

EPCC

2025-2026

Health Career & Technical Education, Math & Science

Student Clinician's Handbook



TABLE OF CONTENTS

INTRODUCTION	1
STUDENT ACKNOWLEDGMENT	2
MISSION, VISION, PHILOSOPHY, AND GOALS OF HEALTH CTE, MATH & SCIENCE DIVISION	3
STUDENT'S ETHICS AND RESPONSIBILITIES	4
Clinical Agreements.....	4
<u>Professional Ethics</u>	4
<u>Standards of Ethics for Health Care Professionals and Students</u>	4
RELEASE OF INFORMATION	5
PATIENT CONFIDENTIALITY- HIPAA.....	6
STUDENT EMPLOYMENT OR VOLUNTEER WORK	7
<u>HEALTH PROGRAMS' PROFESSIONAL ORGANIZATIONS AND CONTACT INFORMATION</u>	8
HEALTH PROGRAMS' LICENSURE/CERTIFICATION AGENCIES.....	11
HEALTH PROGRAMS' ACCREDITING AGENCIES	14
HEALTH CAREER PROGRAMS' COUNSELORS.....	17
HEALTH PROGRAMS COORDINATORS' DIRECTORY	18
DIRECTORY OF IMPORTANT EPCC DEPARTMENTS	19
<u>GENERAL PROCEDURES FOR HEALTH CAREER STUDENTS</u>	20
<u>Equal Opportunity</u>	20
<u>Division Procedure</u>	20
Grievance Procedure.....	20
Sexual Harassment.....	20
STUDENTS WITH DISABILITIES (https://www.epcc.edu/Services/csd)	22
<u>Accommodations for Licensing, Certification, or Registry Examinations</u>	22
DISCRIMINATION LAWS	22
GENERAL REQUIREMENTS FOR HEALTH CAREER STUDENTS (https://www.epcc.edu/Academics/Health/general-requirements)	23
Ranking Deadlines	23
Background Checks	23
Background Screening Cost.....	24
SUBSTANCE ABUSE TESTING.....	24
<u>GUIDELINES FOR PROSPECTIVE AND CURRENT STUDENTS WITH A HISTORY OF PRIOR ARRESTS</u> or Convictions	25
COMPLIO (Link go to page 29).....	25
Community Wide Orientation.....	25
CPR.....	26
HIPAA Training	26
Immunizations and Titers	26
Required Immunizations and Titers	26
Physical Exam.....	27
Physical Technical Standards Form.....	27
Professional Practice Insurance	27
Program Orientation.....	28
Health Insurance	28
Specialized Equipment.....	28
Substance Abuse Testing	28
Transportation.....	28
Textbooks	28
Uniforms	28
COMPLIO By American By DataBank Login Instructions:	29
Link: https://www.epcc.edu/Academics/Health/Documents/Background_Check_Substance_Abuse_Testing.pdf	

2025 Recommended Immunization for Adults Aged 19 Years and Older.....	31
2025 TEXAS NOTIFIABLE CONDITIONS”	33
BLOODBORNE PATHOGENS: HEPATITIS “B”, HEPATITIS “C”, AND HIV/AIDS DISEASES	35
Hepatitis “B” Pre-Immunization Screening	35
Hepatitis “B” Virus/Vaccine (HBV).....	35
Hepatitis “B” (HBV).....	35
Hepatitis “B” Vaccine and Administration of Vaccine.....	35
(EPCC PROCEDURE CGC-2) PREVENTION OF HEALTH-RELATED EXPOSURE TO COMMUNICABLE DISEASES	37
AFFILIATE INCIDENT REPORT FORM	40
SHARPS' INJURY REPORTING FORM.....	41
WELLNESS AND HEALTH SERVICES-COMMUNICABLE DISEASES (FFAC)	42
EPCC RADIOGRAPHY PROGRAM- CLINICAL PARTICIPATION DISCLAIMER	43
GUIDELINES FOR STUDENTS ENROLLED IN PROGRAMS WITH RADIOLOGY COMPONENTS DURING PREGNANCY	44
Pregnancy and Radiation Exposure	44
Procedure Statement	44
CLINICAL PROCEDURES	46
Affiliate Computer Orientations (CWO)	46
Affiliate Computer Codes	46
Community Wide Orientation (CWO) https://www.epcc.edu/Admissions/Orientation/Documents/Health_Career_Orientation.pdf	46
Clinical Assignments	46
Sickness and/or While on Duty.....	46
Medical/Dental Insurance	46
Other Health Requirements.....	46
Attendance and Transportation to Designated Clinic/Hospital	46
Affiliate CPR Requirements	47
Professional Practice Insurance	47
STUDENT DISMISSAL FROM CLINICAL FACILITIES	48
EPCC Personal Counseling and Referral Services	48
CRITERIA FOR UNSAFE CLINICAL PRACTICE	49
Physical Jeopardy	49
Emotional Jeopardy	49
ETHICAL AND PROFESSIONAL EXPECTATIONS OF THE EPCC STUDENT CLINICIAN.....	50
Toward Patients	50
Toward Self.....	50
Toward Classmate.....	50
Toward Instructors/Staff/Affiliates	50
Classroom/Lab/Clinic/Attitude	51
PERSONAL APPEARANCE.....	52
Classroom Attire	52
Personal Hygiene	52
Uniform Requirements.....	53
Laboratory Coat or White Medical Coat.....	53
ACADEMIC PROCEDURES	54
Attitudes.....	54
ATTENDANCE FOR COURSE PURSUIT	55
RETENTION & PROGRESSION WITHIN HEALTH CAREERS PROGRAMS	56
(Explanation to Procedure FB-11) STUDENT RE-ENTRY INTO A HEALTH CAREER PROGRAM	57
EPCC Procedure FB-11, STUDENT RE-ENTRY INTO A HEALTH CAREER PROGRAM.....	58
WITHDRAWAL INFORMATION.....	62
Six Drop Rule	62
Administrative Withdrawal.....	62

Faculty Initiated Withdrawal	62
Student Who Wants to Drop a Course to Receive a Grade of “W”	62
Student May Appeal for Reinstatement to Classes	62
Administrative Initiated Withdrawn/Drop	62
SCHOLASTIC DISHONESTY	63
(EPCC Procedure FLB-1) STUDENT CODE OF CONDUCT	64
(EPCC Procedure CHF-1) CONCEALED HANDGUNS/ILLEGAL WEAPONS ON CAMPUS	69
EPCC POLICE DEPARTMENT ACTIVE SHOOTER RESPONSE-QUICK REFERENCE GUIDE	70
EPCC POLICE DEPARTMENT EMERGENCY PROCEDURES-Quick Reference Guide	71
LINK TO STUDENTS FORMS	72
Student Acknowledgment Form	73
Release of Information Form	74
Patient Confidentiality HIPAA-Agreement Form.....	75
Attendance for Course Pursuit Form.....	76
Scholastic Dishonesty Form	77

INTRODUCTION

The Health Career and Technical Education, Math & Science Division of El Paso Community College includes a wide range of quality educational programs designed to meet the health care personnel needs of El Paso. With your entry into your Health Career Program of your choice, you have become an integral member of the HEALTH CARE TEAM. As you know, an important portion of your educational program is the clinical experience you will receive in the community as part of your studies. These clinical experiences require special preparation and practices for the College, the Health Career Program, and the students.

This handbook contains only the specific procedures that relate to your Health Career Program. It does not replace your individual course requirements or handbook from your selected program, or information concerning college procedures and regulations that you will find in the EPCC College Catalog and the EPCC Student Handbook.

We hope that this Health Career Student Clinician Handbook will be a useful guide as you prepare for your health career.

Dr. Souraya A. Hajjar, Ed.D., CHES, CHCO, MPH.

RG Campus Dean, and

Dean of Health Career and Technical Ed. Math & Science.

STUDENT ACKNOWLEDGMENT

I have read, the STUDENT CLINICIAN HANDBOOK for Health Career and Technical Education, Math & Science, and will comply with the requirements contained within. I understand this STUDENT CLINICIAN HANDBOOK may be updated on the first day of class. I further understand that I am responsible for following procedures as changed and published in the STUDENT CLINICIAN HANDBOOK for Health Career and Technical Education, Math & Science, throughout my enrollment.

Student Name (Print): _____

Program: _____

Student Signature: _____

Date: _____

➔ Go to page 73 to sign and return form to your instructor for record keeping. ➔

MISSION, VISION, PHILOSOPHY, AND GOALS OF HEALTH CTE., MATH & SCIENCE DIVISION

MISSION

The mission of the Health Career and Technical Education, Math & Science Division is to provide educational opportunities that prepare individuals to improve their personal quality of life and to contribute to their economically and culturally diverse community.

VISION

The Health Career and Technical Education, Math & Science Division is a primary source of technologically advanced health education training for a growing and culturally diverse border population, a local resource for community health care services, and a contributor to medical/science research as appropriate for a community college.

PHILOSOPHY

The Health Career and Technical Education, Math & Science Division meets the community's need by providing opportunities for individuals to become qualified members of a health care profession or to pursue a career related to math or science. The Division provides quality education utilizing state of the art instructional methodologies, equipment, and lifelong learning. The Division of Health Career and Technical Education, Math & Science offers a variety of state and nationally accredited programs.

GOALS

- Provide a standard of excellence in the education of students seeking careers related to healthcare, math, or science.
- Provide the community with qualified members of a health care profession.
- Provide educational and professional health career services to the community.
- Provide effective, innovative, and alternative instructional methodologies in the implementation of quality educational programs in Health Career and Technical Education, Math & Science.
- Develop and coordinate an effective system for the recruitment of students into Health Career and Technical Education Math and Science courses/programs.
- Improve student retention, program completion and student skill development in Health Career and Technical Education, Math, and Science courses/programs.
- Provide an on-going systematic faculty and staff development plan, which promotes the goals of the Health Career and Technical Education, Math & Science Division.
- Assist in the planning and implementation of projects related to border health and STEAM.
- Promote articulation and dual credit opportunities with area secondary and post-secondary institutions.
- Provide competency-based education in Health Career and Technical Education, Math, and Science courses/ programs.
- Support life-long learning and career progression.
- Encourage activities that promote effective utilization of personnel, space, supplies, and equipment in expanding and maintaining quality courses/programs.
- Recruit and retain qualified faculty in math, science, and health career and technical education courses/programs.
- Support research efforts affecting border health issues.
- Provide a solid foundation in math and science courses which enables students to transfer to an associate degree in math or science related area of concentration eligible for mid-level technical positions in business and industry.
- Provide quality health care to the public in selected areas through the Rio Grande Border Health Clinic.

STUDENT'S ETHICS AND RESPONSIBILITIES

Clinical Agreements

EPCC Health Career and Technical Education (CTE), Math & Science Division maintains affiliation agreements with private clinics, doctors' offices, dental offices, pediatric centers, hospitals, medical centers, community and public health centers, corporate and health centers, nursing homes, long-term care facilities, home health agencies and schools, as well as other colleges and universities.

Each Health Program identifies affiliated agencies in which students can meet their clinical learning objectives.

Signed agreements between EPCC and affiliates are in the Division office.

Professional Ethics

Your responsibilities as a health professions' student involve three types of learning:

1. Knowledge that deals primarily with your intellectual abilities.
2. Skills that deal primarily with the application of ideas to practical situations and,
3. Attitudes that reflect how you will react in a given situation.

Your ethical responsibilities include a review of basic guidelines prepared for health professionals, and appropriate ethics and attitudes', learning will be more conducive to functioning as a health professional both in the clinical and classroom environment.

Standards of Ethics for Health Care Professionals and Students

Each member of a health profession has the ethical obligation to subscribe to the following principles:

- Provide health care using the highest level of professional knowledge, judgment, and ability.
- Serve all patients without discrimination.
- Use every opportunity to increase public understanding of health care practices.
- Generate public confidence in members of the health care community.
- Cooperate with all health professions in meeting the health needs of the public.
- Recognize and uphold the laws and regulations governing their health profession.
- Maintain professional competence through continuing education.
- Exchange professional knowledge with other health professions.
- Represent the health profession with high standards of personal conduct.
- Serve as health educators and promoters to the community.

RELEASE OF INFORMATION

Purpose: Under the Family Educational Rights and Privacy Act of 1974. A written permission is required to release student information.

Explanation: Any information you agree to release will assist EPCC Program Coordinator, faculty/staff, and clinical affiliate to schedule and place students in Healthcare facilities/clinical areas and /or notify students of any emergency messages received.

Developing clinical rotation schedules for students enrolled in health career courses is necessary.

I, _____, give permission to El Paso Community College to issue the following information to Health Facilities/clinical areas that is relevant. This information is confidential and will be released only on needed basis to faculty coordinator, instructor, and staff.

- Clinical affiliates mark, #1
- Classmates (within the clinical internship) mark, #2
- Program use (Accreditation reports, for graduation, etc.) mark, #3

Please check only the following items you want to release information from above numbered entities:

	#1	# 2	# 3
• A clinical schedule with names of student	_____	_____	_____
• Verification of background and substance abuse tests	_____	_____	_____
• Verification of completed community-wide orientation	_____	_____	_____
• HIPAA training	_____	_____	_____
• Dates and results of required immunizations or Titers	_____	_____	_____
• TB skin test results and dates	_____	_____	_____
• Date of CPR Certification	_____	_____	_____
• Telephone	_____	_____	_____
• Address	_____	_____	_____
• References for employment (optional)	_____	_____	_____

Name, addresses to clinical affiliates for invitations to graduation parties (optional) _____

**COVID-19 Vaccination dates (optional) _____

****NOTE:** Clinical affiliates require this information of all students providing patient care. Failure to release this information may result in non-admittance to clinical facilities.

Student's Name (Print): _____ Program: _____

Student's Signature: _____ Date: _____

➔ Go to page 74 to sign and return form to your instructor for record keeping. ⬅

PATIENT CONFIDENTIALITY HIPAA

All information learned during a patient care experience and/or from patients' records is completely confidential. It is a HIPAA violation to comment on patients' status to peers; with the exception of Instructors and/or agency members that must be informed of any confidential matters. Student must take into consideration patient's moral values and preferences. Any negative and/or critical comments about any patient must be restrained, since this may be taken very personal by the patient's family and/or friends if overheard.

Positive attitude and treatment towards any patient should focus on patients' best interest at all times. Students must follow ethical protocols, especially during COVID-19 pandemic where you must practice your professionalism. Do not disclose patients' personal information unless you are communicating with the patient's doctor, floor nurse, or health professional treating the case.

I understand and agree that in the performance of my duties as a student in the _____ Program.

I must hold patient information in confidence. Further, I understand and agree that intentional or voluntary violation of the patient's confidentiality may result in refusal by the health care facility to allow me to participate in patient care. Violating patient confidentiality may place the patient in emotional jeopardy, or unsafe clinical practice, and may result in failure to meet course objectives.

Student Name (Print): _____

Program: _____

Student Signature: _____

Date: _____

➔ Go to page 75 to sign and return form to your instructor for record keeping. ⬅

STUDENT EMPLOYMENT OR VOLUNTEER WORK

It is highly recommended that student's combined employment and semester hour load do not exceed 40 hours per-week in either long session or summer term.

Students should be aware that, the Health Career and Technical Education, Math & Science programs assume no responsibility for their activities as volunteers for any agency, and if volunteering; students should not wear EPCC name tags or patches.

Students are personally responsible and liable for any activity in which they participate while employed, or as a volunteer.

Professional liability insurance purchased by students through EPCC is valid only while in their role as a student, not while employed or volunteering for an agency. Individuals who practice illegally may jeopardize their futures; persons convicted of crimes may not be eligible to take their licensure or certification exam.

Students who are working as volunteers or employed by agencies have a personal and professional responsibility to engage only in those activities that fall within their job descriptions as nonprofessional workers (i.e., aides, techs).

They have a responsibility to refuse to participate in activities that they have not been legally licensed to do (i.e., giving medications, planning care, assuming total responsibility for a team or unit, etc.).

Students who are working as volunteers or employed by agencies should seek information regarding liability coverage, laws governing volunteers, etc., from their employer(s).

HEALTH PROGRAMS' PROFESSIONAL ORGANIZATIONS AND CONTACT INFORMATION

Students are encouraged to join their respective professional organizations (local, state, and/or national). As an integral part of a health care team, it is important that you develop an attitude of professionalism and interest in your career area. You can expand your knowledge in your professional field and new advances through professional organizations. Attendance at organizational functions is also a good opportunity to meet individuals who are currently working in your field, and other fields.

The following is a partial list of Health Career Professional Organizations in which you may participate as students. Other organizations are open to membership only after graduation. Please check with your program faculty members for additional information.

DENTAL ASSISTING**American Dental Assistants Association**

National Press Building
529 14th Street NW, Suite 1280
Washington, DC 20045
Phone: (410) 940-6584
www.adaausa.org

DENTAL HYGIENE**American Dental Hygienists' Association (ADHA)**

National Headquarters
140 N. Bloomingdale Road
Bloomington, IL 60108-1017
Phone: (630) 994-4247 or (877) 874-3785; Fax: (630) 351-8490
Website: www.adaausa.org

DIAGNOSTIC MEDICAL SONOGRAPHY

2745 Dallas Pkwy Ste. 350
Plano, TX 75093, USA
Phone 1 (214) 473-8057 or 1 (800) 229-9506; Fax: +1 (214) 473-8563

ECHOCARDIOGRAPHY-ADULT**ARDMS**

1401 Rockville Pike, Suite 600
Rockville, MD 20852-1402
Phone: (800) 541-9754

EMERGENCY MEDICAL SERVICES**National Association of Emergency Medical Technicians (NAEMT)**

P.O. Box 1400
Clinton, MS 39060-1400
Phone: 1- (800) 3N-NAEMT E-mail: info@naemt.org

Association of Texas Emergency Medical Services Professionals (ATEMSP)

513 Crescent Dr.
Bryan, TX 77801
Phone (903) 571-2567; Email: membership@atemsp.org

HEALTH INFORMATION MANAGEMENT**Texas Health Information Management Association (TxHIMA)**

18382 FM 306, Suite 103
Canyon Lake, Texas 78133-3336

MEDICAL TRANSCRIPTION

The Association for Healthcare Documentation Integrity (AHDI) (Formerly the American Association for Medical Transcription)

4230 Kiernan Avenue, Suite 120

Modesto, CA 95356

MEDICAL ASSISTING TECHNOLOGY

American Association of Medical Assistants

20 North Wacker Drive, Suite 1575

Chicago, Illinois 60606

Phone: (800) 228-2262

MEDICAL IMAGING TECHNOLOGY-RADIOGRAPHY

Texas Department of State Health Services MRT Program

1100 West 49th Street

Austin, Texas 78756-3183

Phone: (512) 834-6617

American Society of Radiologic Technologists

15000 Central Ave. SE

Albuquerque, NM 87123-3909

Phone: (800) 444-2778; Fax: (505) 298-4500

Website: www.asrt.org; memberservices@asrt.org

Texas Society of Radiologic Technologists Rio Grande Technology

Mail: Rio Grande Imaging Society

6248 Edgemere # 827

El Paso, TX 79925

MEDICAL LABORATORY TECHNOLOGY

American Society for Clinical Laboratory Science (ASCLS)

11107 Sunset Hills Road, Suite 100

Reston, VA 20190-5376

Phone: (571) 748-3770

E-mail: ascls@ascls.org

American Society for Clinical Pathology (ASCP)

33 West Monroe Suite 1600

Chicago, Illinois 60603

Phone: (312) 541-4999; Fax: (312) 541-4998

<http://www.ascp.org>

PHARMACY TECHNOLOGY

American Association of Pharmacy Technicians (AAPT),

P.O. Box 391043

Omaha, NE 68139

Phone: (336) 333-9356

<https://www.pharmacytechnician.com/>

American Society of Health-System Pharmacists

4500 East-West Highway, Suite 900

Bethesda, MD 20814

Phone: 1-866-279-0681; E-mail: CustServ@ashp.org Website: www.ashp.org

American Pharmacists Association

2215 Constitution Avenue, NW

Washington: 1, DC 20037

Phone: (800) 237-APhA (2742); (202) 628-4410

E-mail: infocenter@aphanet.org Website: <https://www.pharmacist.com/>

The National Pharmacy Technician Association (NPTA)

PO BOX 683148

Houston, TX 77268

Phone 888-247-8700

<https://www.pharmacytechnician.org/npta/default.asp>

PHYSICAL THERAPIST ASSISTANT**American Physical Therapy Association**

3030 Potomac Ave., Suite 100

Alexandria, VA 22305-3085

Phone: 800-999-2782

Website: [APTA home page](#)

Texas Physical Therapy Association

166 Hargraves Drive, Suite C-400-148

Austin, Texas 78737

Phone: (512) 477-1818

Website: [Texas PT Association](#)

RESPIRATORY CARE TECHNOLOGY**American Association for Respiratory Care (AARC)**

9425 N. MacArthur Blvd Suite 100

Irving, TX 75063-4706

Contact Us

(972) 243-2272

info@aarcc.org

SURGICAL TECHNOLOGY**Association of Surgical Technologists**

6 West Creek Cr., Suite 200

Littleton, CO 80120

Phone: (800) 637-7433

HEALTH PROGRAMS' LICENSURE/CERTIFICATION AGENCIES**DENTAL ASSISTING PROGRAM****Dental Assisting National Board**

444 N, Michigan Ave., Suite 900

Chicago, Illinois 60611-2978

Phone: (800) 367-3262 or (312) 642-3368, www.danb.org:

<https://www.danb.org/en/Become-Certified/Exams-and-Certifications/Exam-Eligibility-Requirements.aspx>

Texas State Board of Dental Examiners

1801 Congress Ave, Suite 8.600

Austin, TX 78701

Phone: (512) 463-6400; Fax: (512) 649-0707, <http://www.tsbde.texas.gov/criminalhistoryevaluationassistants.html>

DENTAL HYGIENE PROGRAM

Dental Hygiene National Board-<https://www.ada.org/en/jcnde/examinations>

Western Regional National Board

Mailing Address: 1304 Concourse Drive, Suite 100,

Linthicum, MD 21090

Phone: (301)563-3300; Fax: (301) 563-3307, <https://wreb.org/>

Texas State Board of Dental Examiners

1801 Congress Ave, Suite 8.600

Austin, TX 78701.

Phone: (512) 463-6400; Fax: (512) 649-0707, <http://www.tsbde.texas.gov/criminalhistoryevaluationassistants.html>

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**American Registry for Diagnostic Medical Sonography (ARDMS)**

1401 Rockville Pike, Suite 600

Rockville, MD 20852-1402

Phone: (800) 541-9754, www.ARDMS.org

ECHOCARDIOGRAPHY-ADULT PROGRAM**ARDMS**

1401 Rockville Pike, Suite 600

Rockville, MD 20852-1402

(800) 541-9754 option 1, <https://www.ardms.org/get-certified/rdcs/adult-echocardiography/>

EMERGENCY MEDICAL SERVICES PROGRAM**National Registry of EMT's**

P.O. Box 29233

Columbus, Ohio 43229

<https://www.nremt.org/EMT/Certification>

<https://www.nremt.org/rwd/public>

<https://www.nremt.org/rwd/public/document/policy-criminal>

<https://www.dshs.texas.gov/emstraumasystems/newcert.shtm>

<https://dshs.texas.gov/emstraumasystems/qicriminal.shtm>

Texas Department of Health (EMT)

6070 Gateway East, Suite 401

PO Box 9428

El Paso, Texas 79984-0428

Phone: (915) 774-6220

<https://www.dshs.texas.gov/emstraumasystems/certinfo.shtm>

HEALTH INFORMATION MANAGEMENT PROGRAM**American Health Information Management Association (AHIMA)**

857 N. Michigan Avenue, Suite 1850, J.H. Center
Chicago, Illinois 60611
Phone (312) 787-2672, <http://www.ahima.org>

MEDICAL ASSISTING TECHNOLOGY PROGRAM**American Medical Technologists (AMT)**

10700 West Higgins, Suite 150
Rosemont, IL 60018
Phone: 847-823-5169
www.amst.asp and www.americanmedtech.org
<http://www.americanmedtech.org/Portals/0/PDF/Get%20Cert/FELONY%20INFORMATION%20CHECKLIST.pdf>
<http://www.aama-ntl.org/>
<http://www.aama-ntl.org/cma-aama-exam/faqs-certification/disciplinary-standard>

MEDICAL IMAGING TECHNOLOGY-RADIOGRAPHY PROGRAM**American Registry of Radiologic Technologists**

1255 Northland Drive
St. Paul, Minnesota 55120-1155
Phone: (651) 687-0048
[Home - ARRT](#)
[Frequent Questions - ARRT](#)
<https://www.tmb.state.tx.us/page/licensing-jp-exam>

MEDICAL LABORATORY**American Society for Clinical Pathology Board of Certification (ASCP)**

33 West Monroe St. # 1600
Chicago, Illinois 60603, <http://www.ascp.org>

PHARMACY TECHNOLOGY PROGRAM**Pharmacy Technician Certification Board (PTCB)**

2215 Constitution Avenue NW, Suite 101
Washington, DC 20037
National Healthcare Association

Texas State Board of Pharmacy

<http://www.ptcb.org>
<https://www.nhanow.com/certifications/pharmacy-technician>
<https://www.pharmacy.texas.gov/Pharmacytechs.asp>
<http://www.pharmacy.texas.gov/criminalhistory.asp>
http://www.pharmacy.texas.gov/files_pdf/sanctions.pdf
<http://www.pharmacy.texas.gov/Certificates/Printing/>

PHYSICAL THERAPIST ASSISTANT**Executive Council of Physical Therapy and Occupational Therapy Examiners****Texas Board of Physical Therapy Examiners**

1801 Congress Ave. Ste. 10.900
Austin, Texas 78701
Phone: (512) 305-6900

Federation of State Boards of Physical Therapy (FSBPT)

124 West Street South, Third Floor
Alexandria, VA 22314
Phone: 703-299-3100 fax: 703-299-3110, website: www.fsbpt.org

RESPIRATORY CARE TECHNOLOGY PROGRAM**American Association for Respiratory Care**

11030 Ables Lane

Dallas, Texas 75229

Phone: (214) 243-2272

<http://www.tmb.state.tx.us/page/licensing-respiratory-care-practitioner>

<http://www.tmb.state.tx.us/page/licensing-criminal-history>

<http://www.nbrc.org>

SURGICAL TECHNOLOGY PROGRAM**National Board of Surgical Technology and Surgical Assisting**

3 West Creek Cr.

Littleton, CO 80120

Phone: (800) 707-0057, <https://www.nbtsa.org/>

HEALTH PROGRAMS' ACCREDITING AGENCIES**DENTAL ASSISTING PROGRAM**

American Dental Association, Commission on Dental Accreditation (CODA)

American Dental Association Commission on Dental Accreditation

401 North Michigan Ave, Chicago, ILL 60611-4250

Phone (800) 232-6180, email: <http://www.ada.org/en/coda>

DENTAL HYGIENE PROGRAM

American Dental Association, Commission on Dental Accreditation (CODA)

American Dental Association Commission on Dental Accreditation

401 North Michigan Ave, Chicago, ILL 60611-4250

Phone (800) 232-6180, email: <http://www.ada.org/en/coda>

DIAGNOSTIC MEDICAL SONOGRAPHY

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355-113th, St. N, # 7709

Seminole, FL 33775

Phone: (727) 210-2350; fax: (727) 210-2354, email: mail@caahep.org website: www.caahep.org

Provides Recommendation to CAAHEP in Accordance with their Published Standards:

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

6021 University Blvd., Suite 500

Ellicott City, MD 21043

Phone: (443) 973-3251; fax: (866) 738-3444; (Primary Contact: Linda Howard or Gerry Magat), email: mail@jrcdms.org

website: www.jrcdms.org

ECHOCARDIOGRAPHY-ADULT PROGRAM

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355-113th, St. N, # 7709

Seminole, FL 33775

Provides Recommendation to CAAHEP in Accordance with their Published Standards:

Joint Review Committee on Education on Cardiovascular Technology (JRC-CVT)

1449 Hill Street,

Whitinsville, MA 01588-1032, phone: (978) 456-5594, email: www.jrccvt.org

EMERGENCY MEDICAL SERVICES

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355-113th, St., N, # 7709

Seminole, FL 33775

Phone: (727) 210-2350; Fax: (727) 210-2354, email: mail@caahep.org website: www.caahep.org

Texas Department of State Health Services (DSHS)

1100 West 49th. Street, Austin, TX 78756-3199

Phone: (512) 776-7111

email: customer.service@dshs.texas.org website: www.dshs.texas.gov

Office of EM/Trauma Systems Texas Department of State Health Professional Licensing and Certification Division (DSHS)

8407 Wall Street, Suite N-410

Austin, TX 78754

Phone: (512) 834-6700; Fax: (512) 834-6736, email: emsinfo@dshs.texas.gov website: www.dshs.texas.gov/emtraumasystems/

Commission on Accreditation for the EMS Professions (CoAEMSP)

8301 Lakeview Parkway, Suite 111-312

Rowlett, Texas, 75088

Phone: (214) 703-8445; fax: (214) 703-8992, website: [www://coaemsp.org](http://www.coaemsp.org)

HEALTH INFORMATION MANAGEMENT**Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

200 East Randolph Street, Suite 5100

Chicago, IL 60601-5800

Phone: (312) 235-3255; Fax: (312) 233-0063, email: info@cahiim.org website: www.cahiim.org

MEDICAL ASSISTING TECHNOLOGY**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

9355-113th, St. N, # 7709

Seminole, FL 33775

Phone: (727) 210-2350; Fax: (727) 210-2354, email: mail@caahep.org website: www.caahep.org

Provides Recommendation to CAAHEP in Accordance with their Published Standards:

Medical Assisting Education Review Board (MAERB)

20 N. Wacker Drive, Suite 1575

Chicago, Illinois 60606-2963

Phone: (800) 228-2262; fax: (312) 899-1259, email: maerb@maerb.org website: www.maerb.org

MEDICAL IMAGING TECHNOLOGY-RADIOGRAPHY

Provides Recommendation to CAAHEP in Accordance with their Published Standards:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

Phone: (312) 704-5300, Fax: (312) 704-5304, email: mail@jrcert.org website: www.jrcert.org

MEDICAL LABORATORY TECHNOLOGY**National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**

5600 N. River Rd., Suite 720

Rosemont Illinois 60018-5119

Phone: (773) 714-8880; Fax: (773) 714-8886, email: infor@naaccls.org website: www.naaccls.org

PHARMACY TECHNOLOGY**Pharmacy Technician Accreditation Commission (PTAC)**

4500 East-West Highway, Suite 900

Bethesda, MD 20814

Phone: (301) 664-8835; Fax: (301) 657-1251, website: www.ashp.org

PHYSICAL THERAPIST ASSISTANT**Commission on Accreditation in Physical Therapy Education (CAPTE)**

3030 Potomac Ave., Suite 100

Alexandria, Virginia 22305-3085

Phone: (703) 706-3245, email: accreditation@apta.org website: www.capteonline.org

RESPIRATORY CARE**Commission on Accreditation for Respiratory Care (CoARC)**

264 Precision Blvd.

Telford, TN 37690

Phone: (817) 283-2835; Fax: (817) 354-8519, email: webmaster@coarc.com website: www.coarc.com

SURGICAL TECHNOLOGY**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

9355-113th, St N, # 7709

Seminole, FL 33775

Phone: (727) 210-2350; Fax: (727) 210-2354, email: mail@caahep.org website: www.caahep.org

Provides Recommendation to CAAHEP in Accordance with their Published Standards:**Accreditation Review Council on Education in Surgical Technology/Surgical Assisting (ARC/STSA)**

19751 E. Mainstreet, Suite #339

Parker, Colorado 80138

Phone: (303) 694-9262; Fax: (303) 741-3655, email: info@arcstsa.org website: www.arcstsa.org

COUNSELORS FOR HEALTH CAREER PROGRAMS**LOCATED AT THE RG CAMPUS**

Contact Front Staff at: 831-4636, 831-4036, 831-4155
103 Montana, corner with Oregon St, 3rd Floor,
El Paso, TX 79902

AND

EMT COUNSELORS**LOCATED AT MISSION DEL PASO CAMPUS**

10700 Gateway East, El Paso, TX 79927

RG Campus Counselors' Coordinator: Veronica Cena: Phone: 915-831-4123, e-mail: vcena@epcc.edu

NOTE:

Lead Counselors: Are responsible for program's students, students' information, and ranking students.

Back-up counselors: Are listed on Program Information Guides as a primary counselor, but not the Lead who manages program students' files.

RIO GRANDE CAMPUS COUNSELORS

**Lupe Marshall,
Lead Counselor**
Phone # 915-831-4040
gibarra@epcc.edu

**Ricardo Lopez de Lara,
Back-up Counselor**
Phone: 915-831-4447
rlopezde@epcc.edu

For the Following

Dental Hygiene, AAS
Dental Assisting, AAS & Cert.
Health information Management, AAS
Medical Coding & Billing, Cert.
Surgical Technology, AAS

**Laura Molina,
Lead Counselor**
Phone # 915-831-4608
gibarra@epcc.edu

**Lupe Marshall,
Back-up Counselor**
Phone # 915-831-4040
gibarra@epcc.edu

For the Following:

Medical Imaging Technology-Radiography, AAS
Diagnostic Medical Sonography, AAS & Cert.
Echocardiography, AAS
Medical Laboratory Technology, AAS

**Ricardo Lopez de Lara,
Lead Counselor**
Phone: 915-831-4447
rlopezde@epcc.edu

For the Following:

Respiratory Care Technology AAS
Border Health Program, Cert.
Medical Assistant, AAS & Cert.
Pharmacy Technology, AAS & Cert.
Physical Therapist Assistant, AAS

**Lupe Marshall,
Back-up Counselor:**
Phone # 915-831-4040
gibarra@epcc.edu

For the Following:

Respiratory Care Technology AAS
Physical Therapist Assistant, AAS

**Laura Molina,
Back-up Counselor**
Phone # 915-831-4608,
gibarra@epcc.edu

For the Following:

Border Health Program, Cert
Medical Assistant, AAS & Cert
Pharmacy Technology, AAS & Cert.

MISSION DEL PASO CAMPUS COUNSELORS

10700 Gateway East, El Paso TX 79927

April Perales, Counselor
MDP Campus RM C-153
Phone # 915-831-7067
agallar7@epcc.edu

Pat Duran, Counselor
MDP Campus RM C-154
Phone # 915-831- 7092
pduran20@epcc.edu

For the Following:

Emergency Medical Services AAS & EMT Certificates

CSD (Center for Students with Disability)

Rio Grande Campus, Room A225A

Martha Brown,
CSD Counselor
Phone: 915-831-4418 and
915-831-2426
mgonz225@epcc.edu

HEALTH PROGRAMS COORDINATORS' DIRECTORY

PROGRAM	COORDINATOR	PHONE #	E-MAIL
Dental Assisting	Lourdes Garduno	915-831-4048	mgardun2@epcc.edu
Dental Hygiene	Elia M. Mendez	915-831-4094	echaco20@epcc.edu
Diagnostic Medical Sonography	Nora Balderas	915-831-4141	nbalder2@epcc.edu
Emergency Medical Services	Tony Ayub	915-831-7079	aayub@epcc.edu
Echocardiography Program	James Williams	915-831-4255	jwill248@epcc.edu
Health Information Management, Health Informatics & Data Management Medical Coding and Billing	Jean Garrison	915-831-4074	jgarri52@epcc.edu
Health Professions & Related Courses	Helga Carrion	915-831-4341	hcarrion@epcc.edu
Mathematics	Gabriel Mendoza	915-831-4403	gmendo24@epcc.edu
Medical Assisting	Norma Ornelas	915-831-4157	nornelas@epcc.edu
Medical Imaging Technology- Radiography	Christl Thompson	915-831-4098	cthomp27@epcc.edu
Medical Laboratory Technology	Veronica Dominguez	915-831-4085	vdoming6@epcc.edu
Pharmacy Technology	Dr. Nader Rassaei	915-831-4490	nrassaei@epcc.edu
Physical Therapist Assistant	Dr. Debra Tomacelli-Brock	915-831-4172	dtomacel@epcc.edu
Respiratory Care Technology	Maria M. Bailey	915-831-4422	mbrawner@epcc.edu
Surgical Technology	Margaret Rodriguez	915-831-4100	mrodr108@epcc.edu
Biology	Dr. Alejandro Vazquez	915-831-4004	avazque9@epcc.edu
Chemistry	Dr. Karina Castillo	915-831-4132	kcastil8@epcc.edu
Geology	Dr. Adriana Perez	915-831-4429	aperez28@epcc.edu
Physics	Dr. Fariba Ansari	915-831-4531	fansari@epcc.edu

DIRECTORY OF OTHER IMPORTANT CONTACTS

Dr. Steven E. Smith Vice-President of Instruction and Workforce Education	ASC Building Room 1027	915-831-6471
Dr. Souraya Hajjar, Rio Grande Dean	RG Campus Room A-240 C	915-831-4030
Cheryl L. Stiles, Director of Continuing Education Health Program	ASC Building B-479	915-831-4030
Casandra Lachica-Chavez Executive Director of Admissions & Registrar	Valle Verde Campus Room 039	915-831-2580
<u>Specialized Admissions Office</u> Roberto Garcia Soledad Vallejo	Valle Verde Campus Room 005	915-831-2588 915-831-2811
<u>Center for Students with Disabilities</u>	Rio Grande Campus, Room B-201 Mission Del Paso, Room A-145 Northwest Campus, Room M-54 Transmountain Campus, Room 1135 Valle Verde Campus, Room C-112	915-831-4418 915-831-7007 915-831-8802 915-831-5808 915-831-2426
<u>Financial Aid Department</u>	Rio Grande Campus Mission Del Paso Campus Northwest Campus Transmountain Campus Valle Verde Campus	915-831-4194 915-831-7020 915-831-8833 915-831-5112 915-831-3134
<u>EPCC Campus police Emergency</u> <u># 915-831-2200</u>	Rio Grande Campus Mission Del Paso Campus Northwest Campus Transmountain Campus Valle Verde Campus	Non-Emergency Phone Numbers 915-831-4742 915-831-7155 915-831-8911 915-831-5048 915-831-2898

GENERAL PROCEDURES FOR HEALTH CAREER STUDENTS

Equal Opportunity

El Paso Community College is committed to providing equal educational and employment opportunity, regardless of sex, marital or parental status, race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, and physical or mental disability.

Equal educational opportunity includes admissions, recruitment, extracurricular programs, facilities, access to course offerings, counseling and testing, financial aid, employment and other programs or activities sponsored by the College.

When a student believes a condition of the College to be unfair, unjust, inequitable, or discriminatory, an appeal can be made to the administrator in charge of that area.

Division Procedure

It is the intent of all disciplines of the Health CTE, Math & Science Division at EPCC to comply with College policy in the development and implementation of its programs.

Grievance Procedure

In order to resolve a grievance appropriately, contact the chain of command as follows:

- Contact the instructor involved in the grievance, if unsatisfied with the outcome,
- Contact your faculty coordinator of the course/program in which the grievance is registered, if unsatisfied with the outcome,
- Contact the Dean of Health Career and Technical Education, Math & Science, if unsatisfied with the outcome,
- Contact the Vice President of Instruction and Workforce Education for academic issues or Vice President of Student Services for student related issues or Employee Relations for general discrimination issues.

Sexual Harassment

“It is the policy of El Paso Community College that the sexual harassment of employees and students at the College is unlawful, it is unacceptable conduct, and it will not be tolerated”.

The Board directs the President to develop and implement procedures to define and to prevent sexual harassment, and to address complaints of sexual harassment in the work or academic environment.

The procedures will outline a formal compliance process and identify key College officials who will lead the compliance objectives in accordance with state and federal law”

Sexual Harassment is one form of discrimination that may be difficult to distinguish in health care. Health care providers often discuss normal and dysfunctional aspects of anatomy, physiology, and pathophysiology of the human body, including the sexual and reproductive systems. Discussion of sexuality in class, example: sexual history of a patient (s) is not considered sexual harassment when professionalism is maintained. Touching a patient to perform necessary patient care is not sexual harassment. However, these same actions done in a nonprofessional manner can be construed as sexual harassment.

Any Type of Unwelcome Conduct Directed Toward a Student or Employee Because of His or Her Gender May Constitute Sexual Harassment

Equal Employment Opportunity Commission (EEOC, June 1997) defines sexual harassment: “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” It also includes “The use of authority to emphasize sexuality or sexual identity of a student, in a way that prevents

or

impairs student's full employment, educational benefits, climate, or opportunity” (National Advisory Council on Women's Educational Programs).

Sexual Harassment Occurs: When a person is submitted to such conduct either explicitly or implicitly and becomes a term or condition for a person's employment. Such conduct has the purpose or effect of unreasonably interfering with a person's work or creating an intimidating, hostile, and/or offensive work environment.

Sexual Harassing Behavior Includes the Following, When Based on Gender Considerations (Dr. Susan Strauss in Sexual Harassment and Teens): “Sabotaging a person’s work or school efforts, assignments, or reputation; assigning a person less challenging or responsible duties; unequal application of disciplinary rules, and performance standards; repeated belittling, demeaning or insulting a person.”

Another Definition of Sexual Harassment (Educator’s Guide to Controlling Sexual Harassment, Thompson Publishing Group, 1993, page 202). “Unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other.”

The following are examples of behaviors viewed as sexual harassment when they are unwanted behaviors written by Educator’s Guide to Controlling Sexual Harassment, (Thompson Publishing Group, 1993, Pages 212-213). “Direct or indirect threats or bribes for unwanted sexual activity; sexual innuendos and comments; asking or commenting about a person’s sexual activities; humor or jokes about sex or female/males in general.

Sexually suggestive sounds or gestures; asking a person for dates or sexual behavior; touching, patting, pinching, stroking, squeezing, tickling, or brushing against a person; giving a neck or shoulder massage; letters, notes, telephone calls or materials of a sexual nature; sexist or stereotyped comment; displaying pictures, cartoons, etc., with sexual content; stalking a person; attempted or actual sexual assault.”

What Can You Do

Speak up; tell the person you find his/her actions offensive, keep a written record of the times, places, and specific incident, including names of others who had witnessed the incident. Report the harassment to your supervisor, instructor, program coordinator, and file a complaint.

STUDENTS WITH DISABILITIES (<https://www.epcc.edu/Services/csd>)

El Paso Community College complies with Section 504 of the Rehabilitation Act of 1973, and with the Americans with Disabilities Act of 1990; and does not discriminate based on a disability in the operation of its educational programs or in its admission and employment practices, special emphasis on correcting conditions which may inadvertently discriminate against any individual with disability.

Students with permanent or temporary verified disabilities may register with the Center for Students with Disabilities, (CSD) where counseling, registration assistance, adaptive equipment and a variety of support services are available, including Sign Language Interpreting, note taking/In-class scribe, reader/scribe, one-on-one scheduled tutoring, and testing accommodation. If accommodation is required, an individualized learning plan will be established between the student, the faculty member, and a representative from the Center for Students with Disabilities, to help students meet course and program competencies whenever possible. Accommodations requested and approved will allow you to meet the same course outcomes as students with no accommodations. To initiate this process, please contact a Health Career Counselor, your program coordinator, a CSD Counselor, a representative of the Center for Students with Disabilities, or the Dean of Health Careers.

STUDENT must initiate the request for accommodations!

Call the Center for Students with Disabilities (CSD) at the following Campuses:

- ☐ RG: 915- 831-4418, RM., B-200
 ☐ VV: 915- 831-2426, RM., C-112
 ☐ MDP: 915-831-7007, RM., C-144
☐ NW: 915-831-8815, RM., M54
 ☐ TM: 915-831-5808, RM., 1135

Accommodations for Licensing Certification, or Registry Examinations

Most agencies for licensing, certification, or registration of health care professionals have established guidelines for graduates of health career programs examinations. These guidelines usually describe testing modifications during the licensing examination for candidates with disabilities. Candidate must submit a request for testing modification directly to the appropriate licensing, certification, or registry agency, the following outlines are typical guidelines, examples of supporting documentation may include:

- Letter from candidate.
- Letter from medical professional documenting disability and requested modification.
- Letter from program coordinator identifying modifications granted by the program.

The agency will review the request and supporting documentation for completeness, fairness, security, and impact.

The licensing agency will notify both the candidate and the testing site of approved accommodations and any special instructions. (For more information, contact the specific agency, which will issue your license, certification, or registry).

DISCRIMINATION LAWS

The faculty and students in the health care professions should be aware of various State and Federal laws including:

Age Discrimination Act in Employment Act

Americans with Disabilities Act

Civil Rights Act of 1964 and 1991

Pregnancy Discrimination Act

Equal Pay Act

Vocational Rehabilitation Act

Title IX of the Education Amendments of 1972

State Fair Employment Practices Statutes

Executive Order 11246

Common law torts relating to sexual harassment

Also, other state and municipal laws including those on rape, sexual abuse, sexual assault, and child molestation.

GENERAL REQUIREMENTS FOR HEALTH CAREER STUDENTS

<https://www.epcc.edu/Academics/Health/general-requirements>

You will soon be entering one of the Health Career programs at El Paso Community College or enroll in Health courses required for ranking into the program of your choice.

Acceptance and enrollment in a Health Career's Program may require that you submit a chest x-ray or tine test for tuberculosis and proof of immunization against Hepatitis B, Varicella, and Rubella. You must also have had booster shots for tetanus and diphtheria within 10 years prior to enrollment. If you were born after January 1957 and have not had history of measles and/or mumps, the college would still require that you be immunized against these diseases as well. All students are also required to have a physical exam by a doctor or nurse practitioner licensed to practice in the United States. These policies are mandatory by OSHA and the Texas Department of Health Services to protect both you and the patients you will encounter during clinical training.

In addition to tuition, Health Occupations students enrolled in certain classes must budget for professional practice insurance. Check the FEES section of the class schedule for the semester in which you will be taking these courses for the cost insurance premium. The premium you pay for one course will cover all other courses requiring insurance for that semester. You will also pay an additional fee for each course that requires lab, specialty mock tests and Hospitals require students to buy Health Insurance while attending clinical practice. Almost all our programs include at least one semester of clinical experience at a local hospital or healthcare facility. Transportation to and from these sites is your responsibility. Some programs may require you to purchase a specific uniform and/or equipment. These must be purchased at your own cost.

Read below requirements carefully to understand what will be required from you. Health Career programs requirements are specific and have particular Pre- and Post-requirements. Consult your Program Coordinator or Health Counselor for detailed information; you can also log to EPCC website: <https://www.epcc.edu/Academics/Catalog/programs-of-study?cat=3>

➤ **RANKING DEADLINES:** There are different enrollments and ranking dates for each of the Health Career programs/courses. Specialized Admission Programs may have pre-requisites to complete before ranking date. Make sure you have completed all requirements; to check ranking and enrollment information, consult the EPCC catalog, a health career counselor, or program coordinator. Normal processing can take a few days, but sometimes verification requirements may take even a few months to complete background check follow-up requirements.

Important: Make sure the college has your current mailing address at all times.

If you have any questions regarding your background check, contact the Dean of Health Career and Technical Education, Math & Science Division at (915) 831-4030 or the respective designated Health Counselor.

➤ **BACKGROUND CHECKS**-Changes are taking place within healthcare facilities nationally. These changes directly affect all health programs at EPCC. The Joint Commission on Accreditation of Hospitals Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening in September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. A background investigation must be completed prior to your acceptance into most health program or course at EPCC.

Health Career Programs and facilities comply with their Health Career Programs' accrediting agencies and students enrolled in specified health-related educational courses and programs are required to undergo a background clearance and substance abuse screening. Students who fail to obtain clearance will be prohibited from admission or enrollment in specified health programs/courses for a period of one-year; and excluded from clinicals.

Students are responsible for all costs associated with substance abuse screening and background investigation, including any required repeat checks and the investigation must be conducted by an approved company. Your clearance will be sent directly to the dean/director of your program at the college.

TO INITIATE YOUR BACKGROUND AND SUBSTANCE ABUSE SCREEN CLEARANCE, GO to www.elpasoex.com (American Databank) and follow the process listed on the web page. Make sure you select only the option(s) that you need at that time; it will affect your cost. Your clearances are sent directly to the dean/director of your program at the college.

NOTE: American DataBank is the only vendor that is approved for your background and substance abuse testing

BACKGROUD SCREEN COST:

There are two levels of background screening - **Level I** required for all students, while **Level II** is specifically required for students already licensed or certified in any area.

Level I (Cost is \$37.00), check the following items:

1. Social Security Number Verification
(**NOTE:** If you do not have a Social Security Card, use zeroes (example: 000-00-000). You will then need to bring a photo I.D. to finalize your background clearance).
2. Criminal Search (7 years or up to 5 criminal searches)
3. Violent Sexual Offender and Predator Registry Search
4. OIG List of Excluded Individuals/Entities
5. GSA List of Parties Excluded from Federal Programs
6. US Treasury, Office of foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)

Level II (Cost is \$49.00), check the following items:

1. All of **Level I** elements plus License Verification
2. Certification and Verification of Employment
3. Verification (Includes reason for separation and eligibility for re-hire for each employer).

(The Following Findings on The Background Screening Will Prevent Your Participation in Clinical Courses)

1. Identification of your person on the list of ineligible persons.
2. Any criminal conviction identified.

SUBSTANCE ABUSE TESTING (Cost is \$26.50).

- Student will go on-line to the indicated website and enter the appropriate code.
- The vendor provides the code to the College, and the College will provide the code to the student.
- Student places order and submits payment (by credit card on-line or by money order to the vendor by mail). Once the student's payment is confirmed by the vendor; a confirmation page must be printed immediately (on-line or upon receipt of the e-mail).
- Student must take (DO NOT MAIL) confirmation page to the Division office of Health Career and Technical Education, Math & Science. Your confirmation page will be safely file in the Health Career Division Office.
- The student will be asked to submit a copy of the Pre-testing for substance Abuse Consent Form to the Health Career representative. This form may be obtained in advance or obtained at this time. The student must agree to release the test results to the Health Career representative in writing.
- A chain of custody form will be provided to the student after receipt of the Pre-testing for Substance Abuse Consent Form. This form must be taken to an approved testing site (list provided to student) within 5 working days of the date on the confirmation form.

Please note: You must complete test within 5 working days of obtaining the confirmation from www.elpasoex.com. Failure to complete in a timely manner will result in a "no show" result, and you will be required to complete the entire process again and pay the fee again.

- You should receive an e-mail from the vendor relaying the test results.
- Results take approximate 24-business hours for negative test and seventy-two working hours for a positive test.

- The Laboratory Medical Review Officer review all positive tests prior to releasing the results.
- Student must go on-line to www.elpasoex.com to print Certificate using the code provided in the results e-mail.
- Student submits a copy of this Certificate to the appropriate educational administrator (Dean of Health Career and Technical education Math & Science division) for review, who confirms the results and provides an appropriate **clearance/non-clearance letter to student**.
- The student must provide a copy of the clearance letter to the appropriate program coordinator in order to be assigned to her/his clinical rotation.

Reminder: You must complete a substance abuse test **within ninety-(90) days** of starting your clinical course. Check with your program coordinator to verify timelines, so you do not take the test too soon.

IF YOU DO NOT ORDER YOUR BACKGROUND CHECK OR SUBSTANCE ABUSE SCREENING TIMELY, YOU MAY MISS YOUR DEADLINE TO START CLINICALS.

GUIDELINES FOR PROSPECTIVE AND CURRENT STUDENTS WITH HISTORY OF PRIOR ARRESTS OR CONVICTIONS

Students who have been arrested or convicted of a crime before (or during) enrollment in a health occupation program at El Paso Community College **should be aware** that they **may not be eligible for Licensure or**

Certification upon graduation from the program. In addition, convictions of certain crimes may limit various clinical learning experiences during your program of study.

Licensure, Registration, or Certification

Many health care professions require a statement from graduates about their prior criminal history, upon application for licensure, registration, or certification.

You may be asked to provide the following information:

1. A written summary in your own words.
2. A copy of the disposition or court order (this copy can be obtained at the District Clerk or the County Clerk).
3. Request for letters of recommendation from probation officers, parole officers, law enforcement officers, or others involved.
4. Employment documentation.
5. Other documents as requested

In determining whether you will be credentialed, the agency will usually consider factors such as:

1. What was the crime? What type?
2. When was the crime? How old were you when the incident occurred?
3. Was this a one-time occurrence or are there other instances of the same or other charges or convictions?
4. Will having the credential provide an opportunity for further criminal activity?
5. Is there a relationship between the crime and the responsibilities you would have as a credentialed health care provider?
6. Is there evidence of rehabilitation?

The impact of an incorrect response to a question, however, holds the possibility of later disciplinary action and potential loss of your credential. **Do not take that chance.**

Any concerns about your status in a specific Health Career Program at El Paso Community College should be addressed to:

1. Program Coordinator of your selected Program
2. Dean of Health Career and Technical Education, Math & Science of the Rio Grande Campus (915) 831-4030.
3. The licensure or certification agency for your chosen career.

➤ **COMPLIO** - A tracking system, Complio, will assist students and coordinators alike to be compliant with immunizations, CPR, First Aid, physical, etc. All students participating in health programs must be part of the American Databank, in order to keep their clinical data in compliance and updated. Go to page 29 for login instructions to **COMPLIO Link:**
<https://www.epcc.edu/Academics/Health/Documents/Background Check Substance Abuse Testing.pdf>

➤ **COMMUNITY WIDE ORIENTATION** - Conducted online: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> (must be renewed every year).

➤ **CPR** - American Heart Association (AHA) CPR/BLS (only Health Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR card must remain current throughout the course of the program (Certification may not be older than two (2) years).

➤ **HIPAA Training** - Conducted online: <https://www.epcc.edu/Academics/Health/hipaa> (must be renewed every year).

1. You must read Power Point Presentations 1, 2, and 3.
2. Take a HIPAA exam provided at this link: <https://www.epcc.edu/Academics/Health/hipaa>
3. Log using EPCC username and password.
4. Print out your certificate at the end of the exam.

➤ IMMUNIZATIONS AND TITERS INFORMATION

You will soon be entering one of the Health Career programs at El Paso Community College or enroll in Health courses required for ranking into the program of your choice. All students are required to have a complete physical examination prior to program entry that includes a test for tuberculosis (e.g., PPD) or chest x-ray (if PPD test is positive). The PPD must be updated annually. Chest x-rays must be repeated if indicated by symptoms or contact with TB. Health students are required to submit evidence of adequate levels of immunity, acquired naturally or by immunizations. Immunization records must also be provided prior to program entry by logging to the COMPLIO website.

➤ **REQUIRED IMMUNIZATIONS AND TITERS** – The following must be completed:

- **POSITIVE TITER required for Hepatitis B vaccination series of three and Titer** (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be clear for ranking or registration with the understanding that the series have to be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- **Tuberculosis (TB) screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.**
 1. **Individuals who previously tested negative, have never tested, or are not sure if previously tested.**
 - a. Initial 2 Step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB skin test (TST) administered and read 48-72 hours later.
 - ii. If initial TB skin test is negative, the second TST must be administered no sooner than 7 days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. **TB Skin Test Positive** (previously). Requires completed Annual TB Assessment/Clearance form.
- **POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.**
- **Varicella Vaccination and Titer** (completed).
- **Tetanus/Diphtheria and Pertussis (TDAP)** vaccine (completed, expires after 10 years).
- **Influenza vaccine is required** (done annually).
- **Meningitis or Booster** – (Effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of twenty-two. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster. NOTE: If you have had the vaccination at an earlier date, you may start with a Titer, as the result will indicate if you need the vaccine. If you have not had the vaccination and after vaccination is applied, you must wait 4-6 weeks for immunity to show up on the TITER. Submit evidence of receiving vaccination against meningitis or evidence of receiving a booster dose to the Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). For the following reasons:

The student is 30 years of age or older by the first day of the start of the semester; or student is enrolled/taking courses online/distance education; or enrolled in a continuing education course program that is less than 360 contact hours or continuing

education corporate training; or student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution; or student is incarcerated in a Texas prison.

Why is meningitis so dangerous and what is Meningitis (viral and bacterial) - Meningococcal meningitis is a bacterial infection that can cause severe swelling of the brain and spinal cord. This disease is potentially dangerous because it is rare and it is often mistaken for a minor cold or the flu, and as a result; ignored. The sad news is that up to one out of 5 people who develops meningococcal disease will die (This case is representative of causes that have occurred). People who survive, up to 1 in 5 will suffer from permanent disabilities such as amputation, brain damage, hearing loss, and seizures.

Recognizing the distinctive signs and symptoms of meningococcal disease is critical and potentially lifesaving. Most common early symptoms of meningitis are similar to the flu. If people complain about having headache, fever, stiff neck, extreme fatigue, nausea, vomiting, and sensitivity to light. Some people also develop a purplish red rash of small dots (petechiae), on their arms and legs.

The good news is that today's meningococcal vaccine can help protect you and your child against the most common forms of meningitis (bacteria strains A, C, Y, and W-135). In fact, experience in the United States military where vaccination is mandatory has proven that vaccination really works to prevent outbreaks of meningitis and meningococcal disease worldwide.

Visit Admission and Registration EPCC web page for additional information. <https://www.epcc.edu/Admissions/immunization-law>. **NOTE:** If you have had the vaccination at an earlier date, you may start with a Titer, as the result will indicate if you need the vaccine. If you have not had the vaccination and after vaccination is applied, you must wait 4-6 weeks for immunity to show up on the TITER.

- **COVID-19 vaccine** is now required by all hospitals. Medical or religious exemption is allowed but proof of either is expected. Visit Admission and Registration EPCC web page for additional information.

Website: <https://www.epcc.edu/Admissions/immunization-law>

El Paso Immunizations' websites (for your information only)

Immunize El Paso – immunizeelpaso.org

Childhood Immunizations - Immunize El Paso

Adult Vaccinations - Immunize El Paso

<https://www.elpasotexas.gov/public-health/services/immunizations>

<https://www.ucareclinics.com/immunizations-urgent-care-clinic-in-el-paso-tx>

*****NOTE:** You are responsible for the cost of vaccines. If you are employed by a health care agency, the vaccine may be available from that agency at no cost; cost may also be covered by some health care insurance policies. ***Students are required to submit evidence of adequate levels of immunity, acquired naturally or by immunization against the following diseases: Annual Influenza Vaccination, Tuberculosis Skin Test (TST) interpretation, or Chest X-ray annual follow-up or completed declination form for Health Career Student and Faculty.

Locations:

San Juan Clinic
6292 Trowbridge
El Paso, TX 79905

Downtown Clinic
513 W. San Antonio, Ste B
El Paso, TX 79901

Eastside Clinic
1400 George Dieter, Suite 225
El Paso, TX 79936

- **PHYSICAL EXAM** (Not older than one year). All students are required to have a physical exam by a doctor or nurse practitioner licensed to practice in the United States. OSHA and the Texas Department of Health mandate these policies to protect both you and the patients you will encounter during clinical training. [Website: FFAA-1.pdf](#)

- **PHYSICAL TECHNICAL STANDARDS FORM** (completed):

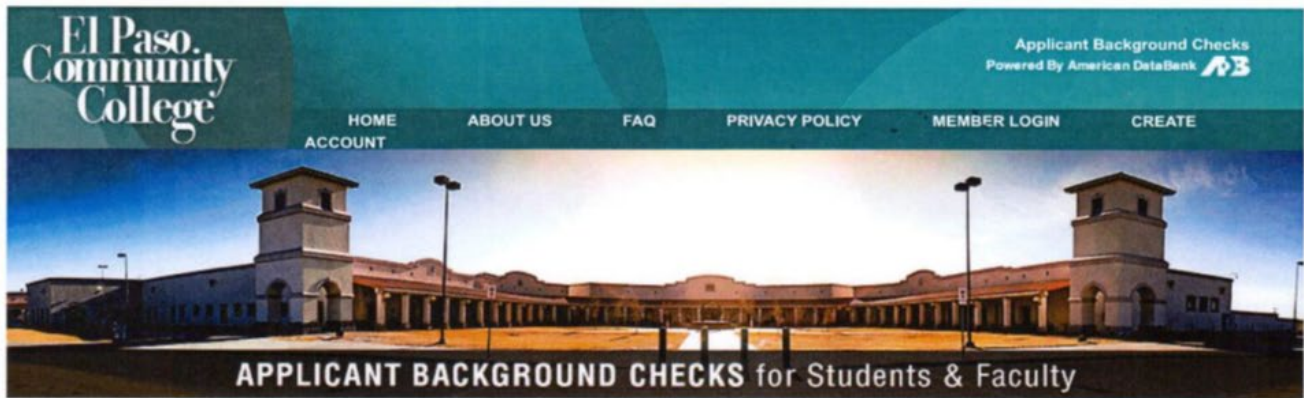
<https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/FB-8.pdf>

- **PROFESSIONAL PRACTICE INSURANCE** is required for all clinical and selected laboratory courses. This fee is paid during the time of enrollment. Instructor may ask for proof of payment (your registration receipt) on the first day of class.

Check the FEES section of the class schedule for the semester in which you'll be taking these courses for the cost of insurance premium. The insurance premium you pay for one course will cover all other courses requiring insurance for that semester. You will also pay an additional fee for each course that requires lab, and/or specialty mock tests.

- **PROGRAM ORIENTATION.** “Admitted students will receive notification of Program Orientation following verified acceptance into the program.
- **HEALTH INSURANCE** Hospitals require students to buy Health Insurance while attending clinical practice, **please note** that professional licensure or certification agencies may have additional requirements. You should reference the requirements for each agency.
- **SPECIALIZED EQUIPMENT** – Some Health programs required student to have their own kits in order to take care of patients and in accordance with course syllabi students must purchase their own supplies. The program coordinator will provide students with detailed information.
- **SUBSTANCE ABUSE SCREENING** will be required for each student enrolling in health career programs with clinical components the **cost is \$26.50**. For further information, please ask a Health Counselor or call the Program Coordinator. Substance abuse screening should be completed **no more than 90 days prior to beginning clinical.**
 - ***NOTE: If the Student withdraws from health-related coursework for one semester or longer; the student will be required to repeat substance abuse screening and/or background checks testing upon re-enrolling in health-related courses-programs
 - ***NOTE: The Students must re-take and pay for substance abuse test if the test was taken three months prior to the first clinical education course. Website: <http://www.elpasoex.com/>
- **TRANSPORTATION:** Students are responsible for their own transportation to off-campus clinical/learning sites. Transportation to and from these sites is your responsibility.
- **TEXTBOOKS AND OTHER COURSE MATERIALS** must be purchased at student's expense in accordance with course syllabi.
- **UNIFORMS AND MISCELLANEOUS CLINICAL SUPPLIES** – Health Programs may require you to purchase a specific uniform and/or equipment in accordance with course syllabi; students must purchase their own uniforms, supplies, and miscellaneous clinical supplies. The Program Coordinator will provide students with detailed information.

COMPLIO Link: https://www.epcc.edu/Academics/Health/Documents/Background_Check_Substance_Abuse_Testing.pdf



Welcome to the El Paso Community College's Complio Website

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

[CLICK HERE TO LOGIN](#)



Attention AMS Users!!

If you have previously created an account and ordered a background check package through the **Applicant Management System (AMS)**, you can access your account by [clicking here](#). Or you may use the login button to the right.

[Returning AMS Users
Click Here to Login](#)

1

Create your Account & Subscribe



Click [Create an Account](#) to get started. Complio will send an email to the address used during account creation. Click on the [Activation Link](#) within the message.

2

Select A Screening Package



Login in and follow [Create Order](#). Follow the prompts and answer the questions. Select a screening [Package](#).

3

Enter Information



Enter the [Personal Information](#) required to complete your screening. Add your [Residential History](#).

4

Sign Forms



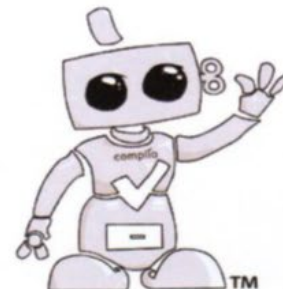
Use your mouse to sign the [Disclosure & Authorization Form](#) and authorize the background

5

Submit Payment



Enter [Payment Details](#). Please read our [Refund Policy](#). [Submit](#) your order. American DataBank will



www.elpasoex.com

1/2

COMMON PAYMENT OPTIONS:

Credit Card/Debit Card – Pay directly using a credit/debit card. Payment is processed upon Invoice with Approval – The cost of your order will be covered by your institution; however, the order requires school approval in order to be processed.

Money Order – Pay directly by sending a money order or check to: American Databank, 110 16th Street 8th Floor, Denver, CO 80202.

PLEASE NOTE: If you choose to pay by money order, your subscription and/or background check will not begin until American Databank receives payment.

Additional Steps Needed Once You've Placed Your Order:

Along with ordering the background check you will need to complete the following:

Drug Screening: After you have submitted your order, please access your email account that you provided with your order to obtain the Electronic Authorization Form and drug screen collection site location that you selected. Please visit the Drug Screen Information page below for further instructions.

[Drug Screen Information](#)

Electronic Drug Screen Information

1. Order your drug screen online as directed by your Program Coordinator.
2. After you have submitted your order, please access your email account that you provided with your order to obtain the Electronic Authorization Form and drug screen collection site location that you selected.
3. Your Registration ID **will expire seven calendar days** after your order was submitted.
4. You **MUST** complete your drug screening **within 7 days** of ordering. If you do not get your drug screening done within 7 days,
5. **OR you will Be Required to Order and Pay for A New Drug Screening.**

Your results will be reported directly to American Databank within one to three business days of your drug testing. These results will be sent electronically to you and your school.

Please be sure to check your SPAM and JUNK MAIL Folders. If you have not received your Electronic Authorization Form within a few hours of placing your online order please call American By DataBank at 1-800-200-0853.

Additional Information (Refer to next page).

- **It is recommended to NOT** drink more than 8oz (a "glass") of fluid in the 2 hours before giving a urine sample. An abundance of fluid in the body will result in a "dilute" reading, which constitutes a "flagged" result, and may require another drug screen.
- At the facility, if you are not able to produce a urine sample when requested, call ADB at 1-800-200-0853 on how to proceed.
- The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.
- **For Negative Results** - a fax is sent from LabCorp to American DataBank to input the results.
For Dilute Results - you must contact American Databank at 1-800-200-0853 for further instructions.
For Positive Results - the results are forwarded to the Medical Review Officer. The Medical Review Officer will contact you for verification of any prescription drug you may be taking to show a false positive. After discussion, the Medical Review Office will send a fax to American Databank to input the results and close the order. If the order is positive, the Medical Review Office will list the drug that is positive.

<mailto:https://www.cdc.gov/vaccines/imz-schedules/downloads/adults-schedule-easy-read.pdf>

You need vaccines throughout your life!

2025 Recommended Immunizations for Adults Aged 19 Years and Older




Want to learn more?
Scan this QR code to find out which
vaccines you may need. Or visit:
www2.cdc.gov/nip/adultimmsched/



Staying **up to date** on your vaccines is one of the best things you can do to protect your health.

If you are pregnant or have a medical condition that puts you at higher risk for infections, talk to your health care provider about which vaccines are right for you.

KEY

-  ALL adults in age group should get the vaccine.
-  SOME adults in age group should get the vaccine.
-  Adults should talk to their health care provider to decide if this vaccine is right for them.

VACCINE	19–26 YEARS	27–49 YEARS	50–64 YEARS	65+ YEARS
COVID-19	Aged 64 and younger: At least 1 dose of the current COVID-19 vaccine.		65+: At least 2 doses.	
Influenza/Flu	Every Year			
RSV	If pregnant during RSV season		If aged 60 through 74 years	If aged 75 years or older
Tdap/Td	Tdap every pregnancy. Td/Tdap every 10 years for all adults.			
MMR	If aged 68 years or younger			
Chickenpox	If U.S. born and aged 45 years or younger			
Shingles				
HPV	Aged 27–45 years			
Pneumococcal				
Hepatitis A				
Hepatitis B	Through 59 years			
Meningococcal				
Hib				
Mpox				



FOR MORE INFORMATION
Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: www2.cdc.gov/nip/adultimmsched/



What diseases do these vaccines protect against?

ADULTS AGED 19 YEARS AND OLDER

VACCINE-PREVENTABLE DISEASE	DISEASE COMPLICATIONS	NUMBER OF VACCINE DOSES
COVID-19 Contagious viral infection of the nose, throat, or lungs; may feel like a cold or flu	Pneumonia, blood clots, liver, heart, or kidney damage, long COVID, death	1 or more doses of the current COVID-19 vaccine depending on age or health status. For more information: www.cdc.gov/covidschedule
Influenza (Flu) Contagious viral infection of the nose, throat, and sometimes lungs	Pneumonia, sinus and ear infections, worsening of underlying health conditions like heart and lung disease, death	1 dose each year
RSV (Respiratory syncytial virus) Contagious viral infection of the nose, throat, and sometimes lungs	Pneumonia, inflammation of the small airways in the lung; especially dangerous for infants, young children, and older adults	1 dose
Tetanus (Lockjaw)* Infection caused by bacterial spores found in soil and dust everywhere; spores enter the body through wounds or broken skin	Sudden, involuntary muscle spasms, jaw cramping, seizures, broken bones, difficulty breathing, death	3 doses if not already vaccinated 1 booster every 10 years 1 dose for dirty wounds
Diphtheria* Illness caused by a toxin produced by bacteria that infects the nose, throat, and sometimes skin	Thick, gray, build up in throat or nose makes breathing and swallowing difficult, heart failure, brain injury, coma, death	3 doses if not already vaccinated 1 booster every 10 years
Pertussis (Whooping Cough)* Contagious bacterial infection of the lungs and airway	Severe coughing fits, life-threatening pause in breathing, pneumonia, death; especially dangerous for babies	3 doses if not already vaccinated 1 dose every pregnancy
Measles (Rubeola)† Contagious viral infection that causes high fever, cough, red eyes, runny nose, and rash	Brain swelling, pneumonia, death	1 or 2 doses
Mumps† Contagious viral infection that causes fever, tiredness, swollen cheeks, and tender swollen jaw	Brain swelling, painful and swollen testicles or ovaries, deafness, death	1 or 2 doses
Rubella (German Measles)† Contagious viral infection that causes low-grade fever, sore throat, and rash	Very dangerous in pregnant women; can cause miscarriage or stillbirth, premature delivery, severe birth defects	1 or 2 doses
Chickenpox (Varicella) Contagious viral infection that causes fever, headache, and an itchy, blistering rash	Infected sores, brain swelling, pneumonia, death	2 doses
Shingles (Zoster) Caused by the chickenpox virus, which hides in the body and sometimes reactivates later in life	Severe blistering rash on one side of the face or body; long-term nerve pain, hearing damage, blindness, death	2 doses
HPV (Human papillomavirus) Contagious viral infection spread by sexual contact; sometimes causes genital warts	Many types of cancers including cancers of the cervix, vagina, penis, anus, and throat	2 or 3 doses
Pneumococcal Bacterial infections of ears, sinuses, lungs, or bloodstream	Depends on the part of the body infected, but can include pneumonia, blood poisoning, infection of the lining of the brain and spinal cord, death	1 or 2 doses
Hepatitis A Contagious viral infection of the liver spread by contaminated food or drink or close contact with an infected person	Liver failure, yellow skin or eyes, stomach pain, vomiting, fever, diarrhea, fatigue, death	2, 3, or 4 doses depending on vaccine used
Hepatitis B Contagious viral infection of the liver spread through contact with infected body fluids such as blood or semen	Liver failure, yellow skin or eyes, stomach pain, vomiting, fever, diarrhea, fatigue, death	2, 3, or 4 doses depending on vaccine used
Meningococcal Bacterial infection of the lining of the brain and spinal cord or the bloodstream	Fever, headache, stiff neck, light sensitivity, confusion, loss of arm or leg, deafness, seizures, death	1 or more doses depending on vaccine used, medical condition, where patient lives or works
Hib (Haemophilus influenzae type b) Bacterial infection that can attack the lungs, brain and spinal cord, or bloodstream	Brain damage, hearing loss, loss of arm or leg, death	1 or 3 doses depending on medical condition
Mpox Contagious viral infection spread by sexual contact; causes a painful rash, fever, headache, tiredness, cough, runny nose, sore throat, swollen lymph nodes	Infected sores, brain swelling, pneumonia, eye infection, blindness, death	2 doses

*Tdap protects against tetanus, diphtheria, and pertussis

*Td protects against tetanus and diphtheria

*MMR protects against measles, mumps, and rubella

Last updated April 2025

mailto:<https://www.dshs.texas.gov/sites/default/files/IDCU/investigation/Reporting-forms/notifiable-conditions-2025-color.pdf>



Texas Department of State
Health Services

Texas Notifiable Conditions - 2025

Report all Confirmed and Suspected cases
24/7 Number for Immediately Reportable – 1-800-705-8868



Unless noted by*, report to your local or regional health department using number above or find contact information at <http://www.dshs.texas.gov/idcu/investigation/conditions/contacts/>



A – L	When to Report	L – Y	When to Report
*Acquired immune deficiency syndrome (AIDS) ¹	Within 1 week	Legionellosis ²	Within 1 week
Amebic meningitis and encephalitis ²	Within 1 week	Leishmaniasis ²	Within 1 week
Anaplasmosis ²	Within 1 week	Listeriosis ^{2,3}	Within 1 week
Anthrax ^{2,3,4}	Call Immediately	Lyme disease ²	Within 1 week
Arboviral infections ^{2,5,6}	Within 1 week	Malaria ¹	Within 1 week
*Asbestosis ²	Within 1 week	Measles (rubeola) ³	Call Immediately
Ascariasis ²	Within 1 week	Melioidosis ^{5,6}	Call Immediately
Babesiosis ^{2,6}	Within 1 week	Meningococcal infection, invasive (Neisseria meningitidis) ^{2,3}	Call Immediately
Botulism (adult and infant) ^{1,3,4,8}	Call Immediately ⁸	Mumps ¹	Within 1 work day
Brucellosis ^{2,4}	Within 1 work day	Paragonimiasis ²	Within 1 week
Campylobacteriosis ²	Within 1 week	Pertussis ²	Within 1 work day
*Cancer ⁹	See rules ⁹	*Pesticide poisoning, acute occupational ¹⁰	Within 1 week
<i>Candida auris</i> ^{2,3}	Within 1 work day	Plague (Yersinia pestis) ^{2,3,4}	Call Immediately
Carbapenem-resistant Enterobacteriales (CRE) ^{2,11}	Within 1 work day	Polio myelitis, acute paralytic ²	Call Immediately
Chagas disease ^{2,6}	Within 1 week	Poliovirus infection, non-paralytic ²	Within 1 work day
*Chancroid ¹	Within 1 week	Prion diseases, such as Creutzfeldt-Jakob disease (CJD) ^{2,12}	Within 1 week
*Chickenpox (varicella) ¹³	Within 1 week	Q fever ²	Within 1 work day
*Chlamydia trachomatis infection ¹	Within 1 week	Rabies, human ²	Call Immediately
*Contaminated sharps injury ¹⁴	Within 1 month	Rubella (including congenital) ²	Within 1 work day
*Controlled substance overdose ¹⁵	Report Immediately	Salmonellosis, including typhoid fever ^{2,3}	Within 1 week
Coronavirus, novel ^{2,16}	Call Immediately	Shiga toxin-producing Escherichia coli ^{2,3}	Within 1 week
Cronobacter spp. in infants, invasive ²	Within 1 week	Shigellosis ²	Within 1 week
Cryptosporidiosis ²	Within 1 week	Smallpox ^{2,4}	Call Immediately
Cyclosporiasis ²	Within 1 week	*Spinal cord injury ¹³	Within 10 work days
Cysticercosis ²	Within 1 week	Spotted fever rickettsiosis ²	Within 1 week
Diphtheria ^{2,3}	Call Immediately	Streptococcal disease (S. pneumoniae) invasive ^{2,3}	Within 1 week
*Drowning/near drowning ¹⁷	Within 10 work days	*Syphilis – primary and secondary stages ^{1,18}	Within 1 work day
Echinotoccosis ²	Within 1 week	*Syphilis – all other stages including congenital syphilis ^{1,18}	Within 1 week
Ehrlichiosis ²	Within 1 week	Taenia solium and undifferentiated Taenia infection ²	Within 1 week
Fascioliasis ²	Within 1 week	Tetanus ¹	Within 1 week
*Gonorrhea ²	Within 1 week	Tick-borne relapsing fever (TBRF) ²	Within 1 week
Haemophilus influenzae, invasive ^{1,2}	Within 1 week	*Traumatic brain injury ¹⁷	Within 10 work days
Hansen's disease (leprosy) ¹⁹	Within 1 week	Trichinosis ²	Within 1 week
Hantavirus infection ²	Within 1 week	Trichuriasis ²	Within 1 week
Hemolytic uremic syndrome (HUS) ²	Within 1 week	Tuberculosis (Mycobacterium tuberculosis complex) ^{5,20}	Within 1 work day
Hepatitis A ²	Within 1 work day	Tuberculosis infection ²¹	Within 1 week
Hepatitis B, C, and E (acute) ²	Within 1 week	Tularemia ^{2,5,8}	Call Immediately
Hepatitis B infection identified prenatally or at delivery (mother) ²	Within 1 week	Typhus ²	Within 1 week
Hepatitis B, perinatal (HBsAg+ < 24 months old) (child) ²	Within 1 work day	Vancomycin-intermediate Staph aureus (VISA) ^{2,5}	Call Immediately
Hookworm (ancylostomiasis) ²	Within 1 week	Vancomycin-resistant Staph aureus (VRSA) ^{2,5}	Call Immediately
*Human immunodeficiency virus (HIV), acute infection ^{1,22}	Within 1 work day	Vibrio infection, including cholera ^{2,3}	Within 1 work day
*Human immunodeficiency virus (HIV), non-acute infection ^{1,22}	Within 1 week	Viral hemorrhagic fever (including Ebola) ^{2,4}	Call Immediately
Influenza-associated pediatric mortality ²	Within 1 work day	Yellow fever ²	Call Immediately
Influenza, novel ²	Call Immediately	Yersiniosis ²	Within 1 week
*Lead, child blood, any level & adult blood, any level ²⁵	Call/Fax immediately		

In addition to specified reportable conditions, any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern should be reported by the most expeditious means available.²⁴ This includes any case of a select agent.⁴

See select agent list at <https://www.selectagents.gov/selectagentsandtoxinslist.html>

*See condition-specific footnotes for reporting contact information

Texas Notifiable Conditions Footnotes - 2025

- ¹ Please refer to specific rules and regulations for HIV/STD reporting and who to report to at: <http://www.dshs.texas.gov/hivstd/healthcare/reporting.shtm>.
- ² Reporting forms are available at <http://www.dshs.texas.gov/dcu/investigation/forms/> and investigation forms at <http://www.dshs.texas.gov/dcu/investigation/>. Call as indicated for immediately reportable conditions.
- ³ Lab samples of the following must be sent to the Department of State Health Services, Laboratory Services Section, 1100 West 49th Street, Austin, Texas 78756-3199 or other public health laboratory as designated by the Department of State Health Services: anthrax (*Bacillus anthracis*; also requested - *Bacillus cereus* isolates that may contain anthrax toxin genes from patients with severe disease or death); botulism, adult and infant (*Clostridium botulinum*); brucellosis (*Brucella* species); *Candida auris*; diphtheria (*Corynebacteria diphtheriae* from any site); all *Haemophilus influenzae*, invasive, in children under five years old (*Haemophilus influenzae* from normally sterile sites); listeriosis (*Listeria monocytogenes*); meningococcal infection, invasive (*Neisseria meningitidis* from normally sterile sites or purpuric lesions); plague (*Yersinia pestis*); salmonellosis, including typhoid fever (*Salmonella* species; also requested - specimens positive for *Salmonella* by culture-independent diagnostic testing (CIDT) methods); Shiga toxin-producing *Escherichia coli* infection (*E. coli* O157:H7, isolates or specimens from cases where Shiga toxin activity is demonstrated); *Staphylococcus aureus* with a vancomycin minimum inhibition concentration (MIC) greater than 2 micrograms per milliliter (µg/mL); all *Streptococcus pneumoniae*, invasive, in children under five years old (*Streptococcus pneumoniae* from normally sterile sites); tuberculosis (*Mycobacterium tuberculosis* complex); tularemia (*Francisella tularensis*); vibriosis (*Vibrio* species; also requested - specimens positive for *Vibrio* by culture-independent diagnostic testing (CIDT) methods); and any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern may require submission of cultures or specimens. Pure cultures (or specimens) should be submitted as they become available accompanied by a current department Specimen Submission Form. See the [Texas Administrative Code \(TAC\) Chapter 97](#): §97.3(a)(4), §97.4(a)(6), and §97.5(a)(2)(C). Call 512-776-7598 for specimen submission information.
- ⁴ Please secure [Select Agent Isolates](#) and specimens in accordance with the guidance in the [Select Agent Regulation](#), and immediately initiate a consultation with public health regarding need for further testing or sequencing. Notify any transfer facilities of any test results of high consequence/interest.
- ⁵ Arboviral infections including, but not limited to, those caused by California serogroup viruses, chikungunya virus, dengue virus, Eastern equine encephalitis (EEE) virus, St. Louis encephalitis (SLE) virus, Western equine encephalitis (WEE) virus, West Nile (WN) virus, and Zika virus.
- ⁶ All blood collection centers should report all donors with reactive tests for West Nile virus, Zika virus, *Babesia* species, and *Trypanosoma cruzi* (Chagas disease) to the DSHS Zoonosis Control Branch. If your center uses a screening assay under an IND protocol, please include results of follow-up testing as well. To report, send a secure email to WNV@dshs.texas.gov or fax the report to 512-776-7454. Providing the following: Collection Agency; Unique BUI #; Test Name, Collection Date; Last Name, First Name, Donor Phone Number, Donor Address, Date of Birth, Age, Sex, Race, and Hispanic Ethnicity (Y/N). If your location has a city or county health department, DSHS recommends that you also share this same information with them.
- ⁷ For asbestos reporting information see <http://www.dshs.texas.gov/epitox/Asbestosis-and-Silicosis-Surveillance/>.
- ⁸ Report suspected botulism immediately by phone to 888-963-7111.
- ⁹ For more information on cancer reporting rules and requirements go to <http://www.dshs.texas.gov/tcr/reporting.shtm>.
- ¹⁰ For pesticide reporting information see <https://www.dshs.texas.gov/sites/default/files/epitox/pestrepfrm.pdf>.
- ¹¹ *Escherichia coli* or *Klebsiella* species that are resistant to at least one carbapenem antibiotic or produce a carbapenemase.
- ¹² For purposes of surveillance and notification, Prion diseases, such as Creutzfeldt-Jakob disease (CJD) includes sporadic CJD (sCJD), and also includes sporadic fatal insomnia (sFI), Variably Protease-Sensitive Prionopathy (VPSPr), any genetic CJD (gCJD) or familial CJD (fCJD), fatal familial insomnia (FFI), Gerstmann-Sträussler-Scheinker syndrome (GSS), iatrogenic CJD (iCJD), Kuru, variant CJD (vCJD), and any novel prion disease affecting humans.
- ¹³ Call your [local health department](#) for a copy of the Varicella Reporting Form with their fax number. The [Varicella \(Chickenpox\) Reporting Form](#) should be used instead of an Epi-1 or Epi-2 morbidity report.
- ¹⁴ Applicable for governmental entities. Not applicable to private facilities. ([TAC §96.201](#)) Initial reporting forms for Contaminated Sharps at http://www.dshs.texas.gov/dcu/health/infection_control/bloodborne_pathogens/reporting/.
- ¹⁵ To report a Controlled Substance Overdose, go to <https://adreport.dshs.texas.gov/>.
- ¹⁶ Novel coronavirus causing severe acute respiratory disease includes Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). Call immediately for SARS, MERS, or any other novel coronavirus cases. Coronavirus Disease 2019 (COVID-19) is no longer considered a novel coronavirus and as of March 1, 2024 is no longer a notifiable disease condition in Texas.
- ¹⁷ Please refer to specific rules and regulations for injury reporting and who to report to at <http://www.dshs.texas.gov/injury/rules.shtm>.
- ¹⁸ Laboratories should report syphilis test results within 3 work days of the testing outcome.
- ¹⁹ Reporting forms are available at <https://www.dshs.texas.gov/dcu/disease/hansons/forms.shtm>.
- ²⁰ Reportable tuberculosis disease includes the following: suspected tuberculosis disease pending final laboratory results; positive nucleic acid amplification tests; clinically or laboratory-confirmed tuberculosis disease; and all *Mycobacterium tuberculosis* (*M. tb*) complex including *M. tuberculosis*, *M. bovis*, *M. africanum*, *M. canettii*, *M. microti*, *M. caprae*, and *M. pinnipedii*. See rules and reporting information at <http://www.dshs.texas.gov/dcu/disease/tb/reporting/>.
- ²¹ TB infection is determined by a positive result from an FDA-approved Interferon-Gamma Release Assay (IGRA) test such as T-Spot® TB or QuantiFERON® - TB GOLD In-Tube Test or a tuberculin skin test, and a normal chest radiograph with no presenting symptoms of TB disease. See rules and reporting information at <http://www.dshs.texas.gov/dcu/disease/tb/reporting/>. Please report skin test results in millimeters.
- ²² Any person suspected of having HIV should be reported, including HIV exposed infants.
- ²³ For lead reporting information see <http://www.dshs.texas.gov/lead/Reporting-Laws-Administrative-Code.aspx>.
- ²⁴ For more information on Mpox reporting requirements go to <https://www.dshs.texas.gov/monkeypox/monkeypox-information-public-health>.

BOODBORNE PATHOGENS: HEPATITIS B, HEPATITIS C, AND HIV/AIDS DISEASES

The frequency of blood contact rather than the frequency of patient contact is the most crucial factor in the acquisition of the infection. Employees working in the laboratory, Emergency Room, or Emergency Medical Services (ambulances), Intensive Care Unit, Operating Room, Labor and delivery, Respiratory Therapy, and Anesthesia have significant contact with blood and therefore are at greatest risk.

Hepatitis “B” - Pre-Immunization Screening

You may request to be screened for antibody to Hepatitis “B” surface antigen. If it is positive, this means you are immune to the Hepatitis “B” virus and vaccination is unnecessary. No adverse effects have been noted when chronic carriers (HBsAG positive) were immunized. Screening is not required.

In the course of a specific Program/Clinical internship, students will be exposed to blood, body fluids, infectious body fluids, needle sticks, contaminated needles, and/or sharp injuries. The use of Personal Protective Equipment (PPE) is required.

Because you are entering a health care profession, you may be at an increased risk for Hepatitis “B.” (Note that some health career areas are at higher risk than others are). (Refer to Immunization section of this handbook).

Read carefully and follow program specific methods and precautions outlined in your syllabus and course material. It is highly recommended to follow OSHA Blood borne Pathogens standards specified in the Health Code 81.304, and universal precautions to prevent contact with blood and/or other infectious diseases.

Hepatitis “B” Virus/Vaccine (HBV) Blood borne pathogens are microorganisms that have the potential to cause a variety of diseases, two of which are the **Hepatitis “B” virus (HBV) and the Human Immune Deficiency Virus (HIV)**. Other forms of Hepatitis also exist (e.g., Hepatitis C and Hepatitis D). Blood borne pathogens are transmitted from one person to another via the exchange of body fluids, such as blood, saliva, semen, vaginal secretions, and cerebrospinal fluid.

Hepatitis “B” (HBV) also known as “serum hepatitis, can be transmitted prenatally (before birth, while pregnant) through needle sticks, sexual intercourse, intravenous drug use, dialysis, blood transfusions, and contaminated blood entering a person’s body by way of a break in the skin (e.g., cuts, abrasions, needle, etc.). Hepatitis “B” (HBV) is transmitted by unidentified means since it can survive outside the body, on environmental objects, for several days. Hepatitis “B” (HBV) damages the liver and can even lead to liver cancer and death. Symptoms of infection might include fatigue, loss of appetite, nausea, abdominal pain, fever, dark urine, and jaundice.

It is estimated that health care workers are twenty times more likely to contract Hepatitis” B” than the normal population and that at least two hundred health care workers die from HBV occupationally acquired Hepatitis “B” each year. There is no known cure for Hepatitis “B.”

Hepatitis “B” Vaccine and Administration of Vaccine-Two types of Hepatitis “B” vaccines are currently licensed in the United States: **Heptavax**- which comes from human plasma and recombinant (synthetic) vaccines such as **Recombivax HB** and **Engerix-B**. **Heptavax** use is limited to hemodialysis patients, other immune compromised persons, and persons with known allergy to yeast. Side effects are pain at injection site, swelling at injection site, redness at injection site, dizziness, low-grade fever, nausea/vomiting, malaise, headache, and joint pain. (**Note: Heptavax vaccine is no longer produced in the United States, so its availability may be limited**).

Two types of Hepatitis “B” vaccines are currently licensed in the United States: Heptavax, which comes from human plasma and recombinant (synthetic) vaccines such as Recombivax HB and Engerix-B.

Recombivax-made with common baker’s yeast. Side effects include tenderness at injection site, swelling at injection site, redness at injection site, itching, cramps, diarrhea, low-grade fever, malaise, headache, nausea/vomiting, constipation, dizziness. Persons with allergies to yeast and/or aluminum hydroxide should not receive this product.

Persons with active serious diseases, fever, pregnant, or nursing should consult their physician before receiving this product.

The duration of immunity is unknown at this time, but adults with normal immune status do not routinely need a booster within 7 - 9 years after vaccination. Vaccination is not necessary in cases of blood screening, which discloses immunity, previous Hepatitis B vaccination, and medical contraindications.

Heptavax use is limited to hemodialysis patients, other immune compromised persons, and persons with known allergy to yeast. Side effects are pain at injection site, swelling at injection site, redness at injection site, dizziness, low-grade fever, nausea/vomiting, malaise, headache, and joint pain.

Persons with active serious diseases, fever, pregnant, or nursing should consult their physician before receiving this product. The duration of immunity is unknown at this time, but adults with normal immune status do not routinely need a booster within 7 - 9 years after vaccination. Vaccination is not necessary in cases of blood screening, which discloses immunity, previous Hepatitis B vaccination, and medical contraindications.

(Note: Prescreening for immunity is not required, if you desire to be screened, please consult your private physician. If you are HBV carrier, you will receive neither therapeutic nor adverse effects after receiving the vaccine; other than the previously listed side effects).

The duration of immunity is unknown at this time, but adults with normal immune status do not routinely need a booster within 7 - 9 years after vaccination. Vaccination is not necessary in cases of blood screening, which discloses immunity, previous Hepatitis B vaccination, and medical contraindications.

(Note: Prescreening for immunity is not required, if you desire to be screened, please consult your private physician. If you are HBV carrier, you will receive neither therapeutic nor adverse effects after receiving the vaccine; other than the previously listed side effects).

Administration of Vaccine: You will receive three (3) injections; the initial dose a dose one month later a dose six months after the initial dose.

The vaccine (when administered in the deltoid muscle of the arm) provides protective antibodies in over 90% of healthy persons, but El Paso Community College offers no guarantee to the efficacy of the vaccine.

The vaccine might not be effective if you are already incubating the Hepatitis “B” virus, i.e., already carrying the virus. A blood test will determine if you have immunity.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional

Effectiveness: (915) 831-6740

CGC-2

**Prevention of Health
Related Exposure to
Communicable Diseases**

APPROVED: October 26, 1988,
Year of last review: 2021

REVISED:

AUTHORIZING BOARD POLICY: CGC

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline guidelines to protect students, faculty*, and staff from unnecessary risk of communicable disease exposure.

PROCEDURE: The most recent guidelines on standard precautions from Centers for Disease Control will be followed in all on-campus and off-campus clinical learning experiences. If affiliate procedures exceed minimum recommendations, affiliate procedures will be followed. The following general preventive guidelines apply in all situations.

- I. Students, faculty, and staff participating in situations requiring direct (patient) contact will utilize protective accessories such as gloves, masks, gowns, and eye goggles. Use of these accessories is necessary when there is potential contact with blood or other body fluids.
- II. Protective devices will be available in appropriate instructional laboratories and clinical affiliates. In certain circumstances, students may be required to purchase items through the College bookstore or other locations.
- III. Storage devices for needles or other objects that are contaminated by blood or other body fluids will be disposed of in biohazard containers as provided by the College and/or the clinical affiliate.
- IV. Faculty, staff, and students at risk of contracting infectious diseases because of their possible high exposure to them will be familiar with the sources and methods of transmissions as well as the proper techniques to utilize in preventing their transmission.
- V. All students and faculty in health-related programs must complete the on-line community orientation annually.
- VI. All personnel will utilize the following standard precautions when providing patient care during clinical or laboratory experience:
 - A. Obtain an adequate medical history. Although it is important to take a medical history, the health care provider should treat all patients as potential sources of infection even when the medical history is negative.
 - B. Use protective attire and barrier techniques. The health care provider will use protective attire and barrier techniques whenever there is a possibility of coming in contact with body fluids such as blood or saliva, exudates from wounds or sores, and body excrements, or when touching mucous membranes or infected tissues. These barrier techniques include the use of gloves, gowns, surgical masks, and protective eye wear or face shields.
 - C. Hand washing. Always scrub using an approved technique before the first patient, between patient contacts, after touching inanimate objects likely to be contaminated by blood or saliva from patient and before leaving the patient treatment area. Hand sanitizers may be used in lieu of hand washing if there are no visible sores on the hand.

- D. Appropriate use and care of sharp instruments. Items such as needles, scalpels, blades, and sharp instruments should be considered as potentially infective and must be managed with extraordinary care to prevent unintentional injuries. For instance:
1. Use disposable instruments such as needles and scalpel blades whenever possible and then dispose of these items in such a way as to prevent injury and infection to all persons, (including the janitorial staff) that might come in contact with these instruments. Sharp instruments should be placed in puncture-resistant containers for disposal.
 2. Prevent needle sticks by recapping needles even if the treatment provider might want to reuse the needle later during the same treatment procedure on the patient not recapping needles and promptly disposing of needles in appropriate Biohazard containers.
 3. Use heavy duty rubber gloves when cleaning contaminated sharp instruments of gross debris. Use ultrasonic cleaners whenever possible.
- E. Disinfect or sterilize instruments.
1. Instruments that normally penetrate soft tissue and/or bone must be cleaned and sterilized after each use. The sterilization should be accomplished by approved methods using manufacturer's recommendations vapor. The adequacy of these sterilizers should be verified by the periodic use of spore-testing devices.
 2. Instruments that are not intended to penetrate soft tissue but may come in contact with soft tissue should be sterilized if possible. If such sterilization is not feasible these instruments should at least receive a high-level disinfection. The disinfectant should be one that is registered with the EPA as a high-level disinfectant. Check the label.
- F. Decontaminate environmental surfaces at the completion of work activities on each patient. All surfaces that may have become contaminated with patient fluids or exudates should be wiped with an absorbent toweling to remove extraneous organic material and then disinfected with a suitable germicide. This germicide should be registered with the EPA and classified as tuberculocidal.
- G. Cover surfaces that may be contaminated by blood or other body fluids with impervious-backed paper, aluminum foil, or transparent plastic wrap. Remove, discard, and replace these coverings between patients.
- H. Dispose of contaminated wastes. All sharp instruments to be discarded, and any material such as gauze that has been contaminated with blood or other material from the patient should be disposed of with special precaution. Contaminated fluids may be poured into a drain connected to the sewer system. Contaminated wastes should be disposed of in accordance with local or state environmental regulatory agency requirements.

- VII.** Students and faculty with exudative lesions should avoid direct patient care or handling of patient care equipment until the condition is resolved.
- VIII.** Chemical germicides at manufacturer's recommended dilutions will be used to decontaminate spills of blood and other body fluids. Gloves will be worn during the cleaning procedures.
- IX.** Soiled linen will be handled as little as possible and bagged.
- X.** Waste which includes blood, exudates, or secretions will be placed in a red, plastic bag to be incinerated or autoclaved.
- XI.** An individual with exposure (parenteral or mucous membrane) to blood or other body fluids should obtain serologic tests for hepatitis or HIV infection and medical follow-up for any febrile illness occurring within 12 weeks. All medical

treatments and tests will be at the individual's expense or as covered by individual health insurance. An incident report should be completed at the affiliate and at the College. A written counseling form indicating the individual has been advised of the need for medical follow up and testing will be placed in the student's program file.

XII. Fit-Testing and Purchase of N-95 Masks when required:

- A.** Students and faculty will be required to be fit-assessed for a proper sized N-95 Mask for use as required by clinical affiliates and /or in preparation for emergency situations.
- B.** Fit-Testing will be performed by trained faculty and staff in the Emergency Medical Technology Program.
- C.** N-95 Masks will be purchased at the student's expense as one of the mandatory equipment requirements for identified health career programs.
- D.** The cost of faculty and staff N-95 Masks will be charged to the appropriate program budget through a journal entry.
- E.** Students and faculty will adhere to procedures at assigned clinical affiliates for a proper use of N-95 Masks.



For College Procedure CGC-2:
Prevention of Health-Related Exposure
to Communicable Diseases

AFFILIATE INCIDENT REPORT FORM

General Information

Name of affiliate _____ Unit Assigned _____
Report prepared by _____ Address _____
Phone number _____ Email _____

Incident Report Information

Title of Report _____

Date of Incident _____ / _____ / _____ Duration _____

Location _____

Name of Incident _____

Brief Description _____

Person(s) Involved in Incident _____

Activities of above person at the time of Incident _____

Any other outside party involved in incident _____

Contact Details _____

Witness of Incident, Name and Contact Details _____

Any Injury taken place, provide details _____

Any Police complaint filed, provide detail _____

Describe any actions taken after the incident _____

Signature _____ Date _____ / _____ / _____

Report Submitted to: Name _____

Signature _____ Date _____ / _____ / _____



For College Procedure CGC-2:
Prevention of Health-Related Exposure
to Communicable Diseases

SHARPS' INJURY REPORTING FORM

Employee or Student Information

Name _____

EPCC ID _____

Address _____

Phone Name _____

Course _____

Incident

Date/Time of Incident _____

Date/Time of Reporting _____

Location _____

Procedure

Procedure at Time of Incident _____

Purpose Sharp was Used for _____

Implements Causing Injury

Implement Involved _____

Cause of Injury _____

Nature of Injury

Superficial ☐ Deep ☐ Moderate ☐ bleeding ☐ Glove Penetrated by Sharp ☐

Part of Body Injury _____

Type of Contamination

Blood ☐ Blood-Stained Fluid ☐ Non-Blood-Stained Fluid ☐ Unknown ☐

Risk Assessment/Treatment

First Aid Yes ☐ Advised ☐ N/A ☐ Risk Assessed Yes ☐ No ☐ N/A ☐

Incident Report Yes ☐ Advised ☐ N/A ☐ Gloves Worn Yes ☐ No ☐ N/A ☐

Date of Last Hepatitis B Course/Booster/Anti HBS _____ Date of Last Tetanus _____

Information Regarding Source Patient Known ☐ Unknown ☐

Follow Up Strategy/Comments: _____

Signature _____

Date _____ / _____ / _____

Signature _____

Date _____ / _____ / _____

El Paso County Community College District-071502
WELLNESS AND HEALTH SERVICES
COMMUNICABLE DISEASES

**FFAC
(LOCAL)**

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis

For the purposes of this policy, the term “HIV infection” shall include AIDS, ARC, and a positive test for the antibody to HIV.

Basis for Action

the College District’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

Nondiscrimination

the College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

Privacy

the College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease.

The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

**Education Program
About HIV Infection.**

the College District shall develop and maintain a comprehensive education program about **HIV** infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.

Publication

the College District’s policy on HIV infection shall be made available to students by including it in the student handbook or other appropriate publications.

DATE ISSUED: 5/26/2021
LDU 2021.02
FFAC (LOCAL)-AJC

ADOPTED:

1 of 1

**EPCC RADIOGRAPHY PROGRAM - CLINICAL
PARTICIPATION DISCLAIMER**

I, _____ (print name), hereby acknowledge that once accepted into the EPCC Radiography Program I will follow all safety protocols set forth by the College and the Program, not only on campus but at the clinical sites. I am aware that entering into any medical field involves inherent risks from potential exposure to a variety of contagious microorganisms, both existing and emergent. I am also aware that I may be exposed to pathogens and that I will don all necessary PPE to mitigate my chances of infection. I understand that the College and Program will not assume responsibility for the students' potential exposure outcomes. If the clinic permits me to work with patients with identified high-risk conditions, I must wear the same PPE as the staff, whether provided by the clinic, the College, or self.

I further understand that should I choose not to attend clinic because of potential exposure to infectious pathogens, I will be required to drop from the Program.

Signature

Date

MAKE A COPY OF THIS PAGE AND PRINT, SIGN, AND DATE. A SCANNED COPY SHOULD BE RETURNED TO THE PROGRAM CLINICAL COORDINATOR,

GUIDELINES FOR STUDENTS ENROLLED IN PROGRAMS WITH RADIOLOGY COMPONENTS DURING PREGNANCY

Pregnancy and Radiation Exposure

The College provides guidelines to ensure the protection of the student and of the fetus for students who are presently enrolled in health career programs with a radiography component and who are pregnant at the time of enrollment, or who become pregnant while enrolled. Any student, who becomes pregnant while enrolled in a health career program, may opt to notify the program director/coordinator (voluntary written declaration). If the student's course work includes direct radiography experience, the Radiation Safety Officer will provide information to the student related to the USNRC Regulatory Guide "Instruction Concerning Prenatal Radiation Exposure."

Title of Procedure:

This procedure provides guidance to the pregnant student regarding enrollment or continued enrollment while in a laboratory or clinical setting with a radiography component.

General:

Scientific evidence indicates that rapidly dividing cells are more radiosensitive than other cells within the body. The cells in the embryo stage of development are of particular concern because of the potential consequences that can result from damage caused at the early stages of fetal development by exposure to radiation. Therefore, special consideration is provided to those individuals who are occupationally exposed to sources of radiation and may be pregnant or are considering becoming pregnant.

Definitions:

Pregnant or Possibly Pregnant: An individual is considered pregnant or potentially pregnant only upon voluntary written declaration to the Radiation Safety Officer.

1. **Radiation Safety Office (RSO):** A Radiation Safety Officer is a qualified individual who establishes and oversees operating and safety procedures and assures conformity to the rules in the 25 Texas Administrative Code (TAC) §289. These rules are compatible with those of the United States Nuclear Regulatory Commission. The Texas Department of State Health Services determines the qualifications for the RSO. Currently the RSO for El Paso Community College is the Instructional Coordinator for the Radiologic Technology Program.

Procedure Statement:

1. Medical Imaging Technology-Radiography (MITR) program students will be informed of the special risks associated with reproduction and radiation exposure during preclinical orientation.

Dental students will receive this information prior to performing dental radiography. Special emphasis will be placed on the voluntary declaration that is responsibility of the individual.
2. If the individual exercises her option to declare her pregnancy or potential pregnancy, it must be submitted in writing to the Radiation Safety Officer.
3. The pregnant student has the option to continue in the program without modification if she chooses to declare her pregnancy.
4. Declaration information provided to the Radiation Safety Officer will remain confidential among the appropriate program faculty. The Radiation Safety Officer will inform the individual if it is deemed necessary to relay the information to other parties, and the information will only be relayed if consent is granted.
5. Upon notification of pregnancy or potential pregnancy, the Radiation Safety Officer will provide an oral summary of the information contained in the USNRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure." A copy of the document will be provided along with an opportunity to ask questions and receive answers.
6. A review of the individual's exposure history is performed. This information will be discussed with the student in an attempt to project what doses might be expected in the ensuing pregnancy period.

7. A student may undeclare her pregnancy at any time, and this information will be presented to the Radiation Safety Officer in writing.
8. The pregnancy declaration form in no way absolves the institution from the responsibility of providing a safe workplace.
9. Personnel monitoring records will be routinely reviewed to verify compliance with the fetal exposure limit of 500 millirem for the nine-month gestation period. Consideration will also be given to the amount of dose recorded during each monitoring period, in keeping with the recommended average limit of 50 millirem per month.
10. Declared pregnant individuals found to have doses nearing or at the dose limit will be contacted so that the limit will not be exceeded.
11. Conflicts arising from the imposition of work restrictions to limit doses will be resolved through the coordination of program officials, Division Dean, appropriate clinical affiliate officials, and/or El Paso Community College attorneys.

Guidelines Reviewed April 2016, October 2019 References: USNRC
Regulatory Guide 8.13 25 TAC
§289.202 (m).

CLINICAL PROCEDURES

Affiliate Computer Orientation

Students assigned to various clinical affiliates may be required to participate in special computer system orientations. These classes may be scheduled on campus or at the clinical affiliate. These may be scheduled during class time, clinical time, or at other times as facilities are available.

Affiliate Computer Codes

Students may be assigned special computer codes for use in clinical learning experiences. Students **MUST NEVER** use these codes outside the clinical student role or provide the code to anyone. Students who are also employed by the affiliate should not use their employee code when in the agency as a student. The affiliate may require a computer orientation at their site.

Community Wide-Orientation

In accordance with the standards outlined by the Joint Commission on Accreditation of Health Care Organizations, hospital personnel must be oriented to their role in the hospital's infection control program, safety management program, and other topics designated by the agency. Therefore, all health career students that rotate through the hospitals are required to complete a hospital orientation within a twelve (12) month period. This is currently on-line at <http://www.epcc.edu>. Some students may also be required to attend other assigned clinical site orientations. The student should request information from the program coordinator for the time and place of the hospital orientation make-up.

Non-compliance with above ruling may result in student not being allowed to use this clinical facility as a his/her clinical rotation site. Thus, all students' documented proof of completion must be provided to the program coordinator as requested.

Clinical Assignments

As an essential component of the Health Career programs, students are assigned to a variety of clinical affiliates, (e.g., hospital, medical clinic, physician's office, dental office, dental clinic, public school, nursing home, or ambulance).

It is the responsibility of each student to become familiar with the institutional policies and procedures of the clinical affiliate to which he/she is assigned. Some clinical affiliates require or provide an orientation, during which they familiarize the student with procedures concerning code arrests, fire, and disaster procedures. If the clinical affiliate in which the student is assigned does not provide a scheduled orientation, the program's clinical instructor will provide the necessary information.

Although students are not considered employees, they are to adhere to all departmental and institutional policies and procedures of the clinical affiliate to which they are assigned.

Sickness and/or Injuries While on Duty

Students are responsible for notifying the clinical instructor or affiliate supervisor of illnesses or injuries. An injury occurring at an affiliating agency may be treated at that agency if there are facilities to provide such care. **The student, however, is responsible for all expenses relating to such treatment.** An incident form should be completed at the affiliating agency and a copy submitted to the director/coordinator of the student's program. (go to page 42 to complete the affiliate incident report form).

Medical/Dental Insurance

It is recommended that students purchase their own medical/ dental insurance policy. Students enrolled in health career programs may be exposed to contagious diseases that may require health care. Students will be responsible for the payment of their own medical expenses. Student professional practice insurance purchased as a course requirement **does not** cover personal medical expenses. When possible, arrangements will be made to provide students opportunity to purchase student health insurance at special rates.

Other Health Requirements

Students will be required to meet any additional requirements of each assigned clinical affiliate.

Attendance and Transportation to Designated Clinic

It is the student's responsibility to provide transportation to and from the affiliate and to arrive and depart the clinical affiliate at the assigned time. In case of absence from the clinical affiliate, the student must notify the clinical instructor or other designated person(s) as early as possible before the student's scheduled time of arrival. Students may also be required to notify the affiliate,

depending on program or affiliate procedures. Failure to notify the instructor(s) of lateness or absenteeism will be considered an unexcused absence. The instructor may drop a student from the course if the unexcused absences exceed the number allowed for a particular clinical course.

Affiliate CPR Requirements

Students enrolled in a clinical education course in any health career program must have a current CPR Certification at a Professional Level (Must be American Heart Association-Health Provider) Must include AED. (Online CPR courses are not acceptable). This must remain current throughout the course of the program and is required during your clinical rotations.

Professional Practice Insurance

All students enrolled in a clinical course are required to purchase professional practice insurance, which is available through the college. You will be given exact costs when you register.

Each semester, students must submit a photocopy of their receipt for professional practice insurance during the first week of class. Students not providing proof of insurance will not be allowed to attend clinical experiences. Such absences will be considered as not excused and may result in the student's withdrawal from the course.

The policy does not cover first aid for the student or injuries resulting from the student's administration of first aid.

The Good Samaritan Act protects these individuals if they intended no harm.

STUDENT DISMISSAL FROM CLINICAL FACILITIES

Each student is a guest of the clinical facility, and he/she is expected to conduct himself/herself in professional manner.

A student in any health program may be dismissed from the clinical facility by the clinical coordinator and/or program coordinator for the following reasons:

1. Conduct that affects the student's performance while in the affiliate and/or compromises the patient's safety, example:
 - Alcohol consumption
 - Use or Abuse of Prescription Drugs
 - Abusive language to patients, instructors, facility personnel, etc.
2. Failure to meet course objectives.
 - Inability to function in the clinical setting.
 - Consistently poor clinical evaluations and/or grades.
3. Excessive absenteeism/tardiness.
4. Violation of ethical standards such as falsifying records, violating patient confidentiality.
5. Unsafe clinical practice, which places a patient in jeopardy.
 - Practicing out of your scope of training.

In addition, clinical affiliates may request removal of a student from their agency for cause.

Each student has the responsibility for attending class and pursuing course (s) objectives for which he or she is officially enrolled.

Instructor (s) for each course will give student a course syllabus that contains course objectives, attendance requirements, and grading criteria.

Students who have not attended at least one (1) class session through the census date for the semester/session will be dropped and may not be reinstated.

EPCC Personal Counseling and Referral Services

The EPCC Counseling Center provides short-term personal counseling to students enrolled at EPCC at no cost. A referral will be made if the counselor determines that a student needs additional long-term counseling. If you need to talk to a personal counselor, feel free to call for assistance. Students should call any campus EPCC Counseling department for more information.

CRITERIA FOR UNSAFE CLINICAL PRACTICE

Students in a Health Career Program are assigned responsibilities for patient's care at various clinical sites in the community, patient's home, in campus clinical situations, etc., each clinical course specifies the standards for successful completion of the course and the course requirements. There may be situations where the student places a patient in physical or emotional jeopardy.

If the student performs in an unsafe manner, the student may be dismissed from that day's clinical with an unexcused absence or may be recommended for removal from the course with a failing grade, depending upon the circumstance of the situation.

A failure in the course will cause the student to be dropped from the program. If the student wants to be re-admitted into the program, he/she must complete the procedure for readmission, in order to be considered for readmission.

In all instances of unsafe clinical practice, instructor will initiate a verbal and written counseling for that student.

The counseling form(s) and recommendations will be maintained in the student's record throughout their enrollment in a Health Career Program.

Students are legally responsible for their own acts, commission, and omission. Instructors are responsible for their students in the clinical setting. The clinical site is responsible for the patient, and we are guests in their institution. It is, therefore, necessary for the student and the Health Career's faculty to conscientiously evaluate unsafe behaviors. Documented violation of one of these may result in disciplinary action.

The following situations are categories of unsafe practice. Each discipline will provide specific examples of physical or emotional jeopardy:

Physical Jeopardy

- Violates or threatens the patient's physical safety.

- Violates or threatens the microbiological safety of the patient.

- Violates or threatens the chemical safety of the patient.

- Violates or threatens the thermal safety of the patient.

- Violates previously mastered principles, learning, & objectives in conducting patient care and/or delegated medical functions.

- Assumes inappropriate independence in actions or decisions.

- Fails to recognize own limitations, incompetence, and/or legal responsibilities.

- Fails to accept moral and legal responsibility for his/her own actions thereby violating professional integrity.

Emotional Jeopardy

- Violates or threatens the psychological safety of the patient.

- Violates Confidentiality

- Violates the Rights of the Patient

- Impugns the orders of a physician to a patient

- Discusses diagnostic information with the patient against the physician's orders

- Discusses alarming outcomes of the disease or injury prognosis with the patient without the permission of the physician

- The student will be held responsible for treating patients safely at all times and preventing situations of physical or emotional jeopardy.

Students, who have failed a course due to documented incidents of unsafe practice, may not be considered for readmission regardless of the level of the course. This statement is to be included in the course syllabus of every clinical course.

ETHICAL AND PROFESSIONAL EXPECTATIONS OF THE EPCC STUDENT CLINICIAN

There are unique skills, knowledge, and attitudes that are necessary for a health care team member to be effective in fulfilling responsibilities in the clinical or practical environment. Faculty of Health Careers' Programs have developed a brief list of attitude guidelines that will provide a basis for your role as a member of a helping profession.

A. Toward Patients

1. Selflessness (This shows concern for others above self)
 - a. Make no compromises in treatment.
 - b. Treat all patients without reservation.
 - c. Complete all procedures with or without supervision.
 - d. Demonstrate respect for the patient's time
2. Chairside/Bedside Manner
 - a. Demonstrate enthusiasm and belief in treatment
 - b. Demonstrate empathy, compassion, and tolerance
 - c. Use appropriate tone of voice (kind and calm).
 - d. Do not show signs of sarcasm, negative expression, or lack of interest.
 - e. Maintain eye contact when talking with patient
 - f. Be aware of "body language" both positive and negative (e.g., positive good posture, use of hands, face patient, etc., negative frowns, shrugs, sighs) and other signs that show either lack of interest or negative attitude
 - g. Do not leave the patient alone without noble cause.
3. Patient Education
 - a. Make every effort to teach the necessary preventive techniques needed by the patient
 - b. Use free time to talk about health care with the patient and avoids inappropriate topics during the clinical experience.

B. Toward Self

1. Dependable
 - a. Prompt
 - b. Team-worker
2. Responsible
 - a. Keep all appointments/attendance
 - b. Notify appropriate individual (e.g., coordinator, instructor, affiliate supervisor) of any absence.

C. Toward Classmate

- a. Show respect for classmate's time and property
- b. Assist classmates when needed even when not being asked by team member.
- c. Share equipment
- d. Return all supplies and equipment in the same condition as received
- e. It is always polite to ask for help, never demand it

D. Toward Instructors/Staff/Affiliates

- a. Show respect and courtesy to faculty and staff
- b. Take constructive advice graciously
- c. When in conflict or doubt, consult with the instructor, or agency staff in private
- d. Do not participate in the spreading of rumor or gossip.

E. Classroom/Lab/Clinic Attitude

- a. Participate in a positive and constructive manner
- b. Be prompt to all classes, labs/clinics
- c. Read and prepare for all assignments before class
- d. Show courtesy to instructors and classmates
- e. React appropriately to assignments and exams
- f. Meet the standards of dress code appearance
- g. Show respect and courtesy to guests and part-time lecturers.

PERSONAL APPEARANCE

The students represent the El Paso Community College-Health Career Programs and their appearance will reflect on both the programs and them. The Health Programs educate students to become a member of a profession, and a professional appearance is reflected in their daily grooming and dress.

Classroom Attire

- Professional appearance
- Clean hair, no offensive body odors, good oral hygiene, trimmed fingernails
- Follow the dress code without exception
- Reasonable dress standards in the classroom.
- Extremes in clothing should be avoided for classes that do not require a uniform.

Name Pins and Patches

- Pins and patches may be purchased at local businesses, check with program coordinator for color and wording on the pins.

Shoes

- White duty shoes may be required.
- Shoes, despite the type, must be clean and polished always.
- Some programs will not allow tennis or sport shoes.

Personal Hygiene - Poor personal hygiene can cause an unpleasant environment. Practice good personal hygiene habits before dealing with patients.

Oral hygiene

- Brush teeth, use mouthwash to ensure fresh breath.
- Avoid highly seasoned foods, alcohol, chewing tobacco, and smoking before dealing with patients.
- Establish good dental habits.

Shower or bathe and use a deodorant daily.

- Shower, bathe and use a deodorant must be a daily routine.

Hair should be neat and clean.

- Restrain long hair when dealing with patients and during clinicals in some manner, to avoid falling into a patient's face.
- No rollers or head covers while engaged in clinical or laboratory activities, plain hairpins used to secure hair are acceptable.
- Beards Should be shaved off in order to fit and wear N-95 mask. Remember hair follicles harbor a high concentration of bacteria.

Nails: Short, clean, and rounded for safety.

- Nail polish, clear color may be permitted in some programs. Check with Program Coordinator.
- Remember: hand washing is highly effective in reducing the transfer of bacteria from patient to patient and in removing offensive odors from hands.

Jewelry

- Wedding rings and watches may be acceptable in some programs. Small conservative earrings may be worn, depending on the program and clinical site. Remember: jewelry can harbor bacteria.

Cosmetics

- Cosmetics may be used in moderation.

Scented colognes, perfumes, and shaving lotions -Highly scented colognes, perfumes and shaving lotions are not to be used as they may be offensive or cause an allergic reaction to the patients.

Uniform Requirements

Uniforms may be required for some clinical courses. Students must purchase them at their own expense. Uniforms must be according to provided guidelines. Each program may have other specific requirements. These will be provided to the student at the specific program orientation or at the beginning of the semester.

Laboratory Coat or White Medical Coat

Each program has its own uniform code that may be modified by hospital or clinic requirements

- A. A lab or white medical coat, with a school patch worn on the left arm, may be required by some programs
- B. The lab coat should be clean and pressed
- C. The lab coat is always worn when engaged in a clinical activity, and may be required in a laboratory setting
- D. Underclothes visible through the uniforms are not appropriate.

ACADEMIC PROCEDURES

Attitudes

The attitudes developed during your educational program as a health care team member are critical to your effectiveness in caring for patients. In the book, *Health Professional/Patient Interaction's* author Ruth Portillo raised important questions that relate to attitude and your responsibilities to individual patients, to your profession and to society:

“How do you feel about helping people?

Do you ever resent having to help?

How do you expect people to respond to you after you have done your best to help them?”

“How do you react to a person who is physically deformed?

Do you feel pity?”

“What qualities of life give a person “dignity”?

Do you think some individuals have the right to live more than others do?

Are older people readier to die than younger people are?

Would people be better off dead?”

“What are your rights as an individual?

Are you responsible only for yourself?

Would you compromise your convictions if it means the difference between your job and losing it?

Can you think of **ANY** circumstances in which you could justifiably compromise your convictions?”

Excerpted: from Page 6, Health Professional Patient Interaction, Ruth Portillo, W. B. Saunders Co. Publishers, Edited by the 1998. Patient Interaction, Ruth Portillo, W. B. Saunders Co. Publishers; Edited by the 1998 handbook revision committee.

ATTENDANCE FOR COURSE PURSUIT

To establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Career and Technical Education, Math & Science has set the following standards.

Students must follow the standards established in the current edition of the Health Career and Technical Education, Math & Science Programs STUDENT'S CLINICIAN HANDBOOK and/or program addendum. The student is bound by standards in the Handbook as evidenced by the return of the signed/dated acknowledgment sheet.

In determining course pursuit by the student, the instructor will consider class attendance; failure of the student to appear for examinations, presentations, or other required class activities as identified in the course syllabus/calendar; and the failure of the student to submit required papers, projects and/or reports. The instructor determines the student has ceased to pursue the objectives of the course instructor can perform a Faculty Initiated Drop.

When a student continues to pursue the course objectives, but is receiving failing grades, he or she will remain eligible to complete the course, except in instances where unsafe practice occurs.

I have read and understand the standards established in the current edition of the Health Career Programs Student Clinician Handbook and Program addendum.

Student Name (Print): _____

Program: _____

Student Signature: _____

Date: _____

➔ Go to page 76 to sign and return form to your instructor for record keeping. ⬅

RETENTION & PROGRESSION WITHIN HEALTH CAREER PROGRAMS

****Pre-requisite Courses:** Any course required prior to taking another course. Check EPCC Catalog under course description.

****Specialized Courses:** Refer to all courses carrying the course prefix of the program in which the student is majoring.

Successful completion of prerequisites is required for acceptance into Health Career Programs. Students must follow EPCC Catalog that is current at the time of acceptance into the program.

Many Health Career Programs will not admit students until they have successfully completed selected prerequisite courses. Please refer to the current EPCC Catalog for this information.

Non- progressing students who intend to re-enter the program later must follow “Student Re-admission to Health Career and Technical Education Math & Science Programs” (Refer to Policy FB-11). Meanwhile, students may enroll in non-major courses.

Student must have a "C" or better on the following ****Specialized Program courses:**

Dental Assisting (DNTA)	Medical Assisting Technology (MDCA)
Dental Hygiene (DHYG)	Medical Imaging Technology-Radiography (MITR)
Diagnostic Medical Sonography (DMS)	Medical Laboratory Technology (MLT)
Emergency Medical Services (EMS)	Physical Therapist Assistant (PTHA)
Echocardiography-Adult Program (ECHO)	Pharmacy Technology (PHRA)
Health Information Management (HIMA)	Respiratory Care Technology (RSPT)
Medical Coding	Surgical Technology (SRGT)
Health Professions and Related Courses (HPRC)	

Students are encouraged to contact a Health Career Counselor to plan their program of study to qualify to re-enter the program.

STUDENT RE-ENTRY INTO A HEALTH CAREER PROGRAM

Explanation to EPCC Procedure FB-11: Student must submit a "Student Re-admission Form" in order to be re-admitted into the Health Career Programs when his/her study has been interrupted for any reason, fails to maintain satisfactory progress in a Health Career Program, or fails to register for the next semester courses.

In order to be re-admitted into the program, the student must submit this form in a timely matter. This form is available at the RG campus Health Division Office or the Rio Grande Counseling Office.

Student's re-admission:

As a component of readmission, student must forward an application or a letter of intent for re-admission to the program coordinator. This letter is to include a statement of intent with desired date of re-admission, and documentation by the student that conditions for re-admission have been met. If you have any questions about the re-admission process, check with your Program Coordinator.

The Program Coordinator reviews re-admission applications each semester and prioritizes requests according to the following criteria:

1. Withdrawal for a documented acute illness or pregnancy.
2. Withdrawal for personal reasons.
3. Withdrawal due to failure of a support course.
4. Low or poor performance in major courses.
5. Failure of a major program course.

The student will be assigned a seat to the appropriate course (s) according to space availability. The student will be notified in writing. Student must follow the catalog degree plan for the class to which they are applying for re-admission. Upon re-admission, the student must meet with the counselor to initiate a revised degree plan.

Health Counselors are available to assist the student (s) with the re-admission process.

EL PASO COMMUNITY COLLEGE PROCEDURE



For information, contact Institutional

Effectiveness: (915) 831-6740

**FB-11 Student Re-entry into an
Health Career Program**

APPROVED: December 6, 2013. **REVISED**

Year of last review: 2021

AUTHORIZING BOARD POLICY: FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Health, Career and Technical Education, Math, and Science

OBJECTIVE: To provide a system for re-entry into a health career program of a student whose program of study has been interrupted.

NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

PROCEDURE:

1. General Provisions

A. Definitions

1. Re-entry--the process by which a student who has failed or withdrawn from a health career course can continue in the program.
2. Re-entry student--a student requesting to continue in the health career program who was previously accepted and either failed a course or withdrew from a course.
3. Student on probation--a student who is not progressing within the degree plan due to a variety of reasons and has been placed on Probation in accordance with Procedure EGA-7 *Scholastic Standards and Academic Progress*.

- B. Re-entry Guidelines for Health Career Programs.** NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

All five of the following statements apply to all re-entry students. (Entry/Re-entry is on a space available basis.)

4. Students may be allowed re-entry into the health career program for a total of one time unless there are documented extenuating factors.
5. Specific procedures to follow, based on when the failure occurs, if the student's re-entry request is due to course failure.
 - a. Failure or withdrawal in first semester
Students who fail or withdraw from the first semester courses in the health career program must be re-ranked through the Specialized Admissions Process and must meet current admission requirements.
 - b. First failure of any theory or clinical course
At the time of the first failure in a theory or clinical course, students may be granted re-entry without remediation requirements based on space availability.
 - c. Second failure in a theory or clinical course.

At the time of the second failure in a theory or clinical course, the student will not be granted re-entry into the healthcare program.

3. Students who fail a course due to documented, unsafe clinical practice will not be readmitted into the program.
4. Requests for re-entry must be in writing.
 - a. The letter should be submitted to the program coordinator and the appropriate Dean.
 - b. The letter must include a date and signature, the preferred date of re-entry and the course requested, student's identification number, current phone number(s) and, if appropriate, documentation that any recommendations have been met.
 - c. Requests for a second re-entry must have documentation of any exceptional circumstances that would justify the additional re-entry request (e.g., illness, deployment, etc.).
5. Re-entry is based on space availability in the requested program/course.

II. Process for Re-entry into a Health Career Program. NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

The process provides a system for entry or re-entry into a healthcare program for students that are defined as re-entry, non-traditional credit, foreign, transfer, or transferring program students.

The process will apply to re-entry of all generic students that enter the program via College Procedure FB-7 *Specialized Admission Requirements for Programs in Health Careers or Nursing*. Students seeking re-entry into a health career program must follow this procedure. All students seeking entry/re-entry into a nursing program must follow College Procedure FB-10 *Student Re-entry into the Nursing Program*. Students must also comply with College Procedure EGA-7 *Scholastic Standards and Academic Progress*.

A. Definitions

1. Types of students eligible to seek placement into the health career program:
 - a. Students on probation
 - b. Students seeking re-entry after a break in attendance
 - c. Students requesting non-traditional credit
 - d. Foreign graduates who need course work prior to licensure eligibility
2. Withdrawal from a health career program
 - a. A student will be administratively withdrawn from the program if the student:
 - 1) Does not maintain an overall G.P.A. of 2.00 or higher, based on program guidelines
 - 2) Does not receive a grade of "C" in any specialized course or co-requisite course
 - 3) Does not register for courses the following minimester or semester
 - 4) Demonstrates lack of course progression based on faculty counseling form recommendations
 - 5) Positive substance abuse tests (one year required for re-entry)

The student in the above situation(s) may request re-entry according to guidelines in this procedure.

- b. The student may be withdrawn permanently from the healthcare program, with no readmission/re-entry allowed, for:
 - 1) Documented incidents of unsafe practice as defined in the student clinical manual or course syllabus
 - 2) Academic dishonesty
 - 3) Administrative drops due to disciplinary actions, and/or certain results from background checks (e.g., felony convictions, Federal OIG status, etc.).
- c. A student withdrawal from a course due to personal illness, family illness or problems, financial concerns or other reasons not related to classroom performance is eligible for re-entry on space available basis upon resolution of the personal situation.

B. Re-entry into the healthcare program following withdrawal

1. Re-entry pertains to students re-entering the healthcare program after successful completion of at least one program-specific course.
2. Re-entry does not apply to a student who has been:
 - a. Withdrawn from the program for a documented incident of unsafe practice.
 - b. Withdrawn from the program for academic dishonesty.
 - c. Out of the program for three (3) years or more.
3. A student withdrawn from a program for unsafe practice or for academic dishonesty may not be allowed to re-enter the program regardless of the number of courses in the degree plan remaining to be completed.
4. A student who has been out of the program for three (3) years or more will be required to reapply as a beginning student which will require that the student be re-ranked and adhere to the specialized admission criteria. The Program Coordinator, Counselor, and Dean will review the course history to determine which, if any, courses remain valid in the degree plan upon acceptance to the program. To assist the student in fulfilling this responsibility, the student must consult with an Academic Counselor upon acceptance into the program to identify course requirements prior to each registration period.

C. Application Process and Criteria for Re-entry

1. Students must submit a letter requesting re-entry to the specific program coordinator. The letter must contain:
 - A date and signature
 - The preferred date of re-entry
 - The course requested
 - Student's identification number
 - Current phone number(s)
 - Students MUST provide documentation that the recommendations have been met or that person/family illnesses or situations have been resolved.
2. Students must adhere to the healthcare degree plan as specified in the EPCC College *Catalog* for the semester/year that entry/re-entry is sought. If the degree plan is different from the original one under which the student was admitted or if it comes from another institution, it is the student's responsibility to meet the new degree plan requirements, and other requirements, as outlined in the most current program information guide. The student must initiate a revised degree plan with a counselor. It is the student's responsibility to seek evaluation of credits and provide all the transcripts and documents needed to evaluate any prior educational experience. If it is necessary for the student to initiate a new degree plan, this must be done through an Allied Health Counselor, and the student must have that degree plan on record with the Admissions and Registrar's Office.
3. After ascertaining that the applicants are qualified, and have completed requirements, if applicable, the program coordinator will rank students within each category by program specific procedures. Students reentering the program will be notified by telephone or in person when a space is available. Mail notification will be sent as needed. Students' entry will be considered based upon completion of prerequisites and space availability.

D. Ranking for re-entry into the health career programs

1. Ranking priorities for re-entry into the health career programs will be based on:
 - a. Space availability in the course/program, including clinical site availability.
 - b. Student's entry will be based on the completion of the prerequisites for the program/course, GPA, and on whether the students are in good standing with the College.

- c. Ranking for re-entry will be based on the student's reasons for leaving the program/course, GPA, and conditions specified for re-entry, as identified by the program procedures.
- d. The following guidelines are used to determine an applicant's placement for available openings within the program or specific courses:
 - 1) CATEGORY A-I
Student exited in good standing because of documented illness or pregnancy, other documented reasons and/or extenuating circumstances that impacted success.
 - 2) CATEGORY A-II
 - a) Nontraditional Credit applicant who was passing with a minimum grade of "C" in courses when leaving his/her former program. An adjusted GPA will be used for advanced placement/transfer students.
 - b) A non-progressing student that left the program for an extended period of time, but fewer than three (3) years, with no previous course failures. A student may have recommendations/requirements prior to re-entry.
 - c) Student that has successfully challenged a healthcare course(s) by Proficiency Exam and has had no course failures prior to the challenge.
 - d) Foreign graduates requiring courses specified by the licensing or certifying agencies.
 - 3) CATEGORY B-I
 - a) Readmission, advanced placement/transfer, and foreign graduates who have failed a healthcare course in a healthcare program.
 - b) Student who has entered the healthcare program from category A and then failed a healthcare course.
 - 4) CATEGORY B-II
Nontraditional credit applicants who have failed the last healthcare course which they were enrolled in before leaving his/her former program (transfer failing student).

E. Appeals Process

- 1. The student may appeal any requirements/recommendations of the Program Coordinator or any denials or delays in re-entry. If there is not a satisfactory resolution, then they may appeal to the Dean for Health Careers.
 - a. Appeals regarding the terms of the requirements given by the Program Coordinator must be made in writing to the Dean within 30 days of the receipt requirements for entry/re-entry.
 - b. Appeals regarding the denial, delay or re-entry must be made in writing to the Program Coordinator within 30 days of the notification. If a satisfactory conclusion is not reached, the student can appeal to the Dean for Health Careers within 15 days of the receipt of the notification.
 - c. Appeals regarding the decision of the Dean must be made in writing to the Vice President of Instruction, within 14 days of receipt of the Dean's decision. The Vice President of Instruction, upon review of all documentation, will either affirm or reverse the decision of the Dean. The decision of the Vice President of Instruction will be final.

WITHDRAWAL INFORMATION

Students should consult with their instructor to discuss options before dropping a class. Use campus resources such as tutoring, library research, and computer labs. If you are interested in withdrawing from a course, please talk to a counselor to explain you the 6-Drop Rule, because exemptions may apply.

SIX DROP RULES

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject (limited) to six (6) course withdrawals (drops) during their academic career for all undergraduate classes. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawals from college.

Student exceptions to drop more than the six (6) course limit with proper provided documentation to support the following: Severe illness; care for injured, sick, or needy person; death of a family member; military active-duty service; change of student work schedule.

ADMINISTRATIVE WITHDRAWAL:

A designated member of the College administrative staff may withdraw a student under the following circumstances:

1. Student has an outstanding financial obligation to the College.
2. Student has been placed on Academic Suspension.
3. Student has been placed on Disciplinary Suspension.
4. Student has been placed on administrative Suspension.

FACULTY INITIATED WITHDRAWAL: Instructor is authorized to drop students up to the twelfth week (long semester), who are not in pursuit of the course objectives as outlined in the section of the 2025-2025 EPCC Catalog Page 34.

Instructor may issue an “F” or failing grade as per EPCC Board Policies and College Procedures. This will affect your grade point average (GPA). Note that a low-grade point averages and a “W” grade may also affect your financial aid award you have received.

STUDENTS WHO WANTS TO DROP A COURSE TO RECEIVE A GRADE OF "W": Students who want to withdraw from a course and receive a grade of “W”. It is the student responsibility to officially complete the appropriate Drop Form for any classes they are not attending. Failure to officially drop a course following official withdrawal dates, obtain required signatures, and submit completed form to the Admission and Registration Office; will result in failing grade on your transcript and may affect your GPA and academic standing. Please refer to the Academic Calendar schedule for the actual date for the “W” drop from the long and/or short semester. Student (s) should refer to the course syllabus and contact the instructor for the last day to withdraw with a “W”

Refer to “Dropping Form Courses” under EPCC Catalog Appendix and visit EPCC website for additional information before you drop any classes. NOTE that Students who drop from courses are not eligible for reinstatement.

STUDENT MAY APPEAL FOR REINSTATEMENT TO CLASSES:

Faculty Initiated Withdrawal: If you were dropped in this manner, you may be reinstated only upon appeal to the appropriate instructor and by the approval of the dean. Such appeals must be initiated in writing within ten (10) day from the date the drop was processed by the Admissions and Registrar Office. If the instructor denies reinstatement, appeals may be submitted to the appropriate Dean. The Den decision is final.

ADMINISTRATIVE INITIATED DROPS: If you were withdrawn by administrative action, you may appeal for the reimbursement to the administrator initiating the action. Such appeals must be initiated in writing within (10) from the date of the withdrawal/drop authorization was processed by the admissions and Registration Office, except as follows:

- Students may not be administratively reinstated to courses for which final exams had begun.
- Students may not be administratively reinstated to courses dropped before the census date.

IT IS ULTIMATELY THE STUDENT RESPONSIBILITY TO WITHDRAW FROM A COURSE

SCHOLASTIC DISHONESTY

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

1. Copying from another student's test paper.
2. Using test materials not authorized by the person administering the test.
3. Unauthorized collaborating with or seeking assistance from another student.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a test.
5. The unauthorized transportation or removal, in whole or in part, of the contents of a test.
6. Substituting for another student or permitting another student to substitute for oneself to take a test.
7. Bribing another person to obtain a test or information about a test.
8. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
9. Students performing clinical procedures outside authorized facilities. Students who practice illegally may jeopardize their career.
10. Students performing clinical procedures to individuals at home

Any student involved in scholastic dishonesty please refer to above identified violations and to below EPCC Policy FLB-1.

Student's Conduct at the discretion of their faculty may obtain the following results:

- Have the test or paper graded zero (0),
- Be removed from the class, and/or
- Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program. Preparing individuals for a health career where the safety and well-being of the public are dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating precludes the instructional faculty's ability to declare prospective graduates dependable and ethical.

Student Name (Print): _____ Program: _____
Student Signature: _____ Date: _____

➔ Go to page 77 to sign and return to your instructor for record keeping. ⬅

EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FLB-1 Student Code of Conduct**APPROVED:** February 20, 2001.**REVISED:** March 3, 2017.**AUTHORIZING BOARD POLICY:** FLB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To provide guidelines for appropriate student behavior and conduct while attending El Paso Community College.

PROCEDURE:**I. Appropriate Student Behavior**

All students shall demonstrate academic integrity, observe standards of conduct appropriate for the College's function as an educational institution, obey the law, comply with EPCC policies and procedures, follow class rules, and comply with directives issued by an administrative official in the course of his or her authorized duties.

II. Acts That Constitute Misconduct: The following behaviors are examples of actions or activities that violate the El Paso Community College Student Code of Conduct with respect to Acts of Misconduct. This list is not meant to be all inclusive, but rather to serve as an aid in determining appropriate behavior. Examples of Acts of Misconduct include, but are not limited to, the following.

A. Academic Dishonesty

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

1. Students may not cheat:

Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.

2. Students may not plagiarize:

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. Students may not fabricate:

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

4. Collusion is prohibited:

Collusion is defined as: Students providing, seeking, or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

B. Offenses against Persons:

1. Violations of the penal statutes of the State of Texas or of the United States occurring on District property or in connection with District-sponsored activities constitute violations of the District's rules and regulations when, such violations interfere with the educational process and goals of the District.
2. Possession or use of firearms on District-controlled property except as stated in College Procedure 5.01.07.10.
3. Threatening or causing physical harm or abuse to oneself or another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against the individual's will.
4. Verbal Abuse in the form of "fighting words," abusive messages either written, verbal or by email, or words directed at an individual, which tend to incite an immediate breach of peace.
5. Harassing conduct of any kind including acts based on race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
6. Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
7. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. "Weapons" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of three or more inches, black-jacks, metal knuckles, nunchaku, fireworks, explosives, and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this code if used as a weapon. The use of mace or tear gas will not be a violation of this code if used solely for self-defense.
8. Bullying, that is, severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/or may disrupt the campus environment.
9. Gambling, this includes bookmaking, pool setting for profit, promoting, or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.
10. Unauthorized or illegal possession, use, distribution, sale or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, intoxicating beverage, or any other illegal drug(s) not prescribed by a physician on campus or while on a College-sponsored event or trip is a violation of this code.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
12. Hazing with or without the consent of a student. A violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
13. Endangering the health or safety of members of the District, community, or visitors to the College's facilities.
14. Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this *Code*. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward satisfaction of academic credit or continuing education course/program-based requirements or related activities.

C. Property Offenses:

1. Violation of traffic regulations: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by the El Paso County Community College District.
2. Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College's public, or private, property, including library materials, computer equipment, software, vending machines, and vehicles.

3. Destroying or vandalizing property, or intending to destroy or vandalize property, including but not limited to, EPCC owned or leased property, fire alarms, extinguishers, and other safety devices.
4. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of EPCC owned or leased buildings, facilities, or their roofs.
5. Unauthorized or inappropriate use of EPCC property or the property of others.
6. Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, long distance caller identity codes, or other security mechanisms.
7. Theft or unauthorized possession of property or services.
8. Embezzling, defrauding, or using false pretenses to procure money, property, or services.
9. Knowingly purchasing or possessing stolen or embezzled property, money, or services.
10. Any willful or malicious burning of any property of another.

D. Public/College Order Offenses

1. Creating a fire, safety, or health hazard.
2. Falsely reporting a fire or other emergency situation by actions such as activating a fire alarm or pre- alarm cover when there is no reasonably perceived emergency.
3. Impeding or obstructing an investigation or failing to identify oneself or to comply with the directions of EPCC officials, their authorized agents, EPCC or local police agencies acting in the performance and scope of their duties.
4. Having an animal on campus, except as permitted by EPCC policies and procedures.
5. Littering.
6. Causing any object to be ejected from windows, roofs, or balconies of EPCC owned or leased buildings.
7. Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into an EPCC record or to be presented at an EPCC proceeding or to an EPCC official.
8. Possessing, providing, distributing, selling, or manufacturing any form of false EPCC, federal, or state-issued identification.
9. Impersonating any EPCC official.
10. Elimination of bodily fluids or waste, such as urine or feces in places or receptacles not designed for receipt of such substances.
11. Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as, revealing one's genitals under circumstances likely to offend or shock others or in a public place.
12. Tampering with or misuse of any fire safety equipment, such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.
13. Failure to evacuate any building during a fire alarm.

E. Misuse of Computing Resources and Technology:

Unauthorized access or entry into a computer, computer system, networks, software, or data.

1. Unauthorized alteration of computer equipment, software, network, or data.
2. Unauthorized copying or distribution of computer software or data.

F. Use of computing facilities and resources that interferes with the work of another student, faculty* member, or College official.

1. Viewing, downloading, or printing pornographic materials, photographs or video are strictly prohibited on College premises.
2. Use of computing facilities and resources to send obscene or defamatory messages.
3. Unauthorized accessing of College telephones to change a voice mail greeting.
4. Sending an email or text message using an email address or phone number belonging to another person with the intent to cause a recipient to reasonably believe that the other person sent or authorized the communication.
5. Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening,

terrifying, or harassing any person; or use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

III. Emergency Suspension

If a student's actions pose an immediate danger to any member of the EPCC community, the appropriate Vice President or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances, that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option. If the student elects this option, the appropriate Vice President shall notify the student concerned by certified letter or personal delivery of the date, time, and place of the hearing, which shall take place no fewer than ten class days after the date of notification.

IV. Disciplinary Sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the *Code* has been violated and that future violations will be dealt with more severely.
2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage, or injury in the form of money, service, or material replacement.
4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling referral to pursue assistance in helping the student understand why his/her behavior is inappropriate and to obtain the skills necessary to avoid repeated offenses.
10. Failing grade for a test, assignment, or course.
11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of Degree and withdrawal of diploma.

These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the *Code*, including harassment and other discriminatory behavior, also may violate local, state, and federal laws and may subject the student to additional penalties.

V. Records

A. Records of Disciplinary Actions:

Records of present or former students at El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.
2. Disciplinary records will be filed in the student's or student organization's disciplinary file in the office of the appropriate Vice President. The file will consist of the following: a statement of charges, summary of the information presented at the disciplinary hearing as outlined in College Procedure FMA-1, findings and sanctions of the hearing body, records of appeals and rationale for the decisions.
3. Student disciplinary records are normally maintained in the office of the appropriate Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure FMA-1, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.
4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.

B. Request to Review a Disciplinary Record:

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other College Records:

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College *Catalog* contains more information related to student records and other confidential information.

D. Obtaining a copy of your Student Records:

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.

EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

**CHF-1 Concealed Handguns/
Illegal Weapons on Campus**

APPROVED: January 26, 1996, **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: CHF

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: El Paso Community College (EPCC) Police

OBJECTIVE: To establish guidelines for concealed handguns on District premises and weapons violations.

DEFINITION: Weapons are defined according to the current Texas Penal Code Title 10 Section 46.01.

PROCEDURE:

- I. Effective August 1, 2017, any person who possesses a License to Carry (LTC) is allowed to carry his or her "CONCEALED" handgun in any area of the EPCC District premises not designated as a Gun Free Zone (excluding licensed peace officers and certain retired peace officers as defined by Federal and State Law).
- II. Exceptions to this procedure can only be approved by the President or his/her designee.
- III. Criminal Violations - The following violations are not all-inclusive. A person may be criminally responsible for other weapons violations as per Texas Penal Code, Sec 46.
 - A. It is a violation of the law that a person possesses a handgun on the premises of the EPCC District, as per Texas Penal Code: Places Weapons Prohibited, P.C. 46.03, unless the individual is a License Holder.
 - B. It is a violation of the law that License Holder intentionally displays the handgun in plain view of another while on the premises of the EPCC District, as per Texas Penal Code Unlawful Carrying of Handgun by License Holder, P.C. 46.035.
 - C. It is a violation of the law that a License Holder carries a concealed handgun and enters a Gun Free Zone as per Texas Penal Code, Trespass by Holder of License to Carry Concealed Handgun, P.C. 30.06. An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200, except that the offense is a Class A misdemeanor
- IV. Any College employee, student, or individual who becomes aware of the listed violations must report them immediately to the El Paso Community College (EPCC) Police at 831-2200. The EPCC Police will then investigate the incident.
 - A. Persons in violation of state law will be arrested and/or taken into custody (if a juvenile) and referred to the district attorney's or juvenile probation office for prosecution/adjudication.
 - B. License Holder Responsibilities:
 1. The license holder assumes all responsibility for knowing the location of Gun Free Zones (temporary and permanent) and assuring proper storage of his/her weapon.
 2. Gun Free Zone locations are published in the Campus Concealed Carry Report and are available to the public on the EPCC Website.



ACTIVE SHOOTER RESPONSE

QUICK REFERENCE GUIDE

PHONE NUMBERS

EMERGENCIES: 911

EPCC POLICE: 915.831.2200

FACILITIES: 915.831.7880

WEBSITE: www.epcc.edu/Police/Pages/default.aspx

WHAT TO DO ...

FIND A PLACE OF SAFETY

Your goal should be to get away from the area of the shooter or to not be visible to the shooter. If you can get out and go to a place of safety, get out quick, but be alert to the possibility of other gunmen.

If the best place of safety is within a building do the following:

- Lock and barricade doors
- Turn off lights and close the blinds
- Turn off radios, TVs and monitors
- Keep occupants calm, quiet and out of sight while taking adequate cover / protection (i.e. concrete walls, thick desks, and filing cabinets), cover may protect you
- Using cover, have occupants spread out as much as possible
- Silence cell phone ringers
- Quietly notify the police
- Quietly discuss among those present a plan if the shooter is able to enter your area – think survival

SECURING IN AREA

If secure, stay at your location until instructed to leave and follow the instructions of the public safety officials.

Remember, in most cases the shooter will not stop until he/she is engaged by an outside force.

Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area.

CONTACTING AUTHORITIES

915.831.2200 from a campus phone or a cell phone will place you in contact with EPCC College Police.

WHAT TO REPORT

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant's location, number of suspects, race, gender, clothing description, physical features, types of weapon(s) (e.g. long gun or hand gun), backpack, shooter's identity if already known, etc.

POLICE RESPONSE

The primary objective is to immediately isolate / engage the assailant.

Follow an officer's directions and do not make immediate or quick movements, the officer is there to eliminate the threat and you do not want to be mistaken as being a threat.

Secondary objectives of the police are:

- Evacuate Victims
- Facilitate medical care
- Secure Buildings
- Investigation

AVOID, DENY, DEFEND!

IN AN EMERGENCY, CALL EPCC POLICE AT 831.2200

My Tejano Alert Information <http://www.epcc.edu/Alert/Pages/default.aspx>

The EPCC Tejano Alert Emergency Notification System is an important part of keeping you informed of emergencies and other conditions.

EPCC

Police Department



EMERGENCY PROCEDURES

QUICK REFERENCE GUIDE

PHONE NUMBERS
EMERGENCIES: 911
EPCC POLICE: 915.831.2200

FACILITIES: 915.831.7880
WEBSITE: www.epcc.edu/Police/Pages/default.aspx

WHAT TO DO . . .

FIRES

- Activate the nearest fire alarm pull station
- Call EPCC Police at 831.2200
- Notify occupants and help those needing assistance in the immediate area
- Confine the fire by closing doors as you exit
- Evacuate the building at the nearest exit
- Do not re-enter the building until authorized to do so by emergency personnel

BUILDING EVACUATION PROCEDURES

- When notified, evacuation is mandatory
- Do not use elevators
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather
- Close doors as you exit
- Move all personnel to a safe area, away from the building in danger

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package
- Evacuate the immediate area
- Call EPCC Police at 831.2200
- Notify your building administrator

BOMB THREATS

- Remain calm
- Get as much information as possible from the caller
- Call EPCC Police at 831.2200
- Follow instructions from emergency personnel

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior
- Do not let anyone into a locked room/building
- Do not block a person's access to an exit
- Call EPCC Police at 831.2200

ACTIVE SHOOTERS

- If possible, exit the building immediately and call EPCC Police at 831.2200
- If you cannot exit:
 1. Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible
 2. Stay away from windows
 3. Remain calm and quietly call EPCC Police at 831.2200
 4. Evacuate the room only when authorities have arrived and instructed you to do so
 5. Do not leave or unlock the door to see "what is happening"
 6. Do not attempt to confront or apprehend the shooter, unless as a last resort
 7. Do not assume

WEATHER EMERGENCIES

- Check the EPCC web site at www.epcc.edu for updated information
- Monitor your work email for notifications and direction related to the weather
- Monitor local television and radio stations for announcements

IN AN EMERGENCY, CALL EPCC POLICE AT 831.2200

My Tejano Alert Information <http://www.epcc.edu/Alert/Pages/default.aspx>

The EPCC Tejano Alert Emergency Notification System is an important part of keeping you informed of emergencies and other conditions.

LINK TO STUDENTS FORMS

Report of Health Evaluation for Students in Health Career:

<https://my.epcc.edu/sites/Resources/InstructionalDeans/Shared%20Documents/ReportofHealthEvaluation.pdf>

Physical Technical Standards Form:

<https://my.epcc.edu/sites/Resources/InstructionalDeans/Shared%20Documents/PhysicalTechnicalStandardsforStudentsinHealthCareer.pdf>

Sharps' Injury Reporting Form:

<https://my.epcc.edu/sites/Resources/InstructionalDeans/Shared%20Documents/SharpsInjuryReport.pdf>

MMR & Varicella Immunizations & Blood Titer Requirements for Health Students/Faculty:

<https://my.epcc.edu/sites/Resources/InstructionalDeans/Shared%20Documents/MMR&VaricellaImmunization&BloodTiterReqforHealthStudents.pdf>

Pre-Clinical Clearance Form:

<https://my.epcc.edu/sites/Resources/InstructionalDeans/Shared%20Documents/PreClinicalClearanceForm.pdf>

Instructions for Completing the Pre-Clinical Clearance Form:

<https://my.epcc.edu/sites/Resources/InstructionalDeans/Shared%20Documents/InstructionsforCompletingPreClinicalForm.pdf>

STUDENT ACKNOWLEDGMENT

I have read, the STUDENT CLINICIAN HANDBOOK for Health Career and Technical Education, Math & Science, and will comply with the requirements contained within. I understand this STUDENT CLINICIAN HANDBOOK may be updated on the first day of class. I further understand that I am responsible for following procedures as changed and published in the STUDENT CLINICIAN HANDBOOK for Health Career and Technical Education, Math & Science, throughout my enrollment.

Student Name (Print): _____

Program: _____

Student Signature: _____

Date: _____

➔ Sign and return to instructor for record keeping ➔

RELEASE OF INFORMATION

Purpose: Under the Family Educational Rights and Privacy Act of 1974. A written permission is required to release student information.

Explanation: Any information you agree to release will assist EPCC Program Coordinator, faculty/staff, and clinical affiliate to schedule and place students in Healthcare facilities/clinical areas and /or notify students of any emergency messages received.

Developing clinical rotation schedules for students enrolled in health career courses is necessary.

I, _____, give permission to El Paso Community College to issue the following information to Health Facilities/clinical areas that is relevant. This information is confidential and will be released only on needed basis to faculty coordinator, instructor, and staff.

- Clinical affiliates mark, #1
- Classmates (within the clinical internship) mark, #2
- Program use (Accreditation reports, for graduation, etc.) mark, #3

Please check only the following items you want to release information from above numbered entities:

	#1	# 2	# 3
• A clinical schedule with names of student	_____	_____	_____
• Verification of background and substance abuse tests	_____	_____	_____
• Verification of completed community-wide orientation	_____	_____	_____
• HIPAA training	_____	_____	_____
• Dates and results of required immunizations or Titers	_____	_____	_____
• TB skin test results and dates	_____	_____	_____
• Date of CPR Certification	_____	_____	_____
• Telephone	_____	_____	_____
• Address	_____	_____	_____
• References for employment (optional)	_____	_____	_____

Name, addresses to clinical affiliates for invitations to graduation parties (Optional) _____

**COVID-19 Vaccination dates (Optional) _____

****NOTE:** Clinical affiliates require this information of all students providing patient care. Failure to release this information may result in non-admittance to clinical facilities.

Student's Name (Print): _____ Program: _____

Student's Signature: _____ Date: _____

➔ Sign and return to your instructor for record keeping ➔

PATIENT CONFIDENTIALITY HIPAA

All information learned during a patient care experience and/or from patients' records is completely confidential. It is a HIPAA violation to comment on patients' status to peers; with the exception of Instructors and/or agency members that must be informed of any confidential matters. Student must take into consideration patient's moral values and preferences. Any negative and/or critical comments about any patient must be restrained, since this may be taken very personal by the patient's family and/or friends if overheard.

Positive attitude and treatment towards any patient should focus on patients' best interest at all times. Students must follow ethical protocols, especially during COVID-19 pandemic where you must practice your professionalism. Do not disclose patients' personal information unless you are communicating with the patient's doctor, floor nurse, or health practitioner.

I understand and agree that in the performance of my duties as a student in the _____ Program.

I must hold patient information in confidence. Further, I understand and agree that intentional or voluntary violation of the patient's confidentiality may result in refusal by the health care facility to allow me to participate in patient care. Violating patient confidentiality may place the patient in emotional jeopardy, or unsafe clinical practice, and may result in failure to meet course objectives.

Student Name (Print): _____ Program: _____

Student Signature: _____ Date: _____

➔ Sign and return to instructor for record keeping ⬅

ATTENDANCE FOR COURSE PURSUIT

To establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Career and Technical Education, Math & Science has set the following standards.

Students must follow the standards established in the current edition of the Health Career and Technical Education, Math & Science Programs STUDENT'S CLINICIAN HANDBOOK and/or program addendum. The student is bound by standards in the Handbook as evidenced by the return of the signed/dated acknowledgment sheet.

Where student continues to pursue the course objectives, but is receiving failing grades, he or she will remain eligible to complete the course, except in instances where unsafe practice occurs.

The student must appear for examinations, presentations, or other required class activities and submit required papers, projects and reports as identified in the course syllabus/calendar.

I have read and understand the standards established in the current edition of the Health Career Programs Student Clinician Handbook and Program addendum.

Student Name (Print): _____ Program: _____

Student Signature: _____ Date: _____

➔ Sign and return to instructor for record keeping ➔

SCHOLASTIC DISHONESTY

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not limited to cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

11. Copying from another student's test paper.
12. Using test materials not authorized by the person administering the test.
13. Unauthorized collaborating with or seeking assistance from another student.
14. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a test.
15. The unauthorized transportation or removal, in whole or in part, of the contents of a test.
16. Substituting for another student or permitting another student to substitute for oneself; to take a test.
17. Bribing another person to obtain a test or information about a test.
18. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
19. Students performing clinical procedures outside authorized facilities. Students who practice illegally may jeopardize their career.
20. Students performing clinical procedures to individuals at home

Any student involved in scholastic dishonesty please refer to above identified violations and to below EPCC Policy FLB-1.

Student Conduct at the discretion of their faculty may obtain the following results:

- Have the test or paper graded zero (0),
- Be removed from the class, and/or
- Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program. Preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating precludes the instructional faculty's ability to declare prospective graduates reliable and ethical.

Student Name (Print): _____

Program: _____

Student Signature: _____

Date: _____

➔ Sign and return to instructor for record keeping ➔