

Casper College
School of Health Science
Student Handbook

12/2024

Casper College School of Health Science

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Admission, Progression, and Core Performance Standards

1. Students may take classes at Casper College as non-degree seeking students, but the faculty recommend that those interested in Health Science programs apply as degree seeking students. This allows the student to take full advantage of formal academic advising.
2. To apply as a degree-seeking student, the applicant must:
 - a. Submit a completed Casper College application for admission to Enrollment Services. Available online: www.caspercollege.edu A-Z index
 - b. Submit applicable transcripts, immunization records and test scores, see the online catalog for specific eligibility requirements.
3. When the above documents are received, and the applicant is admitted, the Enrollment Services Office will invite the applicant to advising and registration.
4. For admission and progression in a Casper College Health Science Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. All Health Science programs have a competitive selection process, application deadlines and materials, and prerequisite course-work. Please review the department's online information at www.caspercollege.edu.
5. The Health Science fields are practiced disciplines with cognitive, sensory, affective, and psychomotor requirements. Based on these requirements, a list of "Core Performance Standards" has been developed. These standards are part of program courses, and some standards are more prevalent than others. Students are expected to meet these standards with or without accommodations. Accommodations need to be made inline with essential functions of each Health Science program. Students who need or anticipate needing accommodations are required to submit their request to Casper College Disability Support Services to determine eligibility for reasonable accommodations. Program Directors and/or Clinical Coordinators will work with clinical partners and follow their policies and procedures regarding clinical accommodations.
6. For your safety and for the safety of patients, if you have any medical condition that may require accommodations, work with your instructor, the program director, and the office of Disability Support Services to discuss necessary accommodations. Examples of medical conditions that may require accommodations include but are not limited to autoimmune disorders and acute or chronic health conditions. Extended absences due to pregnancy should be coordinated through the Title IX Coordinator and the Program Director.
7. All admitted Health Sciences students will have the opportunity to participate in simulation activities. When a student participates in simulation they will fall under the policies and procedures of the Simulation Center.
8. Readmission into a Casper College Health Science Program or transfer between Casper College Health Science programs is at the discretion of the faculty and dean, and will be reviewed on an individual basis. The faculty and dean will base readmission or transfer decisions on the adopted general Health Science "Core

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Performance Standards” and specific department criteria. Repeating prerequisite coursework may not improve the students’ chances of acceptance or readmission. Dismissal from any program may result in an inability to apply to any Health Science programs. Readmission to a program is directed by each programs’ accreditation guidelines. Dismissal procedures are specific to each accredited program.

9. All Health Science students should familiarize themselves with Casper College’s Student Handbook and Student Code of Conduct found online at www.caspercollege.edu as they are responsible for the content and compliance with the policies and procedures.
10. Faculty, Program Directors, and administration may attend Student Success meetings.

Health Science Core Performance Standards

Table 1

| ISSUE | STANDARD |
|-------------------|--|
| Critical thinking | Critical thinking ability to exercise non-clinical and clinical judgment in a timely manner |
| Interpersonal | Interpersonal abilities sufficient to interact professionally and therapeutically with peers, faculty, staff, administrators, patients/clients, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds |
| Communication | Communication skills sufficient for interaction with peers, faculty, staff, administrators, patients/clients, families, and groups in verbal, nonverbal, and written form |
| Mobility | Physical abilities sufficient to move from room to room, safely perform treatments/procedures and assist patients/clients; lift and transfer patients/clients; manipulate equipment; walk and/or stand for extended periods of time |
| Motor skills | Gross and fine motor skills sufficient to provide safe and effective patient/client care |
| Hearing | Auditory ability sufficient to monitor and safely assess health needs |
| Visual | Visual ability with or without corrective lenses sufficient for observation and assessment necessary in safe patient/client care |
| Tactile | Tactile ability sufficient for physical assessment of patient/client |
| Professionalism | The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communication in the classroom, laboratory, clinical settings, in the Casper College community, and in public settings. The ability to demonstrate sufficient understanding of the cumulative effect that behavior, appearance, and communication has on the health science professional image. |

Casper College's Emergency Response Guide

The Casper College community, including students, should familiarize themselves with CC's emergency response guide and sign up for text alerts. Students should follow instructions from faculty and building marshals for drills and emergency events. Emergency Response Guide may be found online www.caspercollege.edu

Casper College Nondiscrimination Statement and Title IX Information

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to the Vice President for Student Services at 125 College Dr, Casper, WY 82601, 307-268-2667, or linda.toohey@caspercollege.edu, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd, Ste 310, Denver, CO 80204-3582; 303-844-5695 or TDD 303-844-3417.

Digital Learning Academic Integrity Statement

Casper College demands intellectual honesty in all courses. Only admitted and registered Casper College Students who have been assigned logins and passwords are allowed access to online and hybrid courses. These secure logins verify the identity of the student. Proven plagiarism or any form of academic dishonesty associated with the academic process, including self-plagiarism, may result in course failure, dismissal from a program, or expulsion from Casper College, or other consequences. The use of AI will vary among different courses - see each course syllabus and speak with your instructor for specific requirements. See the Casper College Student Code of Conduct for more information on this topic.

Health Science General Policy Statements and Procedures**School of Health Science Civility Statement****School of Health Science Civility Statement***

Civility comprises a conscious demonstration of mutual respect – for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in the verbal and written words we choose, but in our tone, demeanor, and actions. All School of Health Science members are responsible for and expected to exemplify and promote civility. The School of Health Science is committed to creating and maintaining a positive learning and professional, working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints,

freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

*Adapted from University Libraries Penn State University

Clinical Accessibility Policy Statement

Casper College Health Science programs utilize a variety of health care agencies in the community for clinical experience for the students. If you have been employed in one or more of the agencies and are not eligible for rehire as an employee, the agency may not permit you to participate in the essential clinical component of the program.

Please contact the Human Resources department of the affected agency and request documentation from HR that states the agency's position on your participation in the clinical component of the program. If you receive a negative response from the agency, you are **automatically ineligible to apply**. A response indicating you **will be permitted** to attend clinical in the agency will be given to the program director prior to the selection process for admission to the program. If you are unable to fulfill clinical requirements due to a previous employment issue or other issue(s) and have not complied with the above, you could be denied entry in a Health Science program or be dismissed from the program. Some programs do not have clinical assignments until the second, third, or fourth semester; students who are denied clinical accessibility at any time prior to or during a program may be dismissed. Students attend clinical at the will of the clinical facility, and a dismissal from the facility equates to a dismissal from the program.

Students must maintain their program acceptance requirements such as clinical facility immunizations, course objectives, and clinical learning modules. Clinical compliance is dictated by our facility partners and subject to change. Students must adhere to any updated requirements throughout the duration of the program. These documents are facility mandated, therefore, Casper College cannot approve exemption requests. Exemption requests must be made through each facility and Casper College has no authority regarding the request outcome. Failure to maintain clinical compliance may result in immediate dismissal from the program

Background Check and Drug Testing Policy Statement

Students enrolled in any of Casper College's health science programs will participate in clinical experiences in a variety of agencies. Prior to participating in the clinical experiences, students will be subject to that agency's requirements for a background check, immunizations, and drug testing and drug abuse prevention policies. Students are then subject to the random drug testing policy of that agency. Students enrolled in accredited programs will have to submit to and pass background and drug testing.

Following graduation, several of the state and/or national licensing or certification (registry) boards, may refuse to allow a graduate to sit for the required exam or issue a license or certification to a person who has a prior felony conviction, misdemeanor, proven history of drug or alcohol abuse, or has lost their license/certification in an allied health field. Applicants to whom this applies should consult the program director for further information.

Student Driver's License and Automobile Liability Policy Statement

Health Science students are responsible for transportation to activities associated with their program of study. This involves the utilization of a reliable, personal vehicle. All admitted Health Science students must provide copies of a valid driver's license and proof of auto insurance card for their personal vehicles. The minimum auto insurance requirements for Wyoming, or the state in which the vehicle is registered must be met. Students without vehicles are still responsible for their own transportation. Students must maintain both for the duration of their health science program, and may be asked to present proof at any time during their program of study. To remain in compliance with this policy, students must also notify the program director or faculty should their driving or insurance status change at any time during their participation in a Health Science program. Health Science students, parents, guardians, heirs and estate release Casper College, and any agent thereof, of any and all legal liability which may accrue and understand that Casper College's insurance program will not cover any loss damage or claims incurred as a result of driving their personal vehicles for requirements and activities associated with their program. Health Science students understand and agree that they are wholly responsible for any other person they invited or accepted as a passenger and release Casper College from any and all responsibility and liability for passengers.

Health Science students who are unable to present a valid driver's license and proof of auto insurance card must sign an additional waiver provided upon request. Contact the Vice President of Student Services for more information.

Health Insurance Policy Statement

Students enrolled in any of the health science programs are required to present proof of health insurance and to maintain personal health insurance for the duration of their program. Students may be required to present proof of health insurance at any time during their program of study.

Social Media Policy Statement

Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care

To ensure compliance with both Federal and State student and patient confidentiality laws, while also maintaining a professional working relationship with our clinical and/or field sites, students are not allowed to utilize photographic, video, audio, or other recording devices (including cell phones) during the course of their instruction or participation in the program unless specifically permitted by instructional staff and affected parties, or as allowed by law. The use of such recording devices is strictly prohibited during all classroom, laboratory, simulation, clinical and/or field experiences.

Students are strictly prohibited from including or posting information pertaining to classroom, laboratory, simulation clinical and/or field experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet.

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Public scrutiny, criticism, or disclosure of patient care delivered by clinical and/or field site staff/personnel is strictly prohibited, unless such disclosure is required or protected by law. Such disclosures include those made via social networking sites, as well as other traditional means of communication. If a student witnesses care issues at a specific site, such concerns should be directed to their instructor and/or clinical coordinator.

As representatives of a Casper College School of Health Science program and aspiring members of the medical community, students are held to a high standard of professional conduct, including via social media. Students are required to adhere to all professional conduct requirements of the Health Science programs within social media including but not limited to social networking sites, blogs, message boards, chat rooms, and online forums.

A breach of any of these provisions could lead to an immediate dismissal from the program.

Simulation, Skill, Assignment, Presentation, and/or Competency

Students must demonstrate satisfactory performance of Simulation, Skill Check, Assignment, Presentation, and/or Competency. A student who is not adequately prepared will not be permitted to remain in the clinical setting, or participate in, and/or complete a fieldwork rotation. Procedures and patient care must be performed safely, and a safe environment must be maintained at all times.

If it is determined that the student cannot meet a course outcome or accreditation standard, a course failure will be earned, regardless of current course grade, and the student will not be allowed to continue in the program.

Students must attend any faculty meeting requests and participate in, and show progress in, any intervention plan thus established. Failure to comply may result in program dismissal.

Chemically Impaired Health Science Student Policy Statement

- A. The faculty of the School of Health Science has a professional and ethical responsibility to the student and clients. The faculty requires that health science students provide safe, effective, and supportive client care. To fulfill this purpose, students must be free of chemical impairment during participation in any part of the health science programs including classroom, laboratory, and clinical settings.
- B. The faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology. This health problem must be proactively addressed when identified within the health science student population. Faculty will follow the college's "Drug Free Campus Policy" as outlined in the

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Casper College Student Handbook and Annual Campus Security Report. In addition, the health science faculty will intervene with the chemically impaired student as outlined in the established School of Health Science procedure.

- C. The appropriate use of legally prescribed medications and non-prescription medications is NOT prohibited. It is the student's responsibility to refrain from attending clinical while under the influence of legal prescription or non-prescription medication that adversely affects mental function, motor skills or judgment.
- D. A legally prescribed drug means the individual has a prescription or other written approval from a medical professional for the use of that drug in the course of medical treatment. A confirmed positive drug screen resulting from a prescription medication must be verified. Students shall inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the student's ability to safely perform clinical responsibilities. The misuse of legal drugs while performing clinical responsibilities is prohibited. Students found misusing prescriptions will be referred for a mandatory evaluation and treatment.
- E. The health science faculty are cognizant of the various state board recommendations on chemically impaired students who apply for licensure and will communicate this information to students. Faculty recommends that on application for licensure the student offers full disclosure of chemical dependence and extent of the treatment received.

Below is a list of behaviors that may indicate substance abuse, mental health, or general health problems. Behaviors may be concerning when out of typical individual presentation, remembering that every brain is unique.

- Distractibility
- Forgetfulness
- Isolation or avoidance of group work
- Refusing to perform exams
- Pattern of absenteeism and tardiness
- Leaving assigned clinical rotation
- Decreased clinical and academic productivity
- Fluctuating clinical and academic performance
- Not completing assignments and/or meeting deadlines
- Change in dress, hygiene, or appearance
- Responses that are incongruent with context
- Elaborate excuses for behavior
- Decreased alertness/falling asleep in class
- Dishonesty
- Difficulty controlling anger
- Extreme emotions/dramatic behaviors
- Flat affect
- Relationship concerns

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- Self-Injury
- Stress/anxiety - shakiness
- Tension in the body
- Wide eyes
- Expressing stress, or anxiety
- Pressured speech
- Trouble concentrating
- Avoidance of certain tasks/people
- Irritability and mood swings
- Mistrust
- Worry
- Threats to harm self or others
- Instigating discontent
- Declining health
- Slurred or rapid speech
- Trembling hands
- Persistent rhinorrhea
- Altered pupil dilation
- Flushed face
- Red eyes
- Odor of alcohol
- Unsteady gait

Procedure for Alleged Chemically Impaired Health Science Student

1. Health science faculty or clinical supervisor is to gather and document data on behaviors. If the student demonstrates impaired behaviors in the classroom, campus lab or clinical site the faculty or clinical supervisor will:
 - A. Notify the director of the program of the pending situation. The director will notify the dean and others as appropriate.
 - B. Remove the student to a private area and provide the opportunity for the student to explain the observed behavior(s)
 - C. If on campus, notify security (2688) and request a drug/alcohol test, at the student's expense, if determined to be necessary. If patient/client care is involved, relieve the student of the client assignment.
 - D. Students suspected of drug or alcohol use or who display obvious impairment will NOT be permitted to return to class, lab, clinical or fieldwork assignments while awaiting test results, and absence time will accrue. In the event that a student is suspected of illegal drug or alcohol abuse through second hand knowledge, the suspected student may voluntarily submit, at his/her expense, to a drug and/or alcohol test to further clear any suspicion.
 - E. If no obvious impairment is displayed, the student may be allowed to attend lecture or laboratory on campus while awaiting test results at the program director's and/or dean's discretion.

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- F. A student's refusal to submit to drug/alcohol testing will be considered failure to comply with a reasonable request. At that time, the student's actions would be considered noncompliant with the program policies and would be grounds for disciplinary action, and may result in termination from the program.
 - G. The student and director of the program will be notified of results.
 - H. The director will collaborate with the clinical site regarding substance-abuse policies pertaining to students in the clinical setting, if applicable.
 - I. If the drug/alcohol test is negative, a student will be given an opportunity to make-up clinical or fieldwork absence time.
 - J. If the drug/alcohol test is positive, a student will not be allowed make-up time for clinical/fieldwork, and absence time will continue to accrue. Disciplinary action will be taken and may result in termination from the program.
2. An information meeting will be scheduled prior to the results of the drug/alcohol testing, or prior to disciplinary action.
3. Information Meeting
- Involved health science faculty, the clinical supervisor (s), the director of the program, and the student review the documentation of the alleged substance abuse and discuss the procedures that will be followed for procedure implementation.
- A. Make students aware of the faculty's/ supervisor's allegations.
 - B. Review the procedure.
 - C. Present documentation concerning student's behaviors and provides the student with opportunity to discuss the observations.
 - D. Documentation of the student's behaviors, faculty's recommendations for follow-up, the student's written response to the allegations, and the date and time for the intervention meeting will take place at this meeting.
 - E. Documentation is dated and signed by the faculty/ supervisor (s), director of the program and the student as soon as possible.
 - F. Original is placed in the student file and a copy is given to the student.
 - G. If obvious impairment or admission of drug/alcohol use is determined, the information meeting may be bypassed and/or become an intervention meeting. The student will be removed from class, laboratory, and clinical assignments.
 - H. While waiting for drug/alcohol test results or professional evaluation plan, if no obvious impairment is determined, a student may attend lecture or lab at the director's and/or dean's discretion.
4. Intervention Meeting
- A. Involves faculty/ supervisor (s) who identified the problem, appropriate faculty, the student, a student support person, if desired, and the director of the program. The purpose of the meeting is to:
 - i. Review the student's behavior and classroom/clinical performance.
 - ii. Discuss the policy for impaired health sciences students and its implementation.
 - iii. Discuss the academic consequences related to the policy violation.

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- iv. Secure the student's agreement to seek a comprehensive substance abuse evaluation, and his or her expense, and to release the results to the program director and/or dean.
 - v. Secure the student's agreement via a FERPA release to allow the program director and/or dean to discuss the student's academics and behaviors with the health care provider whom the student has chosen for the substance abuse evaluation.
- B. Documentation is completed that articulates the problem behaviors, any academic consequences, the student's agreement to seek a professional evaluation, at his/her expense, for a potential substance abuse problem, and the student's understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.
 - C. The director of the program provides the student with information regarding a professional evaluation, if requested.
 - D. The student may not attend program clinical or fieldwork until a professional substance abuse evaluation and plan are obtained. The plan must align with clinical and fieldwork accessibility policies for the program's sites. If the plan does not align with the clinical and fieldwork accessibility policies, the student may be terminated from the program. A student may attend a lecture or laboratory if deemed appropriate by the program director, involved faculty, and/or dean.
 - E. If the student refuses to obtain an evaluation, s/he is dismissed from the program.
 - F. If the student tests positive, the student is dismissed from the program secondary to the student being unable to continue at the clinical site.
 - G. The student, faculty and the program director sign documentation of the intervention meeting and it is then placed in the student file with a copy provided to the student.
4. A "Student Grievance Procedure" is available in the Casper College Student Handbook and Datebook if the student believes the allegation(s) regarding chemical impairment and the outcome of the intervention meeting are not justified.

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Success Plans are specific to each program, but the following form is provided for an example.

Casper College School of Health Science: Student Success Plan

Date:

Student Name:

Attending Faculty/Administration:

Class/Clinical Rotation:

1. Underline one or more areas of concern:

Academic Performance Professionalism Attendance Other

2. Explanation of the conflict, issue or problem:

3. Student: Please rephrase in your own word(s) the area(s) of concern:

(Submission here is not required. If student chooses to add information, the deadline for submission is **xx/xx/xx.**)

4. Steps for Resolution:

A. Goal(s):

B. Student: The primary responsibility for bringing your performance to an acceptable level is yours. This behavior contract is the set of actions you need to take to improve your performance for this class/clinical rotation:

Student Action Plan:

1. In your own words tell us what you believe to be the problem. Please address all of the issues listed above.
2. Provide a reflection statement about the feedback you have received related to these issues and what you have learned from those conversations.
3. How do you plan to improve? Please cite specific, actionable steps you plan to take.
4. What resources will you utilize and who will support you with this plan? If you have questions about resources available to students at Casper College, please do not hesitate to contact (faculty/PD/AC/HS Dean; Dean of Students?).

It is our hope, as well as that of program faculty, that you are able to produce an action plan that, if implemented with intention and a positive attitude, will not only specifically address the issues with your performance, but will also enable you to succeed in your program. We share in your goal of graduating from the program and moving on to the workforce. Please understand that this process is a prerequisite of you achieving this goal. If your action plan is deemed insufficient to

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address these concerns, or if adequate progress is not achieved, you may be removed from the program.

Resources available:

- Wellness Center Union/University building, Second floor, Room 202A (UU 202A), Phone number: 307-268-2267;
- Student Success Center 3rd Floor of the Walter H. Nolte Gateway Center, 307-268-2089 studentsuccess@caspercollege.edu;
- CC Accommodations (307) 268-2557, jennifer.mcleod@caspercollege.edu.
- The CC Care Team may be reached for non-emergency communication at 307-268-2394 (Office of the Dean of Students).

5. The timeframe for meeting the goal and improved performance is: Immediate. Success Plan and behavioral expectations are in effect until graduation.

Your performance in relation to the above issue will be assessed in an on-going manner to ensure sustained performance at an acceptable level in the future.

I agree to this contract and will take the necessary steps to bring my performance to an acceptable level for this class/clinical rotation.

Student signature:

Faculty/Casper College Member signature:

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Health Science Student Handbook Agreement

I have read the Casper College Health Science Student Handbook and I fully understand and will adhere to all of the policies presented therein.

Student Name Printed:

Student Signature:

Date: