

Table of Contents

I.	Philosophy and Mission.....	2
II.	Student Responsibilities & Requirements.....	3
	a. Attendance & Grading	4
	b. Professional Conduct and Image.....	5-6
	c. Cell Phones & Other Electronic Devices	7
	d. Incidents, Injuries, & Illness	8-9
	e. FERPA	10–12
	f. HIPAA.....	13
	g. Inclement Weather	14
	h. Pregnant Students.....	15
	i. Children in Class	16
	j. Alcohol, Tobacco & Drug Use.....	17
	k. Refund Policy	18
	l. Grievances	19

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu**; **Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 140, Midland, TX 79705, (432-685-4534, nmorgan@midland.edu**. For further information on notice of discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1-800-421-3481.

Philosophy & Mission

The Health Sciences Continuing Education (HSCE) programs at Midland College are designed to prepare individuals to thrive in a dynamic healthcare environment and to acquire the skills and knowledge needed to complete the appropriate certification exams.

We offer an exciting range of programs in the health sciences that may lead to a health science pathway at Midland College such as nursing, EMT paramedic, sonography, or respiratory therapy. Our programs are affordable and comprehensive. They provide hands-on educational experiences in class rooms, simulated lab, and clinical settings with qualified instructors.

Reviewing the HSCE Handbook is an individual's responsibility and each student is accountable for compliance with the policies. An additional resource is the Midland College Catalog, which can be found online at:

<http://catalog.midland.edu>

Student Responsibilities & Requirements

Students are responsible for the active pursuit of knowledge, preparation for and participation in learning activities, and development of judgment and professional identity. The student is also responsible to adhere to legal and ethical guidelines mandated in the standards of practice.

All students who are applying to the HSCE programs are required to be at least 18 years of age, must have a photo identification and a Social Security Card. Specific immunizations are required for each course that includes a clinical section. All programs (except Nurse Aide) require a high school diploma or GED. The Phlebotomy Technician course requires health insurance and the passing of a drug screening (held during class). All registrations are first come, first served. Students are responsible for completing all requirements and providing full payment in order to register and secure a seat in the class.

Attendance & Grading

Regular attendance and participation in classroom and clinical courses is expected. When an absence is necessary, the student must follow the course syllabus and instructor guidelines for the notification process. Punctuality is expected and is characteristic of professional behavior.

All classroom and clinical courses are graded as satisfactory “S” or unsatisfactory “U”. A course failure will be issued upon course completion if the student has failed to meet all learning objectives at the level identified as passing for that course, as well as meeting the minimum required attendance of 80% of class dates.

Professional Conduct and Professional Image

Professional conduct:

Professional conduct in all areas of academic experience (classroom, lab, and clinical) and safe provision of patient care are essential. Any conduct or performance considered unsafe or detrimental to the health and safety of a patient, harmful to the clinical environment, detracting from the learning process, or lacking in professionalism will constitute the issuance of a disciplinary action. Circumstances/Situations that result in disciplinary action include, but are not limited to:

1. Abandonment of patient care responsibilities.
2. Dishonesty or misrepresenting the truth.
3. Violation of confidentiality, including, but not limited to, photocopying patient information, taking photographs, videos, posting on internet social networking sites, or electronic transmission of patient records to unauthorized sites.
4. Acts of a dangerous or destructive nature, including careless or intentional damage involving property of Midland College or any affiliated facility.
5. Transporting, possessing, or being under the influence of alcoholic beverages, narcotics, or illegal drugs.
6. Cheating or plagiarism of any kind.
7. Solicitation of personal gifts or tips from patients or their families.
8. Theft of any Midland College or affiliated agency property.
9. Performing acts, bullying, or making statements which knowingly or consistently violate/threaten the physical or psychological safety of any person.
10. Performing or attempting to perform techniques procedures without appropriate permission, or assuming inappropriate independence in actions or decisions.

11. Failure or refusal to accept moral, ethical, and/or professional responsibility for actions that violate professional conduct requirements

Professional Image:

Students will maintain a professional appearance by wearing appropriate clothing during class and the appropriate uniform when in clinical or community settings. Students are expected to take care of their uniform. Uniforms must fit loose enough to facilitate movement without skin exposure. The appropriate program patch must be placed on the left shoulder of the scrub top. Student must always wear the name tag on the front of the scrub top, close to the shoulder. Athletic shoes with socks must be worn with the uniform.

Personal hygiene must be maintained. Cologne, perfume, aftershave or scented hygiene products may not be worn. Students must not smell of tobacco, perspiration, or any offensive body odor. Hair will be clean and neat, up off the shoulders and away from the face. Beards must be short and well-trimmed. Fingernails must be short, well-trimmed, and clean. Nail polish, overlays, or artificial nails of any kind are prohibited. Students are not allowed to wear long, hanging jewelry. Chewing gum is prohibited in all patient care areas.

Until further notice, students are required to wear a facial covering, such as a mask, when in a Midland College building, classroom, or lab. Facial coverings are required in clinical settings.

Cell Phones & Other Electronic Devices

Out of courtesy to instructors and students, it is the policy of the department that use of cell phones and other electronic devices in the classroom is prohibited unless accessing instructor designated digital material on the electronic device. All electronic communication equipment must be on silent and kept out of sight to prevent interruptions in the classroom. There are breaks throughout the class period that will allow you to check your messages.

Incidents, Injuries, & Illness

The student must immediately notify the instructor if injured or exposed to an infectious disease while in the clinical setting or functioning as a student in any environment. Examples of such incidents include, but are not limited to, needle stick injuries, contamination of mucous membranes (eye, nose, mouth), infection exposure, and slips and falls. The instructor may require that a Midland College incident report form be completed. The instructor will ensure that clinical agency policy/procedure is followed.

Covid-19 Procedure:

Midland College has a plan in place if a student has a COVID incident (tests positive, has symptoms, and/or has been exposed):

If you experience any of the above, please complete the electronic COVID-19 Reporting Form which can be found at the top of the MC website home page or in link below, and contact your instructor.

The definition of exposure is close contact within 6 feet for more than 15 minutes. This could be household members or friends, but in some learning environments, you may have come in contact with classmates, patients, or the public who have the virus due to the nature of interaction during skills. If you have been potentially in contact with a confirmed positive student, your instructor will notify you and provide instructions. Based on the circumstances, the decision will be made to advise self-monitoring, or self-quarantine following CDC guidelines. Any decisions that will affect classroom safety will be given careful consideration for public health while doing everything to help you stay on track with learning. Please stay home if you are not feeling well.

<https://www.midland.edu/about/covid-19/index.php>

<https://www.midland.edu/about/covid-19/continuity-guide-students.php>

There are some other interesting resources and information on link (to MC website).

It is expected that standard infection control precautions are practiced daily to minimize student interactions and maintain a clean and healthy environment. You are training for a career in which hygiene and sanitation are common practice.

FERPA

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Midland College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Midland College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Midland College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Midland College.

Upon request, Midland College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of education concerning alleged failures by Midland College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

For more information on the Family educational Rights and Privacy Act, you may also [visit the FERPA home page on the U.S. Department of Education website.](#)

HIPAA (Health Insurance Portability and Accountability Act)

What you need to know about HIPPA:

1. As a student performing clinical rotations at approved clinical sites, you will have access to confidential medical information.
2. Federal and state laws protect this confidential information. Violation of this confidentiality may bring penalty by law and dismissal from the program.
3. It is illegal for you to use or disclose this confidential medical information outside the scope of your clinical duties at your assigned clinical facility.
4. Guidelines for the use of this information are as follows:
 - You may use this information as necessary to care for your patients.
 - You may share this information as necessary with other health care providers for treatment purposes.
 - Do NOT photocopy patient information.
 - Access the minimum amount of information necessary to care for your patient or carry out an assignment.
 - Do NOT record patient names, dates of birth, addresses, phone numbers, social security numbers, etc., on the assignment you will turn into your instructor.
 - You may only access the confidential information of patients for which you are caring. Be aware of your surroundings when discussing confidential information. It is inappropriate to discuss patients in public areas such as hallways, cafeteria, elevators, etc.

Inclement Weather

In case of extreme weather conditions that may cause Midland College to delay or cancel classes and/or the opening of offices, a decision regarding daytime classes will be made by 5:00 am and messages will be posted on the MC website, MC social media sites, and the main MC switchboard answering system by 6:00 am (or as soon as notified). The message will convey: facilities are CLOSED or facilities have DELAYED classes and the opening of offices until _____ (am/pm). Closures and delays will also be posted on the department Facebook page.

Evening class cancellations will be decided by administration and communicated to students by the instructor by 2:00 pm on the day of the class. A student will not be penalized for their absences in a circumstance where travel is deemed unsafe. Making up a missed class or clinical assignment is not considered a penalty.

Pregnant Students

The safety of our students and their unborn children is a priority. Any student who is pregnant must notify their advisor at the time of program registration. A Medical Release form (available in the HSCE office and on the Midland College website) must be completed by the student's health care provider and submitted to Midland College at the time of registration. If a pregnancy is determined after the start of the program, the student will be required to submit a medical release form from their health care provider at that time. If it is determined that a student cannot safely perform the course objectives, the student will be allowed to withdraw from the course and may receive a refund (refer to refund policy).

Children in Class

The Health Sciences programs strive to provide an environment conducive to teaching and learning for all students. Minor children should not be brought to the classroom, lab, or clinical sites. This practice is disruptive to the learning process and poses a potential risk to the child or others. At no time should children be allowed in the lab area or at the clinical sites, or allowed to be left unattended anywhere on campus.

Alcohol, Tobacco and Drug Use

The Midland College Catalog specifies under Student Conduct Regulations:

“Illegally possessing, using, selling or transferring, or being under the influence of any alcoholic beverage or any illegal, illicit, or designer drugs on campus or while engaged in any college instructional activity are strictly prohibited. The college strictly prohibits attending classes while under the influence of alcohol or drugs.

Students who are impaired from (1) alcohol abuse, (2) other drug abuse, (3) prescription drug use which impairs the student, (4) OTC medications which impair the student, or (5) mental illness are strictly prohibited from participating in classroom or clinical activities.”

Some programs will be required to have a clear drug screen. Students with verified positive test results will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, the student will not be allowed to continue in the program.

Refund Policy

- 100% Canceled Course -100 % prior to first class day- 80% prior to second scheduled class day
- No Refund after the Second Day of Class
- Students will not receive a refund for a one-day course/seminar if they drop on the day of the class or do not attend.
- It is the student's responsibility to cancel their registration.
- All refunds are subject to a \$10.00 processing fee.
- Allow 30 days for processing.
- No cash refunds will be issued.

*Any situational exceptions will be evaluated on an individual basis.

Grievances

A Student that has a grievance may take the following steps to resolve the issue:

- Step 1: Contact your instructor and submit the grievance in writing.
- Step 2: If not resolved, contact the Associate Dean of HSCE with a written submission of the grievance. The office of the Associate Dean of Health Sciences is located in the Advanced Technology Center at 3200 W. Cuthbert.
- Step 3: Contact the Dean of Health Sciences and submit your grievance in writing. This office is located on the Midland College Campus located at 3600 N. Garfield in the Davidson Family Health Sciences Building.
- Refer to Midland College's policy regarding grievances in the Student Rights & Responsibilities.