include facial and ear piercings.
- Artificial nails and nail polish are not permitted. Fingernails should be well cared for, must be unpolished, trimmed, and be no longer than the distal end of the digit.
- Depending on the clinical facility, you may be required to cover all tattoos.
- An ECC student ID and badge holder is to be purchased and worn on the scrub top. Students are responsible for replacing any lost student ID badges (from clinical site and college).
- Gum chewing is not a professional behavior and is not allowed in clinical laboratory.
- It is expected that each student will follow basic rules of hygiene: daily bath/shower, shampoo, clean underclothing, and use of deodorant.

Snow Days

Students are not expected to attend clinical laboratory if the college is closed due to inclement weather. If Elgin Community College is closed due to weather, the student must notify the clinical agency of the snow day absence. Since this rarely occurs, it is important that students plan accordingly by considering weather conditions and their impact on travel time to the clinical facility.

Medical Insurance

Students must carry personal medical insurance. A copy of the student insurance card is to be kept on file with Castlebranch. If a student injury occurs in clinical laboratory, the cost of medical care is the student's responsibility. A clinical injury report form will be completed and kept in the students file on campus.

Morale

During clinical experience, students may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is

important for the student to understand that these behaviors also occur in the student's absence and should not be taken personally.

If you need someone to talk with about your concerns, it is imperative that you seek out your clinical instructor, program director, or an ECC wellness professional. They are your advocate and can assist you in adjusting to the many personalities in the Central Service department. Complaining to your classmates only results in lowering morale for the entire group and does not make the situation better for you.

Get a good night's sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a marvelous time of discovery and learning. Don't get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the agency and are not there permanently.

Clinical Evaluation

Clinical observations by an ECC program instructor will take place during SGT 100 and will occur at random. The student will have an opportunity to speak with the instructor and discuss methods of progress and/or improvement. Clinical preceptor evaluations are completed by a Central Service employee on a weekly basis and allows for feedback regarding student performance. To demonstrate degree of performance, the following descriptors will be used when judging each parameter on the evaluation form:

Meets Expectations: The student demonstrates behaviors which meet expectations for student's current placement in the program. Expectations include Punctuality, Professional Behavior, Knowledge of Profession, Safety Practices and Team Work. Near the end of the semester, the student will complete a clinical-evaluation about the clinical site and their experience during their clinical rotation.

Needs Improvement: The student demonstrates inconsistent and/or questionable performance that may jeopardize patient safety. The student requires more frequent or constant supervision in applying knowledge and/or skills expected for the student's current placement in the program.

Section 4: Policies and Procedures

Clinical Failure Policy

Students must perform at a safe level, demonstrating evidence of transfer of theory to practice, attentiveness to asepsis, and client safety. Satisfactory progress toward meeting clinical objectives and competencies must be evident. A behavior pattern that demonstrates poor preparation for the clinical day or inconsistent application of theory is considered unsafe for patient care. Clinical failure is defined as clinical behaviors that fail to demonstrate a consistent level of competency and safety commensurate with current placement in the program. A clinical failure occurs if the

instructor observes a continued pattern of deficient performance and/or unsafe behavior that continues to be uncorrected after the student is notified of deficiencies.

The student will be advised of deficiencies at the regularly scheduled instructor/student evaluation conference or, if necessary, at a time earlier than the regularly scheduled evaluation conference. Identified deficiencies must be immediately corrected and the student's performance must demonstrate a consistent level of competency appropriate for the student's current placement in the program. The student will be provided a written copy of the identified deficiencies. If a student fails to correct deficiencies in the expected time period or is deficient in the final evaluation, his/her performance will be considered unsafe/unsatisfactory and will result in a clinical failure for the course, regardless of the theory grade.

Clinical failure may occur prior to the scheduled conclusion of the semester if the identified deficiencies are not corrected and/or clinical performance remains inconsistent or unsafe.

Health Professions Division: Blood-borne Pathogen Exposure Policy

In the event that a student or instructor is exposed to blood or body fluids, either in a Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

1. Immediately report exposure to instructor/clinical coordinator/preceptor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. Report to the nearest emergency room for first aid and baseline testing.
Note: All health care services provided to a student as a result of an exposure will be at the students own expense.
*Student/instructor - must be tested for Anti-HBs and HIV Antibody. Consent is required.
4. Source - should be tested for HBsAg and HIV Antibody. If the source tests positive for HBsAg and the student/instructor tests negative for Anti-HBs it is recommended that the student/instructor receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure).
5. If the source is not tested, the student/instructor should be encouraged to receive Hepatitis B immune globulin immediately.
6. Follow up HIV antibody testing is recommended for the student/instructor at 6 weeks, 3 months, and 6 months.

7. Extended HIV follow-up for up to 12 months is recommended for exposed student/instructors who become infected with HCV following exposure to a source co-infected with HIV and HCV.
8. Complete a Post Exposure Incident Report (available in the Health Professions Office, A106).

ADMINISTRATIVE PROCEDURE 4.407

References Board of Trustees Policy: G 1

Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. **[In Health Professions this includes the professional code of ethics for each discipline.]** The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information on ECC's Academic Integrity policy see www.elgin.edu/academicintegrity.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the ECC Library Tutorials Research Guide at <http://ecclibrary.elgin.edu/tutorials/WritingYourPaper>. Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an

examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism.
- reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved.

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses. **[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Completion of "Writing with Integrity" course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions. A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in

administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

Step 1: Division Review

The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation,

documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.

2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.
5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's

recommendation.

7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

ADMINISTRATIVE PROCEDURE 4.402

References Board of Trustees Policy: EP1

Student Code of Conduct

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010, August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. Definitions

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. **[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

a. Acts of dishonesty, including but not limited to the following:

1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)

[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]

2) Providing false information to any College official, faculty member or office

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.

[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]

4) Tampering with the election of any College-recognized student organization.

b. Intentionally disrupting the orderly processes and operations of the College:

1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.

[In Health Professions this also includes off-campus instructional sites.]

2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.

3) Intentionally interfering with the lawful rights of other persons on campus
[In Health Professions this also includes the rights of other persons at

off-campus instructional sites.]

- 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 "Use and Rental of Campus Hallways, Atriums and Grounds" and Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.
[In Health Professions this also includes off-campus instructional sites.]
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
[In Health Professions this also includes off-campus instructional sites.]
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property,

for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.

[In Health Professions this also includes off-campus instructional sites.]

- l. Violation of published College policies, administrative procedures, rules or regulations.

[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]

- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.

[In Health Professions this also includes off-campus instructional sites.]

- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.

[In Health Professions this also includes off-campus instructional sites.]

- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.

[In Health Professions this also includes off-campus instructional sites.]

- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.

[In Health Professions this also includes off-campus instructional sites.]

- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.

- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College

premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.

[In Health Professions this also includes off-campus instructional sites.]

- s. Theft or other abuse of computer time or services, including any violation of the Acceptable -Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.

- 1) Use of computing facilities to view or share pornography or send obscene or abusive messages.

[In Health Professions this also includes off-campus instructional sites.]

- t. Abuse of the Disciplinary Hearing Process, including but not limited to:

- 1) Failure to obey the summons of a judicial hearing committee or College official

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

- 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee

- 3) Disruption or interference with the orderly conduct of a disciplinary proceeding

- 4) Request of a disciplinary proceeding knowingly without cause

- 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system

- 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding

- 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee or witness prior to, during, and/or after a judicial proceeding.

- 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure

- 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

Elgin Community College's Sterile Processing and Distribution Student Handbook provides information regarding the policies and procedures in effect for the Sterile Processing and Distribution Program. Students will be fully informed of any changes to this document. Students must indicate agreement with each of the following statements by initialing on the lines below. By signing the signature page of this Handbook, the student agrees to abide by the policies, procedures and regulations of the College and the Program.

____ I have received a copy of the Sterile Processing and Distribution student handbook.

____ I am aware that it is my responsibility to ask questions about the contents of the Sterile Processing and Distribution student handbook and have those questions answered to my satisfaction.

____ I understand that failure to follow any of the policies in the Sterile Processing and Distribution student handbook may result in my dismissal from Sterile Processing and Distribution program.

____ I agree to fully participate in the lab portion of the Sterile Processing and Distribution program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

____ I agree that while enrolled in the Sterile Processing and Distribution program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Sterile Processing and Distribution technician, and also strive to develop professional behaviors and attitudes.

____ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Sterile Processing and Distribution program.

Student (signature)

Date

Student (print name)

ECC Student ID#

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Surgical Technology and Sterile Processing and Distribution program director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Surgical Technology and Sterile Processing and Distribution Director.

Student (signature)

Date

Student (print name)

ECC Student ID#

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Sterile Processing and Distribution program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

ECC Student ID#