

**DIALYSIS TECHNICIAN PROGRAM
STUDENT HANDBOOK
2022-2023**



Passaic County Community College

www.pccc.edu

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Information in this booklet is subject to change, as the handbook is updated

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Preface

The Student Dialysis Technician Handbook serves as a reference for all students in this curriculum. It contains the policies and regulations of the Dialysis Technician Program. Students are responsible for knowing the contents of the Student Dialysis Technician Handbook and the College Bulletin/Catalogs for Passaic County Community College.

The Student Dialysis Technician Handbook is reviewed and revised on a regular basis. The policies and regulations set forth in the handbook, catalogs, and the bulletin constitute student rights and responsibilities. It is the responsibility of the student to be acquainted with these policies, regulations, and procedures.

The Dialysis Technician Program reserves the right to change any provision, requirement, charge, program, offering, or service without notice or obligation. The faculty reserves the right to make decisions in situations of unusual complexity. Each student is also advised to become familiar with the Passaic County Community College Student Handbook, College Catalog/Bulletin, and other college publications.

Dear Student,

It is with great pleasure that I welcome you to the Passaic County Community College Dialysis Technician Program. Our goal is for you to be knowledgeable and competent in the skills needed in the role of the dialysis technician at the time of program completion. Your learning will occur through a variety of modalities: lecture and laboratory experiences with simulation to develop sound skills and an observational rotation in a community based dialysis center to further reinforce and expand on that skill set.

Our program is designed to help you learn and grow as a professional and to embody the skill set needed for employment as a dialysis technician.

This handbook provides important information to help you navigate through the program and will be updated as needed. It is important that you familiarize yourself with the policies and expectations stated within this handbook.

We are committed to helping you achieve your goals in the career path that you have chosen and we hope that your time here will be productive and successful.

Sincerely,

Rosemarie Rocchio BSN, MS RNC-NIC CCMA

Coordinator of Health Care Certificate Programs

Passaic County Community College

Dialysis Technician Program

(973) 341-1632

Passaic County Community College
MISSION STATEMENT

PCCC offers high-quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general education foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address a wide variety of student learning needs through excellence in teaching, innovative and effective use of technology, multiple instructional methods and developmental and ESL programs that provide access to college-level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

Approved: 6/25/84

Revised: 1/27/92

Revised: 1/28/02

Revised: 1/23/12

PASSAIC COUNTY COMMUNITY COLLEGE ACCREDITATION

License

Passaic County Community College is licensed by the State of New Jersey.

Accreditations

Passaic County Community College is accredited by the Middle States Commission on Higher Education.

3624 Market Street
2nd Floor West
Philadelphia, PA 19104
Telephone: 215-662-5606

The Middle States Commission on Higher Education is an institutional accrediting agency, recognized by the US Secretary of Education and the Commission Recognition of Post-Secondary Accreditation.

PROGRAM STUDENT LEARNING OUTCOMES

Passaic County Community College has acknowledged the many changes in the delivery of health care in recent years, including the emphasis on ambulatory care, increased technology, increased knowledge in health and illness, health care funding, and the aging population. People are living longer and many have chronic illnesses, which need to be supported to sustain life. An example of that is the patient with chronic renal failure who requires renal dialysis. All of these factors have been influential in the growing need for dialysis technicians.

Graduates of the Dialysis Technician program will meet these challenges through in depth preparation of clinical skills based on cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. These domains are reflective in the Dialysis Technician curriculum through courses focusing on clinical skills, along with communication strategies and professionalism to assist in patient relationships. Minimum expectations of this program is to prepare competent entry-level dialysis technicians.

The objectives of this program are to prepare students who will be able to:

1. Integrate the characteristics of effective teamwork and professional behaviors as a member of the health care team.
2. Communicate in an effective manner with patients, patient's families, and other members of the healthcare team
3. Demonstrate competency in the safe administration of dialysis.
4. Apply the principles of infection control in the care of patients.
5. Implement knowledge of safety and emergency preparedness procedures in the care of patients.

FITNESS FOR DUTY POLICY FOR ALLIED HEALTH STUDENTS

Policy Statement

It is the policy of the College that there be an alcohol and drug free educational learning environment which allows the students to enjoy the full benefits of their learning; and to promote present and future physical, psychological, mental, and social well-being. It is the policy of the college to make reasonable accommodations to those students who have the problems associated with the unauthorized use and abuse of alcohol and illegal drugs, as provided by Board of trustees of Passaic County Community College and Public Law 101-225. Allied Health students may not attend the clinical area under the influence of alcohol and/or drugs. The provision of client care in a safe and appropriate manner cannot be compromised at any time, and health and safety of students or others in the clinical area cannot be jeopardized.

Definition

Fitness for Duty:

A student's ability to carry out responsibilities in accordance with the Policies and Procedures of the Dialysis Technician Program.

Drugs:

Any over-the-counter medications, any prescribed medications, any illegal or un-prescribed controlled chemical substances, and any substance (including alcohol) which potentially affects the student's ability to carry out responsibilities or which potentially affects the safety and health of any person.

Procedure

1. It is the faculty's responsibility to document a student's behavior and performance in the clinical area when they have knowledge of/or reasonable suspicion that a student's unusual or unacceptable behavior and performance may be the result of alcohol or drug use. Unacceptable behavior and performance may include, but is not limited to:
 - a. Change in appearance
 - b. Drowsiness or sleepiness
 - c. Frequent absenteeism and /or tardiness (no documented medical reason for absence)
 - d. Inappropriate responses to stimuli
 - e. Inattentiveness to work
 - f. Increased inability to meet schedules and deadlines
 - g. Lack of or decreased coordination in body movement
 - h. Lack of manual dexterity
 - i. Slurred/incoherent speech or speech pattern different from his or her normal speech
 - j. Smell of alcohol on breath/body
 - k. Unexplained change in mood
 - l. Unusually aggressive behavior
 - m. Unusually passive or withdrawn behavior

2. If the faculty member/Program Director is contacted by the Medical Office/Ambulatory care office, where the student is completing their practicum, regarding inappropriate behavior by the student, the faculty member/Program Director will confer with the provider on staff as to whether alcohol/drug testing is deemed necessary and determine if the student is “fit for duty”.
3. Refusal by the student to submit to such testing may result in his/her suspension from attending the clinical laboratory and/or college.
4. If the student is deemed fit for duty, he/she may resume their clinical responsibilities.
5. If a student is deemed unfit for duty:
 - a. The student shall be sent home. Consideration must be made of the student’s ability to get home safely. Transportation may be provided if necessary.
 - b. The faculty will inform and advise the student that he/she should contact his/her own physician as soon as possible.
 - c. The faculty will advise and inform the student that a meeting with the Vice President for Academic & Student Affairs will be arranged by the Coordinator of Health Care Certificate Programs.
 - d. The student will be prohibited from returning to the college and/or clinical laboratory until given a “Return to College” clearance by the student’s physician and the Vice President for Academic & Student Affairs must certify that the student is able to return to the College and/clinical laboratory.
 - e. In order to return to the Dialysis Tech Program, the student must apply in writing to the Coordinator of the Program and the Dean of Nurse Education & Sciences and will be required to meet the conditions set forth under the Policies and Procedures and undergo a drug screening as a condition of return.
6. Any student who withdraws from class or is dismissed from the College in order to obtain treatment will be placed on academic suspension.
7. Refer to the Standards of Conduct and Sanctions for Violation (see PCCC Student Handbook) when a student is in possession of or using alcoholic beverages, illegal or un-prescribed controlled chemical substance in the College or the clinical premises. Violation will result in disciplinary action up to and including expulsion from the college, and reporting of the violation to local law enforcement agents.

ACADEMIC INTEGRITY

Honesty is the cornerstone of the academic integrity of the Healthcare Programs at Passaic County Community College. Any form of academic dishonesty is considered to be a serious violation of the ethics that form the foundation of the Dialysis Technician practice. There is a “zero tolerance policy” for any acts of cheating, plagiarism, or other forms of academic dishonesty/misconduct and will in all cases assign the student a grade of “0” for the assignment/exam.

All students are required to identify any known acts of academic dishonesty to the faculty. The “zero tolerance policy” does not make a distinction based on the type of act nor the type of assignment in which such act occurred.

Any violation of academic integrity will be forwarded to the Dean of Student Affairs for judicial action with a recommendation that the student be dismissed from the program.

Refer to the College Catalog for the full academic integrity policy of the College.

PROGRAM REQUIREMENTS

To be completed during HD 101

The following program requirements will incur additional fees for the students.

Criminal History Background Check

The Joint Commission on Accreditation of Health Care Organization (JCAHO), the primary accrediting body for our clinical agencies, has mandated criminal history background checks for all individuals involved in patient care.

All medical assistant students must undergo criminal history background checks upon admission and annually thereafter, or as required by the specific clinical agency. The background check also includes sexual offender and national healthcare fraud and abuse checks. The results of the background check must be completely clear in order for a student to attend clinical practice.

These checks are conducted by an external vendor which sends the information to the college. Clinical agencies may require that a copy of the student's background check be sent to the agency by the college or background check agency. Some agencies may require additional background screening including fingerprinting, in order for students to attend clinical. *Students are responsible for all fees related to the background check*

Only students with a completely clear background check and no "hits" of any type may remain in the medical assistant program. Students who do not have a clear background check throughout their enrollment will be withdrawn from the program

A. Drug testing

Annual drug testing is required to meet clinical agency contract requirements for students to participate in clinical practice. All drug screening reports must be negative for a student to remain in the program.

B. Basic Life Support (BLS) – CPR certification – American Heart Association

All students are required to be **BLS for HEALTHCARE PROVIDERS** certified through the **American Health Association (AHA)** prior to registering for the Medical Assistant Courses (MAE) and must be maintained throughout enrollment.

C. Health Requirements

Students may be required to submit a complete health record, (if required by the ambulatory care setting that the student attends for clinical experience) which includes a physical examination and lab tests. In addition, students are expected to maintain optimum health. Those students undergoing long term or specialized treatment, including medications, which may place limitations on assignments, are required to notify the Coordinator of the Program at the onset of such treatment.

1. Physical examination by a physician or nurse practitioner
2. Urinalysis
3. CBC – Complete Blood Count
4. Initial Tuberculin Mantoux (PPD) Two-Step TB Test – the results need to state date given, date read, and results. If negative, a Mantoux (PPD) skin test must be done and submitted annually. All positive reactions must be measured in millimeters and documented on the physical form. Students, regardless of history of bacillus Calmette Guerin (BCG), are required to have a Mantoux TB skin test (PPD) if their previous PPD documentation is unavailable. Positive reactors must have a chest x-ray and submit a copy of the report.
5. Tetanus, Diphtheria, and Pertussis Booster (TDAP)
6. Rubella (German Measles), Rubeola (Measles), Parotitis (mumps) and Varicella (Chickenpox) blood titers. A copy of the lab report must be submitted. If a student is found non-immune to any of the above, the student must obtain 2 MMR and/or Varicella re-immunizations regardless of age. Students who have obtained the Varicella immunizations are exempt from the Varicella screening blood titer.
7. Hepatitis B Immunization is required – Either Hepatitis B titer showing immune status or documentation of receiving the Hepatitis B immunization series. If the student is found to be non-immune, the student must have the immunization series.
8. Flu Shots are required annually. Students who are not able to receive the vaccine will be required to wear a mask in the clinical area during flu season as required by the clinical agency. Clinical agencies may refuse to permit students who have not been immunized for the flu (or other communicable disease) to attend clinical in their facilities.
Students are reminded that clinical practice in the assigned agency is necessary to meet program objectives and if refused by a clinical agency, a student may not be able to complete the program.
9. Covid vaccination may be required

NOTE: Students who do not submit a completed Health Record prior to the beginning of the semester of the HD 201 & HD 202 courses will not be permitted to attend the observational rotation.

Clinical agencies may require additional studies and if so, the student will have to adhere to the request. Clinical agencies may require that a copy of the student's health record be provided to them before permitting the student to attend clinical.

D. Health Insurance

All students are required to submit evidence of Health Insurance coverage to Castlebranch and maintain this throughout the program

E. Malpractice Insurance

All students are required to carry individual liability insurance for \$1,000,000/\$3,000,000 minimum and proof of coverage needs to be provided. This insurance must be effective the first day of clinical laboratory experience.

All requirements will be tracked through Castlebranch (castlebranch.com). The student will be required to create an account which requires a fee.

ATTENDANCE

It is expected that students will attend all classes. Only illness or serious personal matters will be considered adequate reasons for absences. Students will be held responsible for all theory content presented in class.

APPEAL OF GRADES/GRIEVANCES

An appeal procedure is available should a student feel that final grade is unjustified. Appeals must be taken seriously and should be made only when the student feels there is strong evidence of injustice. In the case of a disputed grade, a student must file an appeal within ninety (90) days of the end of the semester in which the course was taken.

Steps in Appeal Process

1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached, then the student may appeal to the Chair of the Department
3. If no agreement can be reached, then the student may appeal to the Academic Appeals Committee, which will make a recommendation to the Senior Vice President for Academic and Student Affairs.
4. The student may appeal directly to the Senior Vice President for Academic and Student Affairs after the Academic Appeals Committee has made its recommendation.

EXAMINATIONS POLICY

Students are expected to take examinations/quizzes when scheduled. In case of an emergency, the student must notify the Course Instructor within 24 hours of the examination.

Students are required to take all examinations/quizzes outlined in the course. If a student is absent at the time the exam is given, a make-up examination will be given at a time assigned by the instructor. This makeup must be completed within seven (7) calendar days of the original examination date. If after seven days, the exam has not been completed a grade of zero will be recorded.

Grading of a Makeup Exams:

A 10% penalty will be applied to the grade of a make-up exam/quiz.

INCOMPLETE GRADES

In extenuating circumstances an incomplete course grade may be assigned in the Dialysis Technician Program.

GRADING SCALE

| | | | |
|-------------|------------|-----------|----------|
| 93-100% = A | 88-89%= B+ | 77-79%=C+ | 60-69%=D |
| 90-92% = A- | 84-87%= B | 70-76%=C | <60% = F |
| | 80-83%= B- | | |

NOTE: A minimum grade “C” or higher is recommended for ALL courses in the Dialysis Technician Program.

1. A final course numerical grade will be carried two digits after the decimal, if the first digit after the decimal is 5 or above, then the grade will be rounded up. If the first digit after the decimal is 4 or lower, then the grade will be rounded down. For example: 74.50 will be rounded up to 75.00. 74.49 will be rounded down as 74.00.
2. Any student who is placed on academic probation or suspension will not be allowed to apply for re-enrollment until his/her status is resolved.
3. **A failure in the lecture or laboratory portion of any course within the Dialysis Technician curriculum, will result in a failing grade for the entire course.**
**Note that failed courses may lead to repeat charges and may also delay graduation.*
4. Final exams are not reviewed with students. Examination and course grades are official grades one week after distribution.

Dialysis Technician Competencies (skills)

Students enrolled in the Dialysis Technician program **must pass ALL** of the program’s competencies with 85% grade in order to meet the objectives of this course and the program.

PROGRAM POLICIES

A. RETENTION AND PROGRESSION IN THE PROGRAM

1. A minimum grade of “C” is recommended in all courses outlined in the “Career Certificate in the Dialysis Technician Program” webpage information.
2. Students must successfully pass **ALL** competencies in dialysis curriculum in order to pass the course and progress in the program
3. A student who has received a grade of “F” in HD 101, HD 201 or HD 202 will only be allowed to repeat the course one time. A student can only receive one grade of “F” in a HD course. A second grade of “F” in a repeated course or a different HD course will prevent the student from proceeding through the program
4. A student who has a combination of any of the following grades: W, or F in two HD courses will not be allowed to continue in the program.
5. A failure in the lecture or laboratory portion of any course within the Dialysis Technician curriculum, will result in a failing grade for the entire course.
6. Competence in all psychomotor and affective clinical skills must be met with a grade of 85% to meet course and program requirements. Mastering of the course skills in the laboratory is mandatory to pass the course.

B. PROGRAM COMPLETION REQUIREMENTS

1. Passing of all courses
2. Mastering of all course skills
3. At the end of the program, the student will be required to complete program, course and rotation site evaluations

C. COLLEGE LABORATORY RULES

The college’s Dialysis Technician laboratory is designed for students to practice and master required skills and professional behaviors necessary to ensure safe patient care in the dialysis setting.

1. There will be no smoking, eating, or drinking while in the college laboratory
2. Children are not allowed in the laboratory at any time
3. All accidents shall be reported to Program Coordinator and the College public safety officer. An accident form must be completed within 24 hours.
4. When a student is unable to keep a scheduled laboratory appointment, it is their responsibility to switch appointments with a classmate, and to notify the faculty.
5. After laboratory activity, the student will put away all equipment and clean/straighten the work area.

Expectations related to Skills Evaluation

1. Observe faculty demonstrated skills, and/or view video/CD/DVD of skills
2. Practice assigned skills
3. Demonstrate each skill, a minimum of one time, with a faculty member
4. Practice each skill independently in preparation for the skill performance test administered by the faculty
5. Must be on time for all appointments made in laboratory setting
6. Must be on time for skill test offs and if more than 5 minutes late, will forfeit the opportunity and must reschedule.
7. Successfully test off on clinical skills by the date established in the course calendar.
8. The student must bring the masters skills sheet to the laboratory setting to ensure the skills list is current when completion of skills has occurred. The instructor will sign off each skill at completion. **Competence in all psychomotor clinical skills must be met with a grade of 85% to meet course and program requirements.**
9. A master copy of your record is maintained in a file in the college laboratory.
10. **NOTE:** Students may not observe the clinical laboratory test of other students unless role play is required for the skill. If unsuccessful when tested, a student may have the opportunity for re-testing. All course skills need to be performed satisfactorily with a grade of at least 85% by the posted deadline. If not, the student will be in jeopardy of receiving a clinical failure in the course and must repeat the entire course.

Use of Simulations/Standardized Patients/Live Actors in Laboratory Setting

Simulation of real life patient care scenarios are integrated in this curriculum. The college ensures safety of standardized patients/live actors during simulations by enforcing CDC infection control standards and OSHA's blood borne pathogens standards. All students are required to demonstrate meeting the cognitive and psychomotor objectives of this content.

D. OBSERVATIONAL ROTATION EXPECTATIONS

Passaic County Community College provides students with the opportunity to shadow the role of the dialysis technician in a variety of community based dialysis centers which require the following to be met:

1. All Liability insurance, health insurance, health examination requirements, and American Heart Association (AHA) Basic Life Support for Healthcare Provider (CPR) certification requirements

must be satisfied by submitting copies of the same to the Castle Branch tracking system by the established due dates.

2. Students must print out a copy of the “Compliance summary” found in the “My Documents” section of their Castle Branch profile account and present it to the Program Coordinator at the assigned date. The Summary must show that all items are “Complete”. No student may attend clinical unless all requirements are met and kept current throughout the program.
3. Students must complete a criminal background check and submit to a drug screening test through Castle Branch by the established date prior to the start of HD 201 & HD 202. In some instances, clinical agencies may require additional screenings to participate in clinical and the students must adhere to requirements. Students must bring in a copy of their background check report and drug screen report to the Program Coordinator by the established due date. All Background checks must be CLEAR and drug screens must be NEGATIVE at all times to remain in the dialysis program.
4. Students experiencing a change in their health status must obtain authorization from their primary care provider for participation in clinical activities, and submit the completed “Medical clearance for Clinical” form to Castle Branch and notify the Program Coordinator.
5. Any student injured or exposed to blood and bodily secretions in the clinical internship setting laboratory report the incident to the faculty immediately. If necessary, the student will be examined and necessary testing may be at the student’s expense. Each occurrence must be reported to the Program Coordinator within 24 hours. A description of the incident must be submitted to the Dean of Nurse Education & Sciences. See Policy/Procedure for Accidental Exposure to Blood borne Pathogens
6. Each student is responsible for arriving on time to the assigned agency. A parking fee may be required at some agencies.
7. Student must notify the medical facility and faculty before expected arrival time if they will be ABSENT OR LATE for their expected rotation hours.
8. **Attendance of the observational rotation is mandatory** and any clinical absence would result in the inability to meet the clinical objectives and a failure in the course.
9. The student should be dressed in appropriate attire: School uniform, name badge and College ID badge at all times
10. The student should present in a professional manner: neat appearance, clean/pressed uniform, hair tied back or off the shoulders
11. An **Observation Rotation Validation Sheet** must be completed and signed off by the mentor each day that the student is on site to validate hours.

12. Students should adhere to all the policies and procedures specific to the practice setting
13. The student will keep a journal for each observational experience and submit to faculty as arranged.
14. The student will notify the Program Director immediately of any incidents pertaining to patient care or staff relationships.
15. At the end of the Practicum, the student will be required to fill out an **Observation Rotation Site Evaluation**

E. DRESS CODE

1. Now that you are assuming the role of a healthcare provider, it is important to portray a professional image.
2. All Dialysis Technician students must have their uniforms for the HD 101 course for lab time and continue to wear them for HD201 & HD 202 which have Lab time and an Observational Rotation component.
3. The uniform consists of:
 - a. A clean pressed PCCC uniform (green scrub pants and scrub top) with the school patch sewn on the left shoulder
 - b. black, or white nurse's shoes
 - c. School name pin and College ID to be worn at all times.
4. PCCC Lab jacket with PCCC patch may also be worn over uniforms
- 5. A watch with a second hand and a stethoscope are required.**
6. Wedding bands are permitted. No rings with large stones due to infection control standards, no bracelets
7. Smoking is prohibited at all times in the clinical area.
8. No cell phone use during clinical hours for personal use.
9. Presentation:
 - a. Hair is to be off the collar – pulled back neatly with natural hair color
 - b. No perfume/aftershave and/or exaggerated makeup
 - c. Male students must be clean shaven or with trimmed facial hair
 - d. No tobacco odor
 - e. No artificial nails, tips, or wraps may be worn. Natural fingernails may not extend more than ¼ inch beyond the fingertip. Nail polish should not be chipped.
 - f. Only one pair of earring studs are permitted to be worn on the earlobe
 - g. No visible body piercing

POLICY/PROCEDURE FOR ACCIDENTAL EXPOSURE TO BLOOD BORNE PATHOGENS

Healthcare workers who have direct exposure to blood and other potentially infectious materials are at risk of contracting blood borne infections resulting from hepatitis b viruses, human immunodeficiency viruses, and other pathogens. The Passaic County Community College Dialysis Technician Program is committed to providing a safe and healthful work environment for students and faculty who are at risk for exposure via accidental needle sticks and /or body fluid splashes to mucous membranes. Standard precautions, an approach to infection control that assumes all human blood and certain body fluids are infectious, is emphasized and implemented throughout the Dialysis Technician Program.

According to the Occupational Health & Safety Administration (OSHA), “An exposure incident occurs when there is eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials”. In the event of an exposure, the person should:

1. Wash affected are with soap and water.
2. Flush mucous membranes with copious amounts of water.
3. Confer with onsite provider for medical treatment and follow-up evaluation. NOTE: The source of the exposure should be contacted by the agency for permission to have source testing performed for HIV, Hepatitis B and C.
4. Report incident to faculty member and Program Coordinator
5. Complete an Unusual Occurrence report.
 - a. Forward the report to the Dean of Nurse Education & Sciences and the Program Coordinator
 - b. Clinical Site(s) – need to complete an agency report and the college incident report. Forward a copy of the report to the Dean for Nurse Education & Sciences

NOTE: Students assume full financial responsibility for all hospital and medical costs incurred because of the exposure regardless of where the incident occurred.

HEALTH PROMOTION AND DISEASE PREVENTION

Passaic County Community College and all clinical affiliates subscribe to high quality standards related to health promotion and disease prevention. There is a potential risk present in the health care field today. Therefore, in the first clinical course, the student is instructed in those behaviors that will minimize risk. Standard precautions, authorized by the Centers of Disease Control (CDC) are taught before the student enters the clinical area. All affiliating clinical agencies utilized by the Dialysis Tech g program have adopted CDC regulations.

OCCUPATIONAL RISKS

The healthcare industry has inherent occupational risks that students should be aware of. Potential risks include, but are not limited to:

- Exposure to infectious diseases through droplet or air-borne transmission, blood or other body fluids via skin, mucus membranes or parenteral contact
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

FINANCIAL AID

Financial Aid programs (grants, scholarship loans, employment) are available to eligible students who are matriculated and enrolled for at least six credits. Your eligibility will be determined by completing a FAFSA available from the Financial Aid Office (973) 684-100. See the PCCC student handbook for the [Policy on Payment and Refund of Tuition and other Fees for students.](#)

DISMISSAL POLICY

Any breach of clinical requirements and expected behavior as outlined in this handbook renders the student at risk for dismissal from the program.

Any action or judgement by the student causing injury or harm to a patient, may be cause for dismissal from the program.

Automatic dismissal will occur if the student presents to class or the clinical environment under the influence of alcohol/drugs or performs unsafe patient practices.

RECORDED COURSE CONTENT

Lecture recordings from ECHO 360 lecture capture or any other means are provided for individual student use only. Students are absolutely prohibited from reproducing and/or distributing or displaying the information by any means at any time, including when enrolled in the program or after leaving the program. Violation of this policy will result in disciplinary and/or legal action.

ADVISEMENT AND COUNSELING

All students are invited to attend an advisement session with the Program Coordinator of the Medical Assistant Program. In addition, students can also consult at any time with faculty regarding academic, educational, or personal problems. Academic advisement by the faculty and the Coordinator of the program will assist you in planning your program of study. If you need to seek out this advice, come prepared with your questions regarding course sequencing and a plan to help reach your goal with be mapped out. The Counseling department provides counselors for personal, social, vocational, and academic assistance.

Advanced Standing

Currently per the policy of the Medical Assistant program, students may receive transfer credit only for Gen Ed course credit in the Medical Assistant Curriculum

Graduation Requirements

Students anticipating graduation must apply for graduation. See current Passaic County Community College Bulletin.

DIALYSIS TECH AWARDS

The pinning ceremony takes place at the completion of the program, usually in July.

The following awards may be granted at that time:

Academic Achievement Award

This award is granted to the student with the highest GPA in the dialysis technician program's required courses.

“Rising Star” Award

This award is granted to the student who displays an aspiration to render greater service, dedication to the care and well-being of people and commitment to the ethics of the medical assistant profession.

Passaic County Community College

Clinical Experience

Assumption of Risk and Release

As part of your Passaic County Community College nursing course, you will participate in Clinical Experiences in the laboratory and in a hospital or other health care setting. These are exciting experiences as you develop your knowledge and become proficient in the required skills to safely care for patients. However, risk is involved when participating in clinical, and PCCC wants you to be aware of the possible risks you may face. The College is committed to your success, and its faculty will work with you individually to answer questions, address concerns, and facilitate appropriate accommodations with the training site for an enriching and engaging learning experience.

I understand and acknowledge that there are risks inherent to clinical experiences. Potential risks include, but are not limited to:

- Exposure to infectious diseases through droplet or air-borne transmission, blood or other body fluids via skin, mucus membranes or parenteral contact
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

With knowledge of the risks associated with the Clinical Experience, I understand, acknowledge and agree that:

1. The above risks and my participation in the Clinical Experience may, directly or indirectly, cause me psychological injury, physical injury or illness, paralysis, death, property loss, general damages, and economic or emotional loss;
2. I fully accept and assume all risk of injury, illness, death, loss, costs, or damages which may result from my participation in the Clinical Experience
3. **Neither the College nor the Clinical Experience training site will provide health insurance for me.** As such, I, or my existing personal health insurance, will be responsible for payment of medical services and care for any injuries or illness sustained by me during the Clinical Experience.
4. I will follow the health and safety rules of both the College and any training site to which I am assigned as a part of my Clinical Experience. The health and safety rules may include, but are not limited to, wearing a facial covering and appropriate personal protective equipment (PPE), practicing appropriate social distancing, cooperating with any changes made to the health and safety rules, and adopting good hygiene practices and cleaning protocols.

Passaic County Community College

Clinical Experience

Assumption of Risk and Release

On behalf of myself, my heirs, executors and administrators, I agree to release the College from any and all injuries, claims, damages and liability arising out of the Clinical Experience, whether caused by the negligence of the College, the Clinical Experience training site and/or the action or inaction of another participant in the Clinical Experience.

I acknowledge that I am 18 years or older and that I have read this document carefully and fully understand its contents.

Student Name Printed: _____ Date: _____

Student Signature: _____

For Students under the age of 18 years

On behalf of myself, the student, their heirs, executors and administrators, I agree to release the College from any and all injuries, claims, damages and liability arising out of the Clinical Experience, whether caused by the negligence of the College, the Clinical Experience training site and/or the action or inaction of another participant in the Clinical Experience.

I am the parent or legal guardian of the student named below. I have read this document, fully understand its contents and on behalf of the student agree to same.

Parent/Legal Guardian Name Printed: _____

Date: _____

Parent/Legal Guardian Signature: _____

I acknowledge that I am under the age of 18 years. I have read this document carefully and fully understand its contents.

Student Name Printed: _____ Date: _____

Student Signature: _____

