



**CROSS-CREDIT  
HEALTHCARE PROGRAMS  
STUDENT HANDBOOK**

2023-2024

## PROGRAM DESCRIPTIONS

PROGRAM	COURSE DESCRIPTION	CONTACT HOURS	LENGTH OF PROGRAM	PROGRAM COST
Certified Nurse's Aide (CNA)	A Certified Nursing Aide assists patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN). This program follows the standards and curriculum provided by the Texas Department of Aging and Disability Services and prepares a student for the TDADS Nurse Aide State Licensure Exam.	104	11 weeks	\$805
Phlebotomy	This certificate program will prepare you for entry-level positions as a Phlebotomy Technician. You will complete coursework in the classroom and in an area laboratory. Upon successful completion of the program, you will be eligible to take the national certification examination in Phlebotomy.	172	13 weeks	\$1054
Dental Assistant	The Dental Assistant Program prepares students for entry-level positions in one of the fastest growing healthcare positions-Dental Assisting! This class is a study of pre-clinical chairside assisting procedures, instrumentation, infection/hazard control protocol, and equipment safety and maintenance.	148	19 weeks	\$1969
EKG Technician	This class prepares the EKG Technician student to assist physicians in diagnosing and treating cardiac and peripheral vascular ailments by performing diagnostic tests to assess the heart rhythm and rate in patients. Coursework includes the fundamentals of anatomy and physiology of the cardiovascular system, medical terminology, ethical/legal aspects, interpretation of basic dysrhythmias, appropriate treatment modalities, and communication skills.	84	11 weeks	\$882
Clinical Medical Assistant (CMA)	This class prepares Medical Assistant students to perform patient clinical skills in the medical office setting. Emphasis is on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. *	184	21 weeks	\$2330

## PROGRAM POLICIES AND PROCEDURES

\* Cross-Credit Healthcare students are held accountable for reading and following all college and program policies. Healthcare program policies and procedures are in addition to Lee College policies but do not contradict college policies or exempt a student from complying with college policies.

### **ADMISSION PROCEDURES**

1. Complete the Apply Texas application online at <https://goapplytexas.org/>  
Students can find a tutorial for the application on the Lee College website at <https://www.lee.edu/apply/>
2. Complete the financial aid (FAFSA) application at <https://studentaid.gov/>
3. Complete all health requirements. Health requirements must be ordered and submitted through **Complio** one week prior to the start of class. Students who do not have completed health requirements will not be allowed to attend class and therefore will not be able to continue in the program. All health requirements are at the student's expense.

Health requirements include:

- Background check (through Complio)
  - Urine drug screen (through Complio) ○ Any positive result will be reviewed and may disqualify the applicant from admission to a healthcare program.
  - Proof of negative tuberculin skin test (PPD) or negative QuantiFERON-TB Gold; or clear chest xray
  - Proof of current Tdap vaccine (within 10 years) – must have the pertussis component
  - Proof of MMR vaccination series (2 vaccines)
  - Proof of Varicella vaccination series (2 vaccines)
  - Proof of COVID vaccination series and boosters
  - Proof of current flu vaccination (if during flu season)
  - Hepatitis B series (3 vaccines)
4. Students will be contacted by the Program Manager, Cross Credit Healthcare Programs regarding further admission steps once the above steps are completed.

**\*\*\*ALL COURSES MUST BE PAID IN FULL BY FIRST DAY OF CLASS OR STUDENT WILL BE DROPPED FOR NON-PAYMENT.**

### **COMPLIO DIRECTIONS**

Applicants should follow the directions below to complete health requirements through Complio.

### **ALL HEALTH REQUIREMENTS MUST BE COMPLETED PRIOR TO START OF CLASS.**

1. Go to the Lee College Complio site at <http://leecompliance.com>.
2. Create a new user account.
3. Order the Compliance Tracker, Background Check, and Drug Screen & make payment.
4. Follow the directions regarding background check and drug screen.
5. Submit required immunizations (list above under Admission Procedures).

### **VACATION AND HOLIDAYS**

Refer to the Lee College Academic Calendar for specific semester dates and college closings due to vacations or holidays.

### **CLASS ATTENDANCE**

Refer to course syllabus for course attendance policies.

### **SMOKING**

Lee College is a tobacco-free campus. All clinical agencies are smoke-free facilities.

### **SUBSTANCE ABUSE, DRUG SCREENING, AND IMPAIRMENT**

1. In accordance with state law, Lee College prohibits unlawful possession, use or distribution of illicit drugs or alcohol by students on College property, at clinical sites, or any College sponsored off campus function.
2. Students are required to have a drug screen performed as a component of admission. Students are not allowed to take medications that could cause any impairment while in the clinical setting.

### **UNIFORMS/DRESS CODE**

Students are required to be in the designated uniform for all classes and clinical activities. See specific uniform requirements in your course syllabus. In addition to the designated uniform, the following dress code requirements are enforced in clinical sites.

- **HAIR:** Hair should be neat, clean and moderately styled to denote a professional appearance. It must be confined from falling forward over the work area and kept off the face. Bangs must be cut above the eyebrows or pulled out of the view of the eyes. Hair ornaments must not be worn (i.e. ribbons, bows, scarves, jewelry, or ornate barrettes). For men, beards must be short, well-manicured, and capable of being covered by a surgical mask. Hair color should be a natural hair color.
- **MAKE-UP:** Make up should be conservative and not distracting.
- **PERFUME:** Perfume or strongly scented lotions are not to be worn.
- **NAILS:** Nails must be short, clean, and manicured. No nail polish, shellac, or powder/gel may be worn. Artificial nails are not allowed.
- **EYELASHES:** Artificial eyelashes are not allowed.
- **JEWELRY:** One watch (waterproof band and second hand required) and one plain ring may be worn. Rings with raised stones should not be worn due to risk of injury to patients. One pair of stud-type earrings may be worn on the lobes of the ears only. Visible body piercing is not allowed. Facial or cartilage piercings or gauges must be removed or have clear inserts.
- **TATTOOS:** Visible tattoos should be covered.
- **SMOKING:** No smoking is allowed in Lee College uniform.

### **POLICY ON ACADEMIC DISHONESTY**

Academic Dishonesty is prohibited in the Lee College Nursing Programs and is punishable by penalties including failing grades, probation, and program dismissal.

#### **Definitions and Examples of Academic Dishonesty:**

##### **Cheating**

Unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, but is not all-inclusive.

1. Copying from another student during an examination or allowing another to copy your work.
2. Unauthorized collaboration on a take home assignment or examination.
3. Using notes during a closed book examination.
4. Taking an examination for another student, or asking or allowing another student to take and examination for you.
5. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
6. Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
7. Aiding others in acts of academic misconduct/dishonesty.
8. Fabricating data (all or part).
9. Submitting someone else's work as your own.
10. Unauthorized use during an examination of any electronic devices such as smart phones, smart watches, tablets, computers, or other technologies to retrieve or send information.

##### **Plagiarism**

Act of presenting another person's ideas, research or writing as your own. The following are some examples of plagiarism, but is not all-inclusive.

1. Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their course.
2. Presenting another person's ideas or theories in your own words without acknowledging the source.
3. Using information that is not common knowledge without acknowledging the source.
4. Failing to acknowledge collaborators on homework and laboratory assignments.

#### **Falsification of Records and Official Documents**

The following are some examples of falsification, but is not all-inclusive.

1. Forging signatures of authorization or information on an official document

**Students are responsible for reading the full Lee College policy regarding academic dishonesty at the following link:**

<https://lee.smartcatalogiq.com/current/Lee-College-Catalog/Student-Life-Opportunities-Services-andPolicies/Academic-Honesty-Code>

## **CLINICAL POLICIES**

### **ATTENDANCE**

Clinical rotations are required for most Cross Credit Healthcare Programs. Students are assigned a clinical site and clinical days/times. Clinical days/times can not be altered once assigned. Students should make arrangements and plan accordingly to attend clinical rotations as scheduled. Students will not be permitted to complete the program without meeting clinical hour requirements. If a student expects to be absent due to an extenuating circumstance (hospitalization, severe injury/illness, etc), the student should contact the Program Manager, Cross Credit Healthcare Programs.

### **INFECTION CONTROL**

Students may be exposed to communicable diseases in the clinical setting and are expected to follow infection control policies according to the clinical facility policy.

### **MANAGEMENT OF EXPOSURE**

In the event of exposure requiring treatment (i.e. needlestick injuries, splashing/spilling of bodily fluids, etc), students will notify the Program Manager, Cross Credit Healthcare Programs immediately and follow agency policy for exposure. Medical treatment obtained due to accidental exposure may be at the expense of the student.

### **PHONES**

Cell phones should not be visible in patient care areas. If a student needs to communicate with their clinical instructor, the student should leave the patient care area and enter a break room, restroom, or other non-patient area to communicate. **PERSONAL PHONE CALLS, TEXTS, EMAILS ARE NOT ALLOWED DURING THE CLINICAL DAY.**

## **LEE COLLEGE CROSS-CREDIT HEALTHCARE PROGRAMS**

Student Name (Print): \_\_\_\_\_

**HANDBOOK ACKNOWLEDGMENT**

This certifies that I have received a copy of the Lee College Cross-Credit Healthcare Programs Student Handbook. I have read and understand the procedures and policies set forth in the Handbook and accept them as a condition of my enrollment in the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FERPA RELEASE**

Lee College Nursing Programs are required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act mandates that we safeguard and maintain the privacy and confidentiality of all student records. By signing below, you give us permission to send information from your student records to clinical affiliates.

Released information may include, but is not limited to:

- Driver’s license information;
- Health information including documentation of vaccinations, TB screen, and negative drug screen;
- Results of background investigation and Office of Inspector General;
- Verification of CPR certification

In the event you wish to cancel this release, you must do so in writing with the Nursing office. Lee College will not be responsible for disclosure of information made before written cancellation is received by the Health Professions office.

I hereby authorize Lee College Cross-Credit Healthcare Programs to send student information to my assigned clinical agency as required for my participation in the clinical rotation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT to RECORD FACULTY MEMBER, PEER, STUDENT or OTHERS**

Students, peers, family, friends, and any individual are absolutely prohibited from recording lectures, conversations, class sessions, phone conversations, or by use of any recording device. A student may seek permission and consent directly from the faculty member to record lecture (only). Recordings, videos, web cam, and other types of recording cannot be shared by any means including posting to social media. Severe consequences including program dismissal will occur with any deviation from this policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_