HOWARD COMMUNITY COLLEGE
— Meeting students where they dream —

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HOWARD COMMUNITY COLLEGE

Health and Sciences Division

STUDENT HEALTH FORM INFORMATION

HEALTH FORM DEADLINES

Completed Health Form must be submitted in accordance to the dates below

Late submissions may result in forfeiture of seat or clinical placement.

(If deadline falls on a holiday/weekend, paperwork is due the following business day.)

PROGRAM	DUE DATE	PROGRAM	DUE DATE
Nursing Summer Admission (Accelerated)	May 1	**EMT** Summer Fall Spring	May 1 July 1 December 1
Fall Admission	August 1	**EMS** Paramedic - Fall	July 1
Spring Admission	December 15	**EMS** Paramedic - Spring	December 1
Summer Admission *Accelerated & Pathway Options: LPN –RN; Military- RN; Paramedic-RN*	May 1	**Physical Therapist Assistant**	June 1 to June 15
Cardiovascular Technology	September 1	**Radiologic Technology**	September 1
Dental Hygiene	July 1	**Diagnostic Medical Sonography**	October 10

CRIMINAL BACKGROUND/URINE DRUG SCREEN HEALTH COMPLIANCE TRACKER

The clinical partners associated with our clinical education program require health clearance, criminal background, and urine drug screen clearance on incoming and continuing students to ensure the safety of the patients treated by students in the program. You will be required to submit your documentation according to the process days on the application. You must follow the directions as listed on the application. The reviews are conducted by *Universal,* an organization specializing in background checks and medical record review.

You can reach the college's specific *Universal* link through the Exxat platform. This link will be sent to you via an invitation email from Exxat.

New students will pay a fee for the combination package of the criminal background, urine drug screen, and medical compliance tracker. For the annual recheck of the criminal background and urine drug screening, the fee is reduced.

You will receive an electronic Chain of Custody (lab) form for your urine drug screen through Universal. After submission, please *retain copies of **all** documents that have been uploaded*.

The clinical liaison office will review the *Universal* database to confirm your completion of all requirements. Your compliance information is made available to the clinical agencies.

Universal will not use your information for any other purposes other than associating your information with your health and security screening, including your urine drug screening. Your credit will not be investigated, and your name will not be given out to any businesses.

***Our website contains important information concerning medical compliance and clinical requirements**

To get to our website, please go to: www.howardcc.edu

Select: Programs & Courses
Select: Academics
Select: Division of Health & Sciences
Select: Health Sciences
Select: *Important information on student health/clinical forms* (bottom of
Select: page) Criminal Background and Urine Drug Screen Instructions & Link

- **The only acceptable criminal background check and drug screen is through *Universal.***
- **HCC cannot accept background checks or drug screens from any other company or academic institution.**
- **You must order and submit your payment within the stated time frame.**
- **You must comply with the specific dates or be subject to pay twice for the criminal background check and drug screen.**

If you need assistance, please contact *Universal* at exxatcs@universalbackground.com

Howard Community College Health Sciences Division Policies

1. Health Sciences Division Essential Functions

All students must adhere to the Health Sciences Division Essential Functions, as well as program specific Essential Functions.

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

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

The student **must** be able to:

- Have the academic ability to learn large volumes of technically detailed information and be able to synthesize this data to solve complex clinical problems. The information must be processed in short intense periods of study which demands well-developed study skills, high motivation, and potentially a personal or financial sacrifice.
- Have the mental, emotional, and physical ability to complete the program in the required sequence.
- Possess emotional maturity and stability to approach highly stressful human situations in a calm, safe, and rational manner.
- Possess well developed oral and written English language communication skills.
- Be physically and academically prepared and organized to participate in clinical assignments which occur at different times in a variety of geographic locations.
- Display ethical integrity consistent with the standards of the health care profession.
- Demonstrate physical abilities (sensory function, hand-eye coordination, auditory ability, and neuromuscular control) to competently perform technical aspects of the clinical experience. The skills include:
    - Sitting, standing or walking up to 8-12 hours.
    - Ability to lift, stoop, bend, turn, transfer in accordance with program requirements, as necessary.

2. **Health Status Change for All Students**
    a. Any student experiencing a change in health status that impedes performance in the laboratory or clinical setting, will be required to submit a written statement of clearance from his/her licensed health care provider to protect the health and/or well-being of the student or others.
    b. Pregnant students are encouraged to contact the HCC Title IX Coordinators for support in order to facilitate the student's ability to perform all expected functions fully, safely, and without jeopardizing the health and well-being of the student, fetus, and/or others.

3. Maintenance of Health Clearance

It is the student's responsibility to update and maintain their health records. To avoid challenges with scheduling your clinical, students should verify that health and security data are updated at least 60 days

prior to expiration.

4. **CPR/BLS CERTIFICATION-**
   Continuous Verification of Provider Level CPR/Basic Life Support (BLS) for Healthcare Workers Certification
   a. Students are required to submit documentation of their CPR/BLS certification by the date requested
   b. HCC will accept CPR/BLS from American Heart Association **ONLY**.
   c. Verification of continued CPR/BLS certification is a prerequisite to the clinical experience and MUST BE KEPT UP TO DATE.

5. **Tuberculosis**
   a. Verification of absence of active tuberculosis is a prerequisite to the clinical experience and MUST BE KEPT UP-TO-DATE ANNUALLY.

6. **Flu Vaccine (Typically August to April)**
   A seasonal flu vaccine is **required annually**. This vaccine will be required to be renewed every fall semester by 10/1 of each year, and is considered an annual requirement. All facilities used in this program require the flu vaccine in order for students to participate in clinical.

7. **Covid-19 Vaccine**
   COVID-19 is recommended but not required.

8. **Additional Immunizations**
   Measles, Mumps and Rubella (MMR), Varicella, Tetanus, Diphtheria & Pertussis (Tdap) and Hepatitis B are required immunizations for all Nursing and Allied Health programs.

9. **Health Insurance**
   All students will be required to show proof of health insurance. Howard Community College does not provide or sponsor health insurance for students. In the event that a student sustains an injury while on campus or in clinical, it is the responsibility of the student to utilize their own health insurance plan to cover the cost of treatment and/or follow up care. Students can pick up health insurance pamphlets in Admissions, Student Life, and the Wellness Center.

10. **Liability Insurance**
    As a student in the Health Sciences Division at Howard Community College, you will be covered by the college's Liability Insurance while you are attending approved clinical activities arranged by the Health Sciences Division faculty. The liability insurance provides for legal expenses, to the limits specified by the coverage, in the event a student is sued by a patient for malpractice or negligence. A student will be eligible for liability coverage only if acting within the scope of practice abilities and were being appropriately

supervised at the time the incident occurred. **Note: Liability Insurance is not Health Insurance**.

11. Alcohol and Drug Policy

All students must adhere to the HCC Drugs and Alcohol Policy - 63.11. *S*ome *prescriptions for certain medications MAY NOT be adequate for clearance to attend clinical agencies.*

a. Marijuana use is not acceptable even with a Marijuana prescription card.
b. Students may be required to submit to a random drug screen upon request.
c. The Liaison Office will make no further attempts to clear a student to attend any other clinical agency in the event of a positive drug test result. Moreover, this result will prevent progression in the course of study.

12. Professionalism and Code of Conduct

a. Students are expected to conduct themselves in a professional manner at all times, whether in the clinical laboratory or clinical agency.
b. Students who are asked to leave a clinical experience or clinical laboratory due to violations of safety, professionalism, and/or college/program code of conduct, will not be placed in another clinical site or laboratory, pending investigation and review. This may result in an inability to progress and/or complete course/program. Students have the right to appeal and due process.

13. Required Documents For Submission To Exxat

a. Health care providers and/or students must sign in all applicable areas, or the form will be considered incomplete.
b. Verification of vaccines and titers must include the name of the vaccine, student's name, date of vaccine or titer, signature of health care provider and/or receipt from authorized prescriber.
c. Incomplete submissions cannot be processed and may result in forfeiture of seat or clinical placement.

I have read, understand and will adhere to the HCC Health Sciences Division policies listed above.

Program: _____

Signature _____ **Student ID** _____

Printed Name _____ **Date** _____

UPLOAD THIS PAGE TO EXXAT

HEALTH SCIENCES PROGRAMS

STUDENT RELEASE OF INFORMATION FORM

Enrollment and participation in the Health Sciences Programs at Howard Community College (HCC) may require that students provide proof of general and specific health status, immunization records, CPR certification, criminal background check, social security number, driver's license/photo identification card, student headshot photo, academic records, urine/blood tests for drug screening and any other information that may be required by the college or clinical partner policy or legal mandate to establish students' fitness to care for live patients in a clinical setting.

The Health Sciences Division is required to share the information listed above with clinical partners, enrichment sites, and other educational partners who provide the sites for the required clinical training portions of the courses, as well as students' names, headshot photos, and student ID numbers, telephone numbers and email addresses, dates of birth, and class schedule information. Pursuant to the Family Educational Rights and Privacy Act of 19 74 (FERPA), the college may not release this information without the written consent of the student. You may obtain more information about FERPA from www.howardcc.edu/ferpa. The clinical facilities are required to maintain the confidentiality of these records and may only use them to determine that a student meets the standards of the institution and thus does not present a threat to their patients or staff.

Choosing to not provide permission for the release of this information will prohibit participation in HCC Health Sciences Programs as it will result in a ban from the clinical facilities where students are required to complete the clinical portion of training. Admission to and successful completion of the clinical training portions of Health Sciences courses are required for program enrollment and completion.

Name of Student/HCC ID Number:	Date of Birth:
I understand that my student record is protected by FERPA and cannot be released without my written consent. I hereby grant permission for release of all applicable records described above to clinical facilities, enrichment sites, and other educational partners and grant access to those records by agents of those clinical facilities as required for my participation and completion in the HCC Health Sciences Program in which I am or intend to be enrolled. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing written notice of such revocation to HCC Health Sciences Division. I understand that revocation of this consent will result in ineligibility to enroll in and/or continue in any HCC Health Sciences Program. This authorization is in effect for the duration of my participation and enrollment in HCC Health Sciences Program courses unless revoked in writing.	
Student Signature:	Date:

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