FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

STUDENT HEALTH & SAFETY
Policies and Procedures

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Campus Health & Safety Office

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SECTION 1:
HEALTH & SAFETY POLICIES FOR ALL STUDENTS

The following policies apply to ALL students enrolled at the University including those enrolled in clinical programs.

Immunization Requirements for All Students

In compliance with state law (Louisiana R.S. 17:170 Schools of Higher Learning), the Franciscan Missionaries of Our Lady University has adopted an immunization policy to protect the students, faculty, and staff from outbreaks of specific communicable diseases. The policy applies to every applicant to every program at the University and for returning students after an absence of one semester or more.

POLICY

All students born after 1956 enrolling for the first time at Franciscan Missionaries of Our Lady University must furnish proof of immunization for measles, mumps and rubella (MMR). All students are required to provide proof of tetanus and diphtheria (TD) vaccination within the past ten years regardless of age. In addition, students must furnish proof of immunization against meningitis and COVID-19.

Students will **not** be allowed to complete registration unless they have furnished proof to the University that they have satisfied the immunization requirement. That requirement can be met either by furnishing proof of immunity or by signing a waiver claiming exemption from the immunization policy. These options are described below.

PROOF OF IMMUNIZATION

1) If you were born after 1956, you must furnish proof of immunity to measles, mumps, rubella (MMR) by providing:
   a. Either proof of TWO immunizations for measles since birth or ONE immunization for measles at age 15 or later; AND
   b. at least ONE immunization for mumps AND
   c. at least ONE immunization for rubella;
2) All students must furnish proof of one tetanus/diphtheria (T/D) immunization within the last 10 years.
3) Meningitis Vaccine within the last 10 years or a meningitis waiver is also required for all students. **Meningitis Vaccine is required for all PA (Physician's Assistant) and Medical Laboratory students.**
4) All FranU students who will be on campus for ANY reason are required to be vaccinated with one of the following COVID-19 vaccines: Pfizer, Moderna, or Johnson and Johnson.

Your proof of immunizations must be a record from a physician, public health clinic, or other health care provider indicating:

- the name and dates of immunization or
- the date and results of a serologic test proving immunity.

WAIVER FROM IMMUNIZATION REQUIREMENT

You may claim exemption for medical, personal, or religious reasons.

- YOU MUST INDICATE WHICH VACCINE YOU WISH TO WAIVE.
- If you have a medical reason for not being immunized, you must submit evidence from your physician and the requirement will be waived.
- If you have a religious reason for not being immunized, you must submit a signed statement from your faith leader for review.
- You may also claim exemption from the immunization requirement for personal reasons. If you are not 18 years of age, a request for exemption must be signed by a parent or legal guardian.

Persons who sign a waiver will be permitted to complete the registration process. If you claim exemption from the immunization requirement for medical, personal, or religious reasons, the University will require you to leave the campus and will exclude you from class in the event of an outbreak of the communicable disease indicated in your exemption request. You will not be permitted back on campus or in class until the outbreak is over or until you submit proof of adequate immunization. **Please be advised that not being vaccinated could affect your clinical placement and delay your program progression and graduation.**

IMMUNIZATION HOLDS

An immunization hold will be placed on student accounts for failure to comply with the immunization requirement. This is a common practice of colleges and universities to demonstrate good faith in compliance with state legislation regarding immunization requirements for higher education. A “hold” on student account will prevent the student from most University transactions including registration for courses, obtaining transcripts, and may impact financial aid. Hold can be removed once the immunization requirement is met. Please contact the Health & Safety Office for assistance regarding immunization holds.

Please see the Student Health page of the University website for Frequently Asked Questions about immunization compliance.

Student Health Records

MAINTENANCE & STORAGE OF STUDENT HEALTH RECORDS

Student records received by the Health & Safety Office include immunization records, health documentation, drug screen reports and criminal background reports.

- Student health records are completely confidential and maintained separately from academic records. Electronic health records are maintained by the Health & Safety Department. The department began transitioning to electronic document storage in summer of 2020 and paper records are being phased out.
- Health records may be released only with the student's written consent.
- The records are reviewed by an RN and relevant data entered into the electronic student information system.
- The hard copy health documents are not generated by the Campus Health & Safety Office but originated by other health care providers. As such, hard copy student health records will be stored for a period of two years following the last semester enrolled at the University. Hard copy health documents stored longer than this two-year period will be destroyed.

PROCEDURE FOR RELEASE OF STUDENT HEALTH INFORMATION

According to American Nurses Association (ANA), Scope and Standards of College Health Nursing Practice, Standards of Professional Performance, Standard V. Ethics #2., the University health nurse maintains client confidentiality. Therefore, the Franciscan Missionaries of Our Lady University has established this written policy concerning the release of health information and records.

Health information and records shall not be released to any persons within or outside the University without specific written authorization from the student. The student must complete and sign the "Authorization for Release of Health Information" form. This form is available in the Health & Safety Office and on the University website.

Students with certain medical conditions should consider sharing this information with their instructors if it would be in their best interest. For example, a seizure disorder, poorly controlled diabetes or other medical conditions that could lead to a medical emergency.

Illness and Injuries

MEDICAL EMERGENCIES

Refer to the Campus Safety Plan for procedures regarding medical emergencies.

MEDICAL LEAVE OF ABSENCE

The University is committed to creating an accessible and inclusive environment for all students. Any student with a condition (illness, infection, injury, pregnancy, etc.) that necessitates leaving an assignment or results in an extended absence of 3 or more days must discuss their situation with their instructors and the Director of Campus Health and Safety.

Students may choose to continue with their program with the understanding that they are expected to satisfactorily meet the same standards of course and classroom performance as are

the other students enrolled in the program as well as adhering to academic policies that apply to all students.

Procedures Related to Absence

Following an absence described above, the student may return to class after obtaining medical documentation of the student's ability to participate in all activities inherent in the course description. The student must contact the Student Health and Safety Office regarding how to obtain a “Return to Class/Clinical Form”. Student must provide medical documentation regarding dates of illness and any activity restrictions prescribed.

An illness requiring an extended absence that prevents the completion of course work because of circumstances beyond the student’s control, may necessitate the process for an “I” grade, withdrawal, or resignation. The student must initiate the appropriate process following established guidelines in the current catalog.

Request for Accommodations

Students who wish to request reasonable accommodations for medical reasons must register with the Office of Disability Services (see Student Handbook regarding Disability Services). Reasonable accommodations vary based on the student’s circumstances and academic program. Please refer to your program handbook regarding additional recommendations for students in specific programs.

Students should submit documentation regarding medical restrictions and/or medical recommendations to the Health & Safety Office. Student’s faculty will be advised of the restrictions and recommendations by the Health & Safety nurse.

Students should then discuss their medical accommodation request with their professor(s). If unsatisfied with the faculty members’ response(s), then the student should contact their Program Director/Chair. If the student has attempted to resolve their concerns with their Program Director/Chair and is still unsatisfied with the response, they may contact their School Dean. The decision of the Dean is final.

INJURY IN THE SCIENCE LAB OR CLINICAL SETTING

Students enrolled in Science Lab courses and Clinical Programs are covered by a secondary accident insurance. If a student is injured in these areas:

- Immediately notify your instructor and the Director of Campus Health & Safety.
- Provide first aid.
    - If injury occurs on campus, first aid kits are available in each campus building and lab.
    - If injury occurs in clinical setting, follow treatment protocol of the clinical agency.
- If medical attention is required, the student may go to the Emergency Department or their personal health care provider. Keep in mind that emergency charges can become expensive for minor injuries.

- Present your primary insurance card to the health care provider. Students are not covered under Workers Compensation when performing student assignments in Science Lab or Clinical Agency.

- Following the incident, the student must complete an RLDatix report and notify the Health & Safety Office as soon as possible to assist student with filing claim for benefits from the secondary accident insurance.

"CLEAN" NEEDLE STICK OR SHARPS INJURY

In the event of a "clean" needle stick or sharps injury in the Science or Clinical Skills lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the student's personal physician. Details of the incident and the referral made must be documented in RLDatix. **Needle sticks in any other setting must follow the full exposure control protocol.**

Exposure Protocols

VARICELLA EXPOSURE

In the event a student is exposed to the varicella virus (chicken pox), it is advised that the student get a titer to determine if he/she has immunity. If the student has no immunity, he/she will not be able to attend class or clinical assignment from day 10 thru day 21 following exposure.

BLOOD BORNE PATHOGEN EXPOSURE

Students are treated for exposure to blood and body fluids according to the protocol of the facility where the exposure occurred. The student is personally responsible for any costs associated with health care required by the facility's protocol for any injury received by the student. The cost of treatment may be covered by the student's primary health insurance. Students who sustain blood borne pathogen exposure during a science lab or clinical program assignment may also be covered by the secondary accident policy provided by the University.

The exposure protocol of Our Lady of the Lake Regional Medical Center is the guiding reference for the University regarding exposure to blood and body fluids.

Financial Responsibility for Health Care

The student is responsible for the payment of all financial obligations incurred in securing health care including but not limited to:

- physician's charges and expenses incurred in physical examinations.
- outpatient services: x-ray, laboratory and emergency room charges.
- medication purchased from hospital pharmacy.

Health Insurance

STUDENT HEALTH INSURANCE

The University encourages all students to carry personal health insurance. It is ***strongly recommended*** that all students enrolled in clinical degree/certificate programs carry personal health insurance and that this be verified to the Health and Safety Office. Brochures on different insurance plans available to students may be obtained from the Health & Safety Office. The exact provisions of each plan are detailed in the respective company's master policy. Students are advised to carefully review the master policy for any insurance chosen as it will govern and control the payment of benefits. For further information contact the Office of Health and Safety at 490-1603. Information on health plan options is also available on the Health & Safety page of the University website.

ACCIDENT INSURANCE (for students in clinical courses and science lab courses)

The University provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of $10,000 per accident. Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid. The student must submit an incident report to the Health and Safety Office as soon as possible following the accident. The Director of Campus Health and Safety will assist the student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only.

Drug and Alcohol Policies & Procedures

DRUG & ALCOHOL POLICY

Students should not come to the campus or report for clinical assignments while under the influence of alcohol, illegal drugs or unauthorized prescription drugs, nor should they consume such substances or have alcohol beverages or unauthorized drugs on their person. The abuse of legal (prescription) or over the counter drugs is also prohibited. When circumstances suggest an impairment, the student will be asked to submit to a drug screen or test of blood alcohol level.

REPORTING SUSPECT VIOLATIONS OF DRUG & ALCOHOL POLICY

- The circumstances suggesting impairment should be immediately reported to the Director of Campus Health and Safety or administrative designee by any individual who observes the impaired behavior.

- The Director of Campus Health and Safety or administrative designee will assess the situation. If the student appears to be impaired, he/she will be removed from the environment immediately.

- Transportation by taxi to a designated drug testing center will be arranged as needed.

- Utilizing protocol established at OLOLRMC, the student will submit to drug screening at the OLOLRMC Laboratory or Total Occupational Medicine Clinic (or other designated collection site).

- The student may not return to the classroom or clinical setting until the University is assured that the student is in compliance with the drug regulations and has a negative test.

DRUG TESTING POLICY FOR STUDENTS

All students enrolled at the University are subject to drug screening for reasonable suspicion or cause. All University clinical students will be subject to pre-enrollment then random testing as well as drug screening for reasonable suspicion or cause.

DRUG TESTING PROCEDURE FOR STUDENTS

- Clinical students will receive pre-enrollment drug screening instructions in the clinical health packet. When notified for random drug screening or drug screening for reasonable suspicion, the student must submit to the test on the chosen day within one hour of notification from a University representative.

- Students to be tested will report to the designated collection site with picture identification where they are required to sign a consent and release form for testing.

- If a student fails to report for the test by the established deadline, refuses testing, or attempts to manipulate the results of a drug test, the test will be treated as positive and the student is subject to discipline, including, and up to dismissal from the clinical program and/or the University.

- Drug testing personnel will initiate a chain of Custody/Test Requisition form that will be coded with the student's code number and not identifiable by name. (Note: The Laboratory will only accept requests for drug testing when the appropriate Chain of Custody/Test Requisition form is completed.)

- The Laboratory will take possession of the Chain of Custody/Test Requisition form and initiate all activities associated with the drug testing program in accordance with their departmental policy. A procedure is established by the Laboratory to ensure that the specimen tested is, in fact, that of the student.

- Positive drug tests will be confirmed by an In-State Laboratory in accordance with OLOLRMC Laboratory procedure.

- All laboratory results will be communicated to the Director of Campus Health and Safety or University designee and will remain confidential in accordance with current policy.

- If the student has a confirmed positive test, the University will request that the student provide additional information. The student may not return to the classroom or clinical setting until cleared for continued enrollment. Student will have 5 business days to satisfy requests from the screening agency's Medical Review Officer. Pre-licensure students enrolled in the School of Nursing must also be cleared for continued enrollment by the Louisiana State Board of Nursing. The student may be requested to undergo an evaluation by resource(s) approved by the University. Nursing students must use approved evaluators listed on the LSBN Web site at http://www.lsbn.state.la.us/documents/monitoring.asp. The student will be required to provide the University with properly executed release of information forms.

- The student's Program director and/or Dean will be notified of positive drug screens. The Dean of Nursing will report positive drug screens on School of Nursing students to the Louisiana State Board of Nursing in accordance with the Louisiana State Board Rules of Professional and Occupational Standards.

- All actions taken under the authority of this policy will be treated with confidentiality. Information related to tests results will be communicated on a strict "need to know" basis. Discussion and counseling will be conducted in a private and confidential manner in accordance with current counseling protocol.

- Students with confirmed positive tests for illegal drug usage or misuse of prescription drugs are in violation of University policy and are subject to discipline, including, and up to expulsion.

- Students who fail a University mandated drug screen will not be permitted to apply for any clinical program until the record is cleared as verified by the Health & Safety Office. This policy applies as well to enrollment in any course with a clinical component. The Safety Office will accept reports only from approved agencies. Students denied admission may reapply after a period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a University designated facility and at a time appointed by the University.

Tobacco Policy

The University is a tobacco free campus. The use of tobacco products including, but not limited to, cigarettes, e-cigarettes, cigars, pipe smoking and chewing tobacco is prohibited on the University property. Electronic cigarettes (E-cigarettes) and similar products are also prohibited. The property includes all buildings, grounds and parking lots owned, leased or operated by the University or OLOLRMC.

All University faculty, staff and students as well as visitors and vendors are expected to honor the intent of the policy and to use the programs and services available to avoid smoking while on

campus and avoid exposing others to second hand smoke. Violation of the policy will result in disciplinary action up to and including termination or dismissal from the University.

DISCIPLINARY PROCEDURE FOR TOBACCO VIOLATIONS

The University will implement the following disciplinary actions related to student(s) who fail to comply with this policy:

1) Faculty or staff will give verbal warning to student(s) in violation of the policy and submit the student's name(s) to the Director of Campus Health and Safety.

2) The Director of Campus Health and Safety will track the number of times a student's name has been submitted for violation of the tobacco policy.

    - Upon first notice of a violation, the student will be notified that a verbal warning for smoking behavior was reported.

    - Upon second notice of a violation, student will be notified in writing that a second violation was reported. The written notice will also explain that upon a third violation, the student will be counseled by the Dean of Students and be placed on probation.

    - Upon third notice of a violation, the Dean of Students will be notified to counsel the student regarding the smoking behavior, the student will be placed on probation, and the student will be informed that a fourth smoking violation during the probationary period will result in the student being referred to the Vice President of Student Affairs and Enrollment with a recommendation for disciplinary suspension. The Vice President of Student Affairs and Enrollment will follow the procedures for misconduct.

Incident Reports

An RLDatix Report must be completed for any injury, property damage, or unusual occurrence involving a student, employee or visitor on the University campus. The RLDatix Report is an online report that can be accessed via the portal page. Contact the Health and Safety Office for any issues with RLDatix.

If the incident occurs during a clinical rotation, the protocol of the clinical agency should also be followed.

Pregnancy Policy

The University is committed to creating an accessible and inclusive environment for pregnant students. Pregnant students may choose to continue with their program during pregnancy with the understanding that they are expected to satisfactorily meet the same standards of clinical and

classroom performance as are the other students enrolled in the program as well as adhering to academic policies that apply to all students.

Students may request reasonable accommodations as a result of pregnancy, childbirth, or related conditions. Reasonable accommodations vary based on the student's circumstances and academic program, but may include: academic accommodations and flexibility (such as breaks during class, excused absences, rescheduling of tests, extensions of deadlines, and alternatives to make up missed work). Please refer to your program handbook regarding additional recommendations for pregnant students in specific programs. *Also see Section 2 Pregnancy Policy-Additional Details for clinical students.*

Procedure

Students who wish to request accommodations based on pregnancy should first submit medical documentation regarding restrictions and/or recommendations to the Health & Safety Office. Student's faculty will be advised of the restrictions and recommendations by the Health & Safety nurse. Students should then discuss their accommodation request with their professor(s). If unsatisfied with the faculty members' response(s), then the student should contact their Program Director/Chair. If the student has attempted to resolve their concerns with their Program Director/Chair and is still unsatisfied with the response, they may contact their School Dean. The decision of the Dean is final.

Nursing Mothers

A lactation room is available for use on the second floor of the Student Services Building offering a comfortable, quiet, private location for nursing mothers to use a breast pump.

SECTION 2:
HEALTH & SAFETY POLICIES FOR CLINICAL STUDENTS

In addition to the policies above for all students, the following policies apply to students in clinical programs.

Clinical Program Health & Safety Requirements

After being accepted into a health career program, students will receive health packet information detailing all health and safety requirements that must be met prior to the first clinical course. Failure to maintain compliance with the health and safety requirements **each semester** will result in the student's inability to attend the clinical portion of their program and may result in withdrawal from the clinical program (see program or school handbooks for further information). The following is a summary of the requirements that are explained in more detail in the electronic student health packets. The health packets in Softdocs also provide required forms and more contact information for affiliates mentioned below.

Documentation for health requirements needing to be updated annually (i.e. TB, CPR) must be submitted to the Health & Safety Office via Softdocs by the **Friday before** the start of the semester in which the requirement is due. For example: if TB or CPR will expire after the semester begins, those items must be updated in time to provide updated documentation to the Health & Safety Office by the Friday before that semester begins.

Students should contact the Office of Health and Safety if they have any questions regarding these requirements.

Immunizations & Titers

MMR, TD, MENINGITIS & COVID-19 IMMUNIZATIONS

MMR, TD, Meningitis and COVID-19 are immunizations that are required for all students. See "IMMUNIZATION REQUIREMENTS FOR ALL STUDENTS" above. NOTE: Meningitis Immunization is required for all PA (Physician's Assistant) and Medical Laboratory students.

VARICELLA IMMUNIZATION

All University students enrolled in clinical courses must provide evidence of varicella (chickenpox) **immunity**. Acceptable evidence of varicella immunity includes either of the following:

- Documentation of two doses of varicella vaccine; OR
- Serologic evidence (blood test) showing immunity to varicella or laboratory confirmation of prior disease. **History of disease is not sufficient.**

INFLUENZA IMMUNIZATION

In accordance with the Louisiana Department of Health Region II that includes hospitals in the Baton Rouge area, all students in programs providing direct patient care must have current influenza immunization. Immunization against the flu must be updated annually. When students submit documentation of annual flu vaccination to the Office of Health & Safety, a colored tag will be applied to the student's clinical ID badge to wear throughout the flu season to indicate their compliance with the policy.

Any individual who declines to be vaccinated must sign a declination form and complete either a Medical or Religious/Philosophical exception form, if not completed within the previous year. Anyone who declines must also wear a hospital-provided mask while in a patient care area or while conducting a patient care activity when in proximity (six feet) of a patient (in-patient, out-patient, or any type of patient).

HEPATITIS B IMMUNIZATION

All students enrolled in clinical courses must receive the first injection of the hepatitis B immunization series prior to beginning clinical rotation and must complete the series to remain in the program unless contraindicated for medical reasons. If contraindicated, notation of such by the student's health care provider must be submitted to the Health and Safety Office. Students may receive the hepatitis B series through a clinic or private physician and must submit documentation of the immunizations to the Health and Safety Office. Students must follow the 6 month schedule recommended for completion of this immunization series to remain in compliance with this requirement.

If documentation of the three dose series is not available, a lab test for proof of immunity (Hepatitis BSA) will be required.

Hepatitis B vaccine booster doses are not recommended for most healthy people. Booster doses are recommended only in certain circumstances and the need for booster doses should be determined by appropriate serologic tests for hepatitis B. Recommendations regarding booster doses for hepatitis B vaccine will be managed on a case by case basis or at the discretion of the student's primary care practitioner.

ANTIBODY TITERS (BLOOD TESTS)

An antibody titer is a laboratory test that measures how many antibodies are in a blood sample. The level of antibodies helps determine a person's immunity level to a particular communicable disease. If the amount crosses a certain threshold, then the person is immune to the specific antigen (or virus), but if not, then they are at risk of contracting the disease.

The clinical sites for some programs require these blood tests to prove immunity. The clinical student health packet will describe this requirement in more detail for each program.

WAIVER OF IMMUNIZATIONS FOR CLINICAL STUDENTS

Clinical students may request waiver of immunization requirements for medical or religious reasons by completing a request for exemption form available in Softdocs. Requests for exemption will be considered on a case by case basis and will require student to 1) provide supporting documentation for the request AND 2) meet with a University President designee. The President's designee will make a recommendation to the President to approve or deny the request and the President's decision is final. Students should understand that if the exemption is approved, clinical placement may not be guaranteed.

PHYSICIAN'S ASSISTANT STUDENT IMMUNIZATION & TITER REQUIREMENTS

In addition to the requirements listed above, the Hepatitis B vaccine series, Varicella vaccine 1 &2 or titer, and Meningitis Vaccines are required for all PA (Physician's Assistant) students. Documentation of all immunizations must be up-to-date prior to beginning the PA clinical program and updated annually, as necessary (i.e. influenza vaccine).

Physical Exam

Prior to beginning a clinical degree or certificate program all students are required to complete a physical examination by their private physician. The form for the physical is provided in the health packet.

TB Screening

A TB skin test is required of all students upon entering a clinical degree or certificate program, then **annually** thereafter. A TB skin test will also be required as a condition of readmission to any clinical degree or certificate program. All continuing clinical students must submit the results of appropriate screening for TB **annually** to the Health and Safety Office via Softdocs.

Some clinical sites may additionally require the TB screening to be repeated within six weeks of the clinical assignment.

Clinical students with a history of a positive TB skin test must contact the Office of Health & Safety for information on alternative TB screening methods.

Pre-enrollment Drug Screening & Criminal Background Checks

PRE-ENROLLMENT DRUG SCREENING

In addition to the "Drug & Alcohol Policies" noted above for all students, clinical students are required to submit to pre-enrollment and random drug screening for the duration of the clinical program as well as drug screening for reasonable cause. All applicants to clinical programs must be cleared for enrollment.

Random drug screening will be done at the University's expense. Pre- enrollment drug screen costs will be included in the student's fees. All students, as a condition of enrollment in a clinical program, must abide by the University's drug and alcohol policies and consent, when asked, to submit to urine drug testing to determine compliance with the policy.
See "Drug Screening Policy & Procedure" above for more information.

CRIMINAL BACKGROUND CHECKS

Upon acceptance into a program or course that requires a criminal background check, student enrollment is contingent upon passing the criminal background check. The University's general admission and clinical program admission application forms require-students to disclose any prior criminal convictions and/or arrests. The background check process is designed to meet agency requirements and insure the accuracy of students' self-reports. Cases where students have not answered the background question on the application accurately will be dealt with severely and, at a minimum, result in the student being placed on administrative probation.

Undergraduate nursing students (BSN students) will have background checks conducted by the Louisiana State Board of Nursing. These nursing students will receive instructions on fingerprinting and the LSBN background check procedure directly from the School of Nursing.

Students in other clinical programs will have criminal background checks conducted by Background Research Solutions (BR-Solutions.net). Students will receive information on the procedure for completing the criminal background checks in the student health packet.

NOTE: Depending on your clinical placement, you may be required to complete an additional background check through the Louisiana Bureau of Criminal Identification and Information. The instructions below are provided to assist you in completing the process to obtain your Louisiana criminal history report.

PROCEDURE FOR CRIMINAL BACKGROUND CHECKS

Applies to ALL graduate students in clinical programs and ALL undergraduate students in clinical programs EXCEPT nursing.

1. Students will complete the release form for the background check to be conducted by BR-Solutions at https://br-solutions.net/franu/

2. It is the student's responsibility to submit the release form and acceptable form of payment to Background Research Services for the cost of the background check on a schedule designated by their program.

3. The Health and Safety Office will receive and review the criminal background reports. Students who are not cleared for progression will be notified by the Health and Safety Office. The student will be instructed to contact Background Research Solutions in writing to resolve any outstanding issues and will be apprised of rights under the Fair Credit Reporting Act.

4. Any irregularities noted in the student's criminal history will also be referred to the appropriate Vice President for the student's program of study and to the appropriate Dean and program director.

5. The Dean and program director, and others deemed appropriate, will consult with the student to discuss the record, apprise the student of the review process and appeal rights, and make a recommendation to the Vice President of Academic Affairs regarding the student's continuation in the program. The Dean will notify the student and the Vice President of Academic Affairs of the recommendation in writing.

6. If the recommendation is that the student be dismissed from the program, the student may request to appear before a faculty hearing panel to be convened by the Vice President of Academic Affairs.

7. After considering the hearing panel's recommendation, the Vice President of Academic Affairs will make the final decision regarding progression in the program and notify the student within ten working days of the hearing panel meeting. The Vice President's decision cannot be appealed.

PROCEDURE TO OBTAIN LSP BACKGROUND CHECK
(only if required by clinical agency)

1. On the state police website (lsp.org), go to the "Applications & Forms" section.

2. Select "Background Check Forms"

3. Download and complete the following forms:

   a. "Right to Review Authorization Form"
   b. "Right to Review Disclosure Form"

4. You may submit the completed forms and appropriate fees in person or by mail. If you go in person, you will leave with your criminal history report.

   a. In person:
      - Go to Louisiana State Police Office located at 7919 Independence Blvd. in Baton Rouge. Hours of operation are 8:00am-4:30pm Monday thru Friday.
      - Electronically submitted fingerprints obtained at LSP Headquarters after 3:30 will be available for pickup the next business day.
      - Bring completed "Right to Review Authorization Form" and "Right to Review Disclosure Form"
      - You may pay by credit card in person or you will need to bring two separate money orders or cashier checks:
        - $10 for fingerprinting
        - $26 for the criminal history processing fee.
   b. By mail:
      - Submit ALL of the following items to the address indicated on the required forms:
        - Completed "Right to Review Authorization Form" and "Right to Review Disclosure Form"
        - Two unique digitally completed FBI (form FD-258) fingerprint cards, completed by your local law enforcement agency
        - $26 money order or cashier check.

5. Provide your completed report to the requesting clinical agency NOT to the University.

FAILURE OF DRUG SCREEN OR CRIMINAL BACKGROUND CHECK

Students who fail a University mandated drug screen or criminal background check will not be permitted to apply for any clinical program until the record is cleared as verified by the Safety Office. This policy applies as well to enrollment in any course with a clinical component. The

Safety Office will accept reports only from approved agencies. Students denied admission may reapply after a period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a University designated facility and at a time appointed by the University.

CPR Certification

CPR POLICY

All students, upon entering a clinical degree or certificate program, are required to submit evidence of current certification in Healthcare Professional CPR prior to beginning the clinical program. Also Healthcare Professional CPR recertification will be required as a condition of readmission to any clinical degree or certificate program.

All clinical students must maintain current certification in basic cardiopulmonary resuscitation (CPR) at the **Healthcare Provider Level** for the duration of the clinical program. The only type of CPR certification accepted to meet this requirement is the American Heart Association **Basic Life Support.** CPR certification may be completed at an agency of the student's choice, but it must be of the type indicated in this section.

ONLINE CPR COURSES

The online CPR programs that issue a card via their website are not approved by American Heart Association nor are they accepted by the University. The only acceptable online program is a two-step program by the American Heart Association called **HeartCode BLS** which requires a certificate for the online portion and a face-to-face skills demonstration for the card to be issued by an approved training site (including OLOL American Heart Training Center). If students are interested in this online method for CPR certification or renewal, please contact the Training Center at 765-2196.

Preventing Transmission of Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) to Patients During Exposure-Prone Invasive Procedures

The following information is based on guidelines developed by the Centers for Disease Control (CDC) for prevention of transmission of blood borne pathogens in the health-care setting. It includes recommendations for prevention of HIV, HBV and HCV transmission during invasive procedures that are considered exposure-prone.

INTRODUCTION

When healthcare workers adhere to recommended infection-control procedures, the risk of transmitting blood borne pathogens from an infected healthcare worker to a patient is small.

However, the likelihood of exposure of the patient to a healthcare worker's blood is greater for certain procedures designated as exposure-prone.

POLICY

Students enrolled in a clinical course who are infected with HIV, HCV or HBV (and are HBeAg positive) shall not perform exposure-prone procedures. If participation in exposure-prone procedures is part of the course curriculum, this prohibition prevents the student from being able to fulfill core performance standards. Making a change in the curriculum is ***NOT*** a reasonable accommodation under The Rehabilitation Act, Section 504, 1973; the ADA of 1990 or ADAAA of 2008.

Students enrolled in clinical courses who perform invasive procedures not identified as exposure prone, and who are or become infected with HIV, HCV or HBV, shall practice standard sterile technique and comply with standard precautions and current standards for sterilization and disinfection.

To minimize the risk of blood borne pathogen transmission, the following measures will be followed:

- All students in clinical programs involving direct patient care are required to receive hepatitis B vaccine before the first clinical assignment.
- Training in proper infection-control techniques and universal precautions must be included in all clinical programs.
- All clinical students and faculty must adhere to principles of universal precautions, including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.
- Clinical students and faculty who have exudative lesions or weeping dermatitis must refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves.
- Clinical students and faculty must comply with institutional guidelines for disinfection and sterilization of reusable devices used in invasive procedures.
- The Office of Health & Safety must be notified of all students enrolled in a clinical course who perform, or participate in, exposure-prone procedures and have been previously diagnosed as HBV, HCV and/or HIV seropositive or who know or should know that they carry and are capable of transmitting HBV, HCV or HIV.
- The Office of Health & Safety will notify program directors of students restricted from exposure prone procedures.

DEFINITIONS

Invasive procedure
An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries" associated with any of the following: 1) an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other

invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists.

Exposure-prone procedures
Characteristics of exposure-prone procedures include:

- digital palpation of a needle tip in a body cavity or
- the simultaneous presence of the healthcare worker's fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site, or
- any other invasive procedure in which there is a significant risk of contact between the blood or body fluids of the healthcare worker and the blood or body fluids of the patient.

Performance of exposure-prone procedures presents a recognized risk of percutaneous injury to the health care worker, and--if such an injury occurs--the healthcare worker's blood is likely to contact the patient's body cavity, subcutaneous tissues, and/or mucous membranes.

Procedures Considered not to be Exposure-Prone
Invasive procedures that do not have the above characteristics would be expected to pose substantially lower risk, if any, of transmission of blood-borne pathogens from an infected health care worker to patients.

Invasive procedures where the hands and fingertips of the health care worker are visible and outside the patient's body at all times, and internal examinations or procedures that do not involve possible injury to the health care worker's gloved hands from sharp instruments and/or tissues, are considered not to be exposure-prone. These may include:

- taking blood (venipuncture),
- setting up and maintaining IV lines or central lines (provided any skin tunneling procedure used for the latter is performed in a non-exposure-prone manner),
- minor surface suturing,
- incision of abscesses,
- routine vaginal or rectal examinations, and
- simple endoscopic procedures.

Latex Allergy

LATEX ALLERGY POLICY
Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students must submit this documentation to the Office of Health and Safety then obtain non-latex gloves from their clinical program.

PROCEDURE TO OBTAIN LATEX FREE GLOVES

- All students are to report contact dermatitis or latex allergy symptoms to the Health & Safety Office. Latex Allergy symptoms may include skin rashes; hives; flushing; itching; nasal, eye,

or sinus symptoms/irritation; shortness of breath; sneezing/wheezing or asthma symptoms; and shock.

- Students having contact dermatitis or latex allergy symptoms are to report to their personal physician or health care practitioner for assessment. The health care practitioner documentation is to be forwarded to the Health & Safety Office.

- After submitting physician documentation regarding the student's signs and symptoms of latex sensitivity or allergy, the Health & Safety Office will authorize the release of latex free powderless gloves for the student. A written notification will be sent to the student's program director.

- The clinical program is responsible to supply the student with latex free powderless gloves.

- The clinical program will release the latex free powderless gloves to the student. The student will be responsible for maintaining an adequate supply of the latex free powderless gloves for clinical assignments.

- Students will be instructed to report to the Health & Safety Office any additional symptoms or problems related to contact dermatitis or latex allergies, so that they can be re-assessed.

- The Health & Safety Office will assess each student on a case-by-case basis and when indicated, the student will be referred to a physician for medical follow-up.

Pregnancy Policy-Additional Details for Clinical Students

In addition to the Pregnancy Policy above for all students:

It is the responsibility of the pregnant clinical student to voluntarily declare her pregnancy in writing to the Director of Health and Safety and her academic Program Director as soon after conception as possible. With inherent risks of the clinical program in mind, this documentation should include a statement from the student's personal physician stating: a) the student's ability to meet the program's performance standards is not impaired and, b) the student is able to continue in the academic or clinical setting without undue detriment to herself and/or the fetus. This written release by the student's health care provider will be kept in the student's confidential health record in the Office of Health and Safety. Student may choose to continue with her program with the understanding that she is expected to satisfactorily meet the same standards of course and classroom performance as are the other students enrolled in the program as well as adhering to academic policies that apply to all students. For additional information regarding possible accommodations, refer to the Student Handbook.

RADIOLOGIC TECHNOLOGY STUDENTS

It is the responsibility of pregnant students to voluntarily declare their pregnancy in writing to the Program Director or Clinical Coordinator as soon after conception as practical. The student must

provide the expected date of delivery. The student will be counseled in regard to radiation safety and protection practices and use, the risks of prenatal exposure to ionizing radiation, an equivalent dose limit for the embryo/fetus and a copy of the US NRC Regulatory Commission Appendix to the Regulatory guide 8.13 "Instruction Concerning Prenatal Radiation Exposure." The program's radiation safety and protection guidelines are reviewed with the student. The opportunity for further discussion of the written instructions is given to the student. Following counseling, the student may choose one of the following options:

1) Choose to continue in the program without modification;
2) Choose to resign from the program; student may re-apply for the next class.
3) Choose a modified clinical rotation schedule (This option would allow the student to continue in the program without having rotate through fluoroscopic procedures not limited to i.e., Diagnostic Imaging fluoroscopic procedures, Surgery, Pain Management, C.V. /I.R., Radiation Therapy, ERCP, Nuc. Med. Once the student is no longer pregnant they will be required to make up these rotations as well as any time lost during pregnancy.)

A student choosing to continue in the program will be given a second "Special Purpose" personnel monitoring device, an optically stimulated luminescence (OSL) dosimeter to monitor exposure to the unborn embryo. The OSL dosimeter is to be worn at waist level. During fluoroscopy, OSL dosimeter is to be worn underneath the protective lead apron at waist level. The student must not confuse the designated location of the two monitors. Incorrect placement of the dosimeter will result in incorrect monitoring results. The maximum equivalent dose limit during the gestational period shall not exceed 500mrem (State Radiation and Nuclear Regulatory Commission).

The pregnant student is advised on the importance of radiation safety during clinical assignments. The student assumes responsibility of proper radiation protection during clinical assignments. Neither Franciscan Missionaries of Our Lady University, the Radiologic Technology Program nor the Clinical Education Settings will be responsible for radiation injury to the student or embryo/fetus should the student choose to continue in the program.

A student may decide to withdraw their previous notification of pregnancy at any time. The decision must be submitted in writing to the Clinical Coordinator.

A student who is unable to complete the semester may initiate a request for authorization of an incomplete "I" grade(s). The request must be signed by the student and instructor and approved by the director. The student must resolve the "I" grade(s) by the first day of class of the next semester (refer to the University Catalog - Policy on Incomplete Grades).

Should a student choose to resign from the program, the "Withdrawal from Courses" and/or "Resignation from the University" guidelines in the University Catalog must be followed.

Once enrollment is interrupted, the student is not allowed to progress through the Radiologic Technology program with the class to which she was admitted. A position will be held in the next class admitted (fall semester) for a student desiring to re-enter the program provided that the student was academically in good standing and that the withdrawal/resignation guidelines in the

University Catalog have been followed. The student must submit an Application for Readmission to the Office of Admissions and Records and a written request to the Program Director by March 15 for re-entry in the fall semester (refer to the University Catalog for policy on Readmission to the University).

Rev. 11/15

Healthcare Professional Liability Insurance

Professional liability coverage provided through OLOLRMC covers the University, its students and faculty members, as well as its allied healthcare programs, in the event of medical malpractice lawsuits.

Much like trained healthcare professionals, students are liable for their actions and should consider purchasing their own individual professional liability coverage. Healthcare professions students need to be aware that when they enter the workforce, there may be gaps in coverage provided by their employer.

NURSE ANESTHESIA STUDENT LIABILITY INSURANCE

Nurse Anesthesia Students are required to have their own individual professional liability coverage. Nurse Anesthesia students must follow the program's requirements for liability insurance as referenced in the Nurse Anesthesia Program Student Handbook.