



YORK COLLEGE
OF PENNSYLVANIA

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SCHOOL OF NURSING
AND HEALTH PROFESSIONS
HEALTH PROFESSIONS

Department of Health Professions Clinical Program Handbook

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WELCOME

Welcome to The Department of Health Professions.

The Health Professions Clinical Student Handbook is for students in all of the clinical programs within the Department of Health Professions at York College of Pennsylvania (YCP). These majors include: Medical Lab Sciences (MLS), Medical Imaging: Nuclear Medicine Technology (NMT), Medical Imaging: Radiography (RAD), and Medical Imaging: Diagnostic Medical Sonography (DMS). The intent of the Handbook is to serve as a guide to the established policies and practices and used in conjunction with the Undergraduate Catalog and the York College Student Handbook.

All courses, policies, and procedures listed in the handbook are administered under the academic policies of York College, which are fully described in the Undergraduate Catalog of York College of Pennsylvania. The Catalog contains the official college-level statements of policy and procedure. Every student, part-time as well as full-time, matriculated, as well as non-matriculated, should be familiar with it. The general catalog may be read online by visiting the [York College of Pennsylvania Catalog website](#).

Both the Catalog and this Handbook are prepared based on the best information available at the time of publication. Changes or updates to the College Catalog will be posted on the York College website. Changes or updates to the Handbook will be announced by way of email to all students. Students are responsible for understanding and adhering to all current policies of The Department of Health Professions. The Handbook will be updated on a yearly basis as needed.

Please review this Handbook, sign the [Student Acknowledgement Form](#), and email it to healthprofessions@ycp.edu.

Best wishes for success this year!

Administration, Faculty, and Staff of the Department of Health Professions.

INTRODUCTION TO THE DEPARTMENT OF HEALTH PROFESSIONS

DEPARTMENTAL MISSION

The mission of the Department of Health Professions at York College of Pennsylvania is to provide a high-quality, rigorous education with a foundation in critical thinking, independent learning, and responsible decision-making leading to graduates who are lifelong learners as well as competent and compassionate healthcare professionals.

ACADEMIC PROGRESSION AND CLINICAL ADMISSIONS

ACADEMIC PROGRESSION

The following are required to continue progression through the clinical program majors (MLS, NMT, RAD, RT):

1. All students have an overall cumulative GPA of 2.5 or greater to continue in any of the clinical programs.
2. Students may repeat required science courses only once. The required courses for each program are listed in the individual program [College Catalog](#) pages.

After each semester, the Department examines students' academic records to determine eligibility for progression in their major. If the cumulative GPA falls below 2.5, the student is placed on [probationary status](#) for one semester to raise their GPA. The best way to do this is to meet with an advisor and plan to retake courses. If the student is unable to raise their GPA to the required 2.5 or higher by the end of the second semester, the student is [dismissed from the program](#). The student is advised to meet with both their academic advisor as well as an Advisor in the Advising Office to discuss their options.

Disruption in the suggested progression of courses for any reason may result in a delay in clinical rotations progression and graduation. Disruption in the clinical rotations will result in a loss of a year of clinical progression and a delay in graduation.

PROBATIONARY STATUS

Departmental Academic Probation occurs when a student does not meet the required 2.5 average GPA academic requirements for progression in their major. Any such student will be evaluated by the Department Chairperson and will be immediately placed on departmental academic probation. The student is notified of this decision in writing by the Department Chairperson by email and notation in the Student Success Network (SSN) and official notice to the Registrar's Office. The student has *one semester* to eliminate the identified deficiencies through repetition of courses. Students placed on probationary status are recommended to meet with their academic advisor to create a plan of action. If the student does not raise their GPA above the required 2.5 by the end of the next academic semester, they will be dismissed from the clinical program.

PROGRAM DISMISSAL POLICY

Occasionally, students are dismissed from their program due to academic or clinical rotation deficiencies. Continuation in classes or clinical rotations within the department is not guaranteed solely on payment of tuition and fees. Students must satisfactorily meet all of the requirements for each class and remain in good standing in the program. Dismissal may occur for several reasons, which may include, but are not limited to the following:

1. A student receives a grade of less than 2.0 in any science course upon a second attempt.
2. A student fails to fully remediate during academic probation failing to bring their GPA above the required 2.5 cumulative.
3. A student acts egregiously (lacking professional comportment see [Core Technical Standards](#)) in Department of Health Professions (including classrooms, clinical settings, simulation labs, faculty offices, etc.).

Students will be notified by the Department Chairperson in writing of dismissal from the program along with a notation in the Student Success Network (SSN) and official notice to the Registrar's Office. Students have the right to appeal the dismissal to the Dean of the School of Nursing and Health Sciences. Students who have been dismissed from their major for academic reasons are not eligible for readmission to any clinical program at any time in the future but should work with their advisor to determine an alternate, non-clinical major.

APPEALS ON PROGRAM DISMISSAL

Academic record reviews are conducted by the Department Chair approximately 2 weeks after the end of the fall and spring semesters. Students who are dismissed for academic reasons will be notified in writing at this time. Students have the right to appeal the dismissal to the Health Professions Chair within seven (7) business days of receiving a dismissal notification. Appeals will not be accepted from third parties on behalf of the student appealing. The appeal must be emailed to the Chair and contain the following information:

- Letter outlining the rationale for granting an exception to the policy
- Personal plan for academic success or improvement of professional conduct
- Copy of your unofficial transcript
- Documentation of communication with your academic advisor.

After a written appeal is received, the Myers School of Nursing and Health Professions School's Appeals Committee will convene and provide the student with a written decision within ten (10) business days of the appeal submission deadline. Students reserve the right to have the Appeals Committee decision reviewed by the Myers School of Nursing and Health Professions Dean. Students who have been dismissed from the nursing major are not eligible for readmission to the clinical programs within the Health Professions Department at any time in the future.

CLINICAL ADMISSION

Admission to York College of Pennsylvania does not automatically ensure progression to the clinical rotation portion of a program. An application to the clinical site is required for entrance into the clinical rotations and decisions are strictly under the purview of the clinical site.

TRANSFER STUDENTS

Students transferring into a clinically oriented Health Professions major must meet all of the above standards as well as complete 30 credits of coursework at York College *before* entering the clinical rotations.

TECHNICAL STANDARDS FOR PROGRESSION AND ADMISSION

Applicants and students enrolled in the Department of Health Professions must possess the necessary intellectual, physical, emotional, social, and communication skills to provide excellent healthcare that is safe for the patient, themselves, and other healthcare providers. Students must be able to provide safe care in a wide variety of settings with a diverse clientele. Students must meet these standards to qualify for and remain in the program.

STUDENT ACCESSIBILITY ACCOMMODATIONS

Students requesting accommodations under section 504 of the Rehabilitative Act of 1973 and the Americans with Disabilities Act must provide the College's Director of Student Accessibility Services with the required documentation and notify individual program faculty of accommodations needed in a timely fashion. Where possible, accommodations will be provided to those individuals to enable them to meet standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in these programs.

Upon entering the clinical rotation, the student must communicate with the Clinical Supervisor at the clinical site to discuss reasonable accommodations during the clinical rotation.

CORE TECHNICAL STANDARDS

The core technical standards for these programs are identified on the following pages along with examples of these standards. These examples are not inclusive of all expected abilities and should be used only for simple comparative purposes by applicants and students currently enrolled in these programs. To provide safe and effective clinical experiences, students must demonstrate preparation for the experiences as outlined in course syllabi and must be able to make sound clinical judgments. Students who do not comply with technical attributes may be dismissed from the program.

SKILL	STANDARD	EXAMPLE OF ACTIVITIES (NOT INCLUSIVE)
Critical Thinking	Critical Thinking sufficient for sound judgment	<ol style="list-style-type: none"> 1. Competent assessment of data in a timely manner 2. Response to assessment of data in a timely manner
Interpersonal Communication	Interpersonal ability sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual, and intellectual backgrounds	<ol style="list-style-type: none"> 1. Follow verbal and written instructions. 2. Respond to verbal and written communication from patients and other healthcare professionals. 3. Communicate appropriately with other healthcare providers through both written and oral methods. 4. Consult with other healthcare providers in a professional manner.
Mobility	<ol style="list-style-type: none"> 1. Physical ability sufficient to move oneself from room to room, along hallways, and in small or confined spaces. 2. The physical stamina sufficient to perform all care activities for the entire length of the work shift. 	<ol style="list-style-type: none"> 1. Lifting, moving, carrying, pushing, pulling, and supporting clients, equipment, and other objects independently. 2. Standing, bending, walking, and sitting while working directly with patients and coworkers and documenting care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective performance of required tasks.	<ol style="list-style-type: none"> 1. Writing or typing documentation. 2. Clinical examples such as CPR, movement of equipment, perform fine motor tasks (Pipette or syringe usage, etc), intubations, etc.
Visual	Visual ability sufficient for accurate observation, assessment, and performance	<ol style="list-style-type: none"> 1. Reading charts, monitors, equipment displays. 2. Patient assessment. 3. Drawing up and administering medications or fluid samples for testing.
Hearing	Auditory ability sufficient to monitor and assess patient health needs	<ol style="list-style-type: none"> 1. Auscultation of blood pressure, breath sounds, heart sounds. 2. Hearing alarms, call bells, cries for help by patients and staff. 3. Converse with clients, families, and co-workers.

SKILL	STANDARD	EXAMPLE OF ACTIVITIES (NOT INCLUSIVE)
Smell	Olfactory ability sufficient to detect significant environmental and client odors.	<ol style="list-style-type: none"> 1. Detect odors from the client (e.g. foul smelling drainage, alcohol breath, etc) 2. Detect smoke. 3. Detect gasses or noxious smells.
Emotional Stability	Emotional stability sufficient to assume responsibility and accountability for actions	<ol style="list-style-type: none"> 1. Focus attention on task and patient. 2. Monitor own emotions. 3. Establish therapeutic boundaries. 4. Provide patient with emotional support. 5. Adapt to a changing environment and deal with the unexpected. 6. Perform multiple responsibilities concurrently. 7. Handle strong emotions (e.g. grief, frustration, anger, etc)
Personal Behaviors	Maintains personal behaviors consistent with the respective professional ethical codes.	<ol style="list-style-type: none"> 1. Demonstrates integrity. 2. Demonstrates respect for patients and colleagues and their rights. 3. Demonstrates caring behavior toward patients (individual, family, group, or community). 4. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, engaging in or supporting criminal behavior.

ACADEMIC ADVISING

All students are assigned a faculty advisor at the time of matriculation into the major. The academic advisor plays a very important role in assisting students in planning their academic programs. Students should consult with advisors regularly to discuss academic activities and performance. Each student must assume responsibility for locating the office of his/her advisor and for scheduling an appointment each semester before the time for scheduling classes for the following semester. Freshmen students must meet with their academic advisor to remove their advising hold and to register for the following semester. The faculty advisor monitors the student's progress and provides advice. Per the College Catalog, it is ultimately the responsibility of the student to be aware of and to meet all academic requirements for graduation.

ACADEMIC INTEGRITY

The goals of York College include providing an educational environment that fosters intellectual pursuits, develops socially responsible individuals, ensures academic freedom, and protects individual rights. To assist students in achieving these goals, the College has developed standards for both academic and non-academic matters (please refer to [York College Student Handbook](#)). All students are expected to act in a manner consistent with these standards and maintain professional comportment at all times. Also, students are expected to adhere to appropriate ethical standards of practice. Cheating, plagiarism, forgery, or other forms of academic misconduct are not tolerated at this institution. It is the responsibility of each individual to ensure that their study and participation in the academic process is conducted in a way that there can be no question concerning their integrity. As a student matriculated in a professional program, it is the responsibility of each student to also report the unethical behavior of a fellow student or colleague to a faculty member to protect the safety of the public and ensure the integrity of the program and profession.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY RULE

Maintaining patient confidentiality is an essential part of the professional healthcare worker's role. Students are expected to conduct themselves professionally in all learning environments. All faculty and students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Students are expected to follow all elements outlined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule.

Once students begin clinical rotations, HIPAA must be strictly followed to ensure safe, confidential patient care. Faculty and students obtain information about patients before and during clinical experiences. Information obtained about any assigned patients may be shared confidentially only with faculty members and other students when appropriate in the learning environment. Accessing the records of patients for whom the student has no direct care role is strictly prohibited. This includes but is not limited to friends, relatives, or relatives of friends.

The violation of HIPAA is a federal offense. Faculty and students are required to comply with standards of documentation and confidentiality. They are mandated by state and federal regulatory agencies and accrediting bodies, including applicable requirements of HIPAA and guidelines established and approved by the clinical agencies. Breach of the YCP DHP Privacy and Confidentiality Statement is strictly prohibited, even in personal communications. The violation of this policy by any YCP student will be grounds for disciplinary action up to and may

include dismissal from the program. YCP and DHP cannot be held responsible for any repercussions that may arise from the inappropriate use or release of confidential patient information by any YCP student.

SOCIAL MEDIA USE

In online social networks, the lines between public and private, personal, and professional are blurred. Students who identify themselves as York College students create perceptions about York College, the Department of Health Professions, and themselves. Students should maintain the awareness that they are always representing York College as well as their chosen profession.

Students are reminded to:

- Be sure all content associated with you is consistent with your professionalism and YCP's reputation.
- Be aware of your role as a professional. The posting of certain material/information may violate certain laws and professionalism. Improper use of social media may violate the DHP or YCP student code of conduct and subject the student to disciplinary action.
- Be aware that information posted and shared online is NOT confidential. Anything you post or are tagged in is visible to the world at large and may affect your professional reputation not just as a student or for your future professional career as well. Employers routinely conduct an online search when evaluating potential job candidates.
- Avoid posting or sharing any information related to clinical experiences. Simply avoiding the use of a patient's name in communication does not protect you from a HIPAA violation. Posting details about clinical experiences, locations, or circumstances related to clinical agency sites is also a violation.
- Avoid posting disparaging or offensive comments about student peers, faculty, courses, clinical experiences, or the YCP Department of Health Professions.

Incidents of inappropriate posting or use of social media will be reviewed on an individual basis by the DHP Chairperson and a group of faculty to evaluate the consequence and severity of the infraction.

Disciplinary action for inappropriate posting to or use of social media could result in a warning, failure of a course, or dismissal from the program.

HEALTH INSURANCE

All students taking clinical courses are required to have health insurance with coverage comparable to or exceeding that which can be purchased through York College of Pennsylvania. Proof of insurance (e.g., copy of insurance card) is required annually.

All vaccinations required by individual clinical sites must be up to date.

AWARDS AND PINNING CEREMONY

DEPARTMENTAL RECOGNITION

Before the Spring graduation ceremony, graduates from each major are selected by the faculty from each college department to receive departmental recognition. To be eligible for this honor, the student must have passed ninety or more credit hours and have a minimum grade point average of 3.0. Selection of recipients is based on contributions to the department. This may include service on a departmental committee, task force, or other significant contribution. Certificates of recognition are presented at the Health Professions Pinning Ceremony.

HEALTH PROFESSIONS PINNING CEREMONY

The Health Professions Pinning Ceremony is a ceremony to honor each graduating class and is held the evening before the Spring YCP Commencement. Departmental and other awards are presented during this ceremony. In addition, York College of Pennsylvania program pins (available for purchase early in the final semester) are presented.