

The Christ College of Nursing and Health Sciences

Department of Health Sciences



Bachelor of Science in Health Care Administration

Program Handbook

Academic Year 2023-2024

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To the Health Care Administration Student:

Welcome to The Christ College of Nursing and Health Sciences! We are excited about the opportunity to partner with you as you begin your educational journey in the health care profession.

The *Health Care Administration Program Handbook* is an important document to guide you through and promote your successful completion of the HCA program. Please read the document thoroughly and familiarize yourself with the policies, procedures, and regulations within the *Health Care Administration Program Handbook*. The faculty, professional staff, and administration are available to assist you with policies, procedures, or regulations in the *Health Care Administration Program Handbook*.

Occasionally it is necessary to introduce new or revise existing policies, procedures, or regulations in the *Health Care Administration Program Handbook*. New policies and revisions will be posted on the College's electronic learning management system.

As you begin your journey, we encourage you to interact with your class peers and faculty members to help enhance and diversify your learning opportunities. Together we can enrich the culture of health care through caring, collaboration, integrity, and excellence!

Best wishes for success in your educational endeavors!

Sincerely,

Faculty, Staff, and Administration
The Christ College of Nursing and Health Sciences
Health Care Administration Program

FOREWORD

The Christ College of Nursing and Health Sciences *College Catalog 2022-2023 [tccnhs college catalog.pdf \(jenzabarcloud.com\)](https://jenzabarcloud.com/tccnhs-college-catalog.pdf)* and *Health Care Administration Program Handbook* are guidebooks for our students in the Health Care Administration program.

It is the responsibility of each student to know the contents of both documents and to respect and maintain the rules and standards of the College and the Health Sciences.

The College and Health Sciences reserve the right to change any provision or policy in the interest of the College, Health Care Administration program, or students.

The *Health Care Administration Program Handbook* can be accessed through the College's electronic learning management system. [About Us | MyTCC \(jenzabarcloud.com\)](https://jenzabarcloud.com/about-us/mytcc)

PLEASE NOTE

The Christ College of Nursing and Health Sciences is committed to a policy of nondiscrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; and athletic or other college-administered programs.

All institutional processes and policies follow Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

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HISTORY OF THE COLLEGE



Founding of the Predecessor: The Christ Hospital School of Nursing

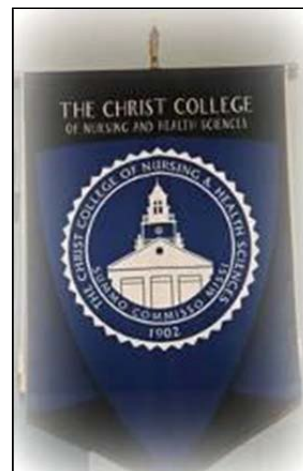
The Christ Hospital School of Nursing (TCHSN) was born in a tradition of caring. In 1888, a group of local citizens, led by soap maker James N. Gamble, invited Ms. Isabella Thoburn to come to Cincinnati. Their expectation was that she would start a program to train deaconesses and missionaries to carry on religious, educational, and philanthropic work to alleviate the appalling poverty that existed in the city. They could not have imagined the impact their invitation would have on the city at that time or now, more than a century later.

Conversion to The Christ College of Nursing and Health Sciences (TCCNHS)

National and regional developments pointed to an evolving health care delivery system, increased needs, and desires of consumers for higher-quality patient care, augmented educational and skill requirements of the nursing workforce, and national trends toward degree granting educational programs for nursing. In the 2002–2003 academic year, the administration and faculty of TCHSN determined that it was essential for the school to evolve to address these trends by proposing that a new, independent institution be developed prompting the conversion to The Christ College of Nursing and Health Sciences.

The expanded course offerings and intensive curriculum within the College help prepare graduates for work in a broad array of health care settings. In the future, as the College assesses its progress, the infrastructure and foundation being laid will open doors for curricular and extracurricular innovations allowing for continued attention to the excellence in education and community engagement that has been at the core of the institution's mission and history. TCHSN officially closed its doors with its last graduating class in 2007. The College opened its doors in academic year 2006–2007, accepting its first class of students.

TCCNHS is accredited through the Higher Learning Commission, North Central Association of Colleges, and Schools.



Institutional Learning Outcomes:

1. Apply an expanded knowledge base within one's chosen profession with the disposition to engage in life-long learning.
2. Demonstrate responsible engagement with social-political-cultural issues of local, regional, or global significance.
3. Demonstrate academic and professional competency in written and oral communication.
4. Demonstrate academic and professional competency within the sciences.
5. Engage in intellectual inquiry and critical thinking by identifying assumptions, making inferences, marshaling evidence, and giving coherent account of reasoning.

HEALTH SCIENCES

Health Sciences Purpose

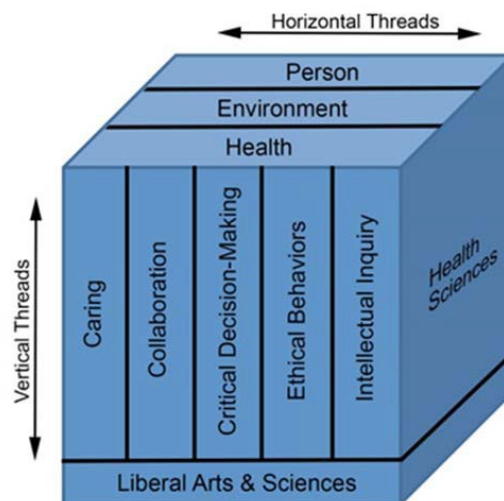
The purpose of the Health Sciences is to support the mission, vision, and values of The Christ College of Nursing and Health Sciences by providing a course of study with a foundation in the liberal arts and sciences. Students will acquire a fundamental understanding of the relationship between the person, environment, and health. The health science graduate will be a life-long learner who models ethical behavior, integrity, and excellence. Earning a health science degree from The Christ College of Nursing and Health Sciences, graduates will be equipped to participate in the healthcare arena as caring professionals engaging in critical decision making, intellectual inquiry, and collaboration.

Health Sciences Philosophy

The faculty believe:

- A **person** is a unique individual having intrinsic value. Everyone has diverse physical, emotional, social, developmental, and spiritual needs in varying degrees of fulfillment and deserves caring interventions. The person and environment are constantly interacting.
- The **environment** includes all internal and external factors affecting and affected by the individual. A part of this dynamic environment is society, which consists of individuals, families, communities, and institutions. Any change in the environment may require varying degrees of adaptation. Health Sciences graduates engage in assessment of both the environment and people to identify opportunities to promote, maintain, or restore health.
- **Health** is the dynamic process of balance and harmony within the person, including physical, mental, and social well-being. A person's state of health is influenced by personal, societal, and cultural variables and may be affected by prevention and treatment strategies.

Health Sciences Framework



Health Sciences Conceptual Framework

Horizontal Threads for Health Sciences

For the Health Sciences, **person**, **environment**, and **health** constitute horizontal threads, which are those integrated concepts presented early, strengthened through repeated exposure and application, and woven throughout the curriculum for Health Science programs.

Vertical Threads for Health Sciences

Caring, **intellectual inquiry**, **ethical behavior**, **critical decision making**, and **collaboration** comprise the vertical threads. These concepts and skills are arranged to build upon one another in alignment with a general sequence of learning. Scaffolded through the curriculum for Health Science programs, vertical threads guide the student's progression toward proficiency.

- **Caring** behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust, where individual choices related to cultural values, beliefs, and lifestyle are respected.
- **Intellectual Inquiry** is a persistent sense of curiosity that informs both learning and practice, which stimulates visionary thinking. Intellectual inquiry invites the exploration of possibilities, allowing for creativity and innovation.
- **Ethical Behaviors** are characterized by conduct within legal, ethical, and regulatory frameworks; commitment to standards of professional practice; and accountability for one's own actions.
- **Critical Decision Making** encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate evidence-based conclusions.
- **Collaboration** is working together with open professional communication to plan, make decisions, set goals, and implement strategies. Collaboration requires consideration of need, priorities and preferences, available resources, shared accountability, and mutual respect.

HEALTH CARE ADMINISTRATION PROGRAM

Program Description

The Bachelor of Science in Healthcare Administration degree program provides a course of study that integrates concepts from liberal arts and sciences with a healthcare curriculum emphasizing academic excellence with opportunities for specialization. The promotion of critical decision-making skills, ethical behaviors, and intellectual inquiry along with a business focus prepares graduates with the foundational knowledge needed to enter a dynamic healthcare environment as collaborative, caring leaders. To assist in advocating for patients to achieve positive outcomes, graduates will possess a knowledge base of regulatory environments. The completion of the Bachelor of Science in Healthcare Administration degree program makes it possible for graduates to lead and manage healthcare staff and facilities.

Program Outcomes

Upon completion of the Bachelor of Science in Health Care Administration, students will be able to:

1. Apply theoretical and empirical knowledge from the liberal arts and sciences and health sciences to collaborative, caring management approaches based on evidence.
2. Build collaborative teams that successfully address complex challenges to healthcare.
3. Demonstrate effective professional, ethical communication, utilizing a variety of modalities, to improve healthcare delivery.
4. Assess organizational processes to determine opportunities and methods for improvement.
5. Analyze the impact of health care policy and regulatory mandates on health care management.
6. Demonstrate leadership roles to manage healthcare organizations.

Assessment and Correlation of Outcomes

The Health Care Administration faculty is responsible for collecting and reporting the data to the College community. The Health Care Administration program utilizes five criteria to ensure program quality. Each criterion provides general guidelines for evaluation of processes, student artifacts and faculty teaching against desired outcomes:

Criterion 1: Program's goals and objectives relate to the Institution's Mission and Strategic Plan. The program has goals and objectives for the upcoming 3 - 5 years that are clear and align with the institutional mission and strategic plan. The HCA Program is currently involved in becoming certified by The Association of University Programs in Health Administration (AUPHA). AUPHA is the Gold Standard for Healthcare Administration programs. The Christ College HCA Program seeks to be AUPHA certified in 2023.

Criterion 2: Faculty are qualified to teach within their assigned discipline(s) and have a record of scholarly, service and/or teaching accomplishments necessary to advance student learning.

Criterion 3: It is clear from the data provided that the curriculum has a clear impact on student learning.

Criterion 4: Resources are clearly identifiable and sufficient; management of said resources is done so with attention to student learning, program or area purpose, institutional mission, and strategic planning.

The criteria help to ensure the program’s mission, goals, and outcomes are congruent with the parent institution. The criteria also ensure inclusion of shared governance among faculty and students along with resource adequacy to enable the Health Care Administration program to fulfill its mission, goals, and outcomes.

CORE CURRICULUM, MAJOR REQUIREMENTS, AND CURRICULUM PLAN

The core curriculum consists of the following Health Care Administration (HCA) and Arts and Sciences (A&S) courses displayed in the curricular overview, mapped to Program Outcomes. (See course syllabi for specific course-to-program outcome mapping.)

Term	Course	Prog Core	Credit hours	Program Outcome
S1 (15)	SOC 101 Intro to Sociology or PSY 101 Intro to Psychology Intro to Psychology		3	1/1
	MAT 105 College Algebra or higher		3	1
	HCA 210 Intro to Integrated Health Care Delivery Systems	x	3	1, 2, 4, 5
	BUSM 201 Principles of Management	x	3	1, 3, 4, 5, 6
	Humanities Elective		3	1
	Free Elective		3	1
S2 (15)	STAT 201 Intro to Statistics	x	3	1
	HCA 310 Transformational Management in Healthcare	x	3	3, 6
	HCA 340 Marketing Techniques in Healthcare	x	3	1, 3
	Oral Communications Elective		3	3
	Science Elective		3	1
S3 (15)	ENG 101 English Composition	x	3	2, 3, 4, 5
	HLSC 101 Medical Terminology	x	3	
	HCA 201 Introduction to Healthcare Accounting and Finance	x	3	1, 3, 4
	ECO 201 Principles of Economics	x	3	1, 4, 5
	Free Elective		3	1
S4 (15)	ENG 315 Adv. Comp: Evidenced-based writing	x	3	1, 4, 5
	HCA 320 Info Systems for Evidenced-based Mgmt.	x	3	1, 4, 5
	Science Elective		3	1
	Social and Behavioral Science Elective		3	1

	Humanities Elective		3	1
S5 (15)	HCA 350 Financial Management of Health Care Institutions	x	3	1, 4, 5, 6
	HCA 365 Consumer Engagement in Health Care	x	3	1, 3, 4
	HCA 360 Health Care Law	x	3	1, 4, 5
	HCA 410 Health Care Policy	x	3	1, 5
	Free Elective		3	1

Term	Course	Prog Core	Credit hours	Program Outcome
S6 (12)	HCA 330 Human Resource Management.	x	3	1, 4, 5
	HCA 435 Social Determinants of Community Health	x	3	1, 2, 3, 6
	HCA 445 Leadership for Healthcare Administrators	x	3	1, 4, 5
	Free Elective		3	1
	Free Elective		2	1
	Free Elective		3	1
S7 (15)	HCA 415 Ethical Issues in Health Care	x	3	1, 4, 5
	HCA 420 Health Care Quality & Performance	x	3	1, 4, 5
	HCA 390 Professional Development	x	1	1, 2, 3, 4, 5, 6
	Free Elective		3	1
	Free Elective		3	1
S8 (15)	HCA 430 Health Care Strategic Planning	x	3	1, 2, 3, 4, 5, 6
	HCA 440 Economic Applications for Operational Excellence	x	3	1, 4
	HCA 450C or	x	3	1, 2, 3, 4, 5, 6
	HCA 460N	x	3	1, 2, 3, 4, 5, 6
	TOTAL CREDIT HOURS		120	

Total General Education Credits: thirty-nine credit hours required; Major Core Courses: 61 credit hours, includes 3 credit hours of Experiential Learning Internship or Administrative Leadership Capstone below. Free Electives: twenty credit hours, which may be taken in different fields or as a focused concentration/track.

Graduation Requirements

- 120 Total credits
- 30 Hours of upper-division (300-400 level) courses
- 50% of major taken through TCC
- 30 Credits must be completed through TCC.
- 2.0 Grade point average
- Grades of C or higher in all courses
- Submission of Graduation Application at beginning of Final semester

Total Program Credit Hours: 120

COMMUNICATION

The faculty highly value open communication with students. Full-time faculty maintain virtual scheduled office hours each week during the academic semester. Part-time and adjunct faculty are available by appointment. Students may contact the faculty via Blackboard email.

- A. The College's internal electronic mail or Blackboard must be utilized for all e-mail communications between students and faculty.
- B. Faculty is expected to respond to student communications only during scheduled workdays and times.
 - Please be aware faculty working part-time or as adjunct do not work every day.
 - Every effort will be made to respond to students within 24 hours during business days (It may take up to 48 hours on weekends).
 - It is the student's responsibility to clarify faculty availability.
 - For more information about expectations relevant to email communications, please [click here](#) to access Compliance Bridge and search Email Usage.
- C. Individual faculty may choose to communicate outside of scheduled work time and on weekends, which students should understand is not an expectation of the College or Administration.
- D. At the faculty's discretion, individual phone numbers may be given to students by listing phone numbers on the course syllabus.
- E. Frequently, faculty or professional staff need to communicate with students.
 - It is the student's responsibility to immediately inform the College Registrar and the Administrative Assistant, Department of Health Sciences of any changes in name, address, or phone numbers to facilitate communication.
 - These changes are to be made in the student's permanent College record maintained by the Registrar.

Health Services

The Christ College of Nursing and Health Sciences has no health services but works in conjunction with Employee Health at The Christ Hospital on specific initiatives. Students should seek health care with their own physicians.

Emergency Procedures

In the event of an emergency while on campus, emergency procedures will be followed. [Click here to visit the Compliance Bridge Policy Portal](#) and search Emergency Action Plan. The Action Plan also includes procedures for inclement weather and other emergencies like fire, tornado, active shooter, etc.

Student Pregnancy Policy

A student who foresees any educational issues related to a pregnancy or due to parenting responsibilities is strongly encouraged to notify The College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education considering the unique nature of The College's nursing and health sciences programs and their clinical requirements. Pre-planning can also help with challenges a student may face while pregnant, when recovering from childbirth, or due to parenting obligations (e.g., missed classes, make-up work, etc.). Please note, however, that the choice to inform The College of a pregnancy is voluntary, and a student is not required to share this information with The College. For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Pregnancy and Parenting Student Policy.

Disciplinary Standards and Procedures

The Christ College expects students to conduct themselves in a manner that reflects respect for others as well as themselves. The administration of TCC may suspend or terminate a student for incidences in which documented proof indicates that the behavior is inconsistent with the responsibilities of citizenship or the healthcare profession. TCC expects the conduct of its students on and off campus to be in accordance with the Code of Conduct.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Student Code of Conduct and/or Behaviors of Accountability. These documents outline expectations, disciplinary procedures, and possible sanctions. Additionally, student rights and responsibilities are outlined in the [2022-2023 tccnhs college catalog.pdf \(jenzabarcloud.com\)](#).

Grievance and Fair Treatment Policy

All Healthcare Administration students have the right to fair hearing when they perceive the policies of the program have been violated. The College also provides several means by which to have a complaint addressed. For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search for Grievance and Fair Treatment and/or Complaint Policy.

Grade Appeal Process

Grade Appeal provides students with an opportunity to address a final course grade in question that does not coincide with the published grading policy in the course syllabus. Grade appeals are made on final grades and not based on faculty teaching, assessment, or judgment. If a student's failing grade will result in dismissal from the program or College, the student may make a final appeal to the

appropriate Academic Dean.

Communication Pathway for Academic Course Concerns:

At times, students may have academic concerns that warrant conversation with appropriate faculty. The following sequence outlines the student’s pathway for routing such concerns:

The student should discuss concerns with (see directory for contact information):

1. Appropriate course faculty
2. HCA Program Director
3. Associate Dean, Health Sciences
4. Chief Academic Officer

Disability Compliance

The Christ College of Nursing and Health Sciences, in compliance with Section 504 of the Rehabilitation Act of 1973, does not restrict admission of any individual solely by reason of his or her disability. The College also provides accommodations to students with a documented disability. For more information on Equal Access and the Accommodations process [click here to access Compliance Bridge](#) and search Academic Accommodations. The Accommodations application and relevant staff contact information can also be found on the [MyTCC Accommodations page](#).

ACADEMIC POLICIES AND PROCEDURES

General Policies

- A. The faculty and staff in the Department of Health Sciences will adhere policy requirements as outlined in the College Catalog and *Health Care Administration Program Handbook*. The Department of Health Sciences will not change any policies that would affect an individual student's progression in or completion of the program.
- B. Non-compliance with policy requirements as outlined in the College Catalog or *Health Care Administration Program Handbook* may affect continuation or progression through the program, and could result in immediate course failure, probation, suspension, and/or termination from the program as determined by the Associate Dean, Health Sciences, or designee.
- C. All changes to the Handbook will be announced through the College's email system.

Behaviors of Accountability and Code of Conduct

All students are responsible for being knowledgeable of and acting in accordance with the Behaviors of Accountability and Code of Conduct located in the College Catalog.

The Behaviors of Accountability and Code of Conduct apply to the virtual classroom and all College related situations. Students sign a document acknowledging their awareness of the Behaviors of Accountability and Code of Conduct during orientation week or at the time of official transfer to the College.

In addition to behaviors listed in the College Catalog, the following also applies:

- A. Students are expected to demonstrate the following behaviors related to accountability:
 - 1. Follow all College, Health Sciences Program, and Agency policies and procedures.
 - 2. Maintain patient confidentiality, advocate for patients, family, and significant others if applicable.
 - 3. Admit errors as soon as discovered.
 - 4. Refrain from cheating, stealing, or repeating unacceptable behavior(s)
- B. Incidences violating the Code of Conduct which result in the student being suspended or terminated, include but are not limited to.
 - 1. Chemical abuse
 - 2. Unauthorized possession of property
 - 3. Falsification of records
 - 4. Breach of confidentiality

Time to Degree for Matriculated Students

The maximum time to complete the Bachelor of Science in Health Care Administration Degree for matriculated students is six (6) years from the date the student begins the program.

A student may petition for extension of Time to Degree by submitting a written request to the Associate Dean, Health Sciences, or designee at least four (4) months prior to the expected graduation date.

The student's request will be the final decision communicated to the student and appropriate college offices via college e-mail.

Matriculated students who have commenced program courses but are on an approved leave of absence are excluded from the timeline. The individual student's time to degree will be reassessed by the Associate Dean of Health Sciences and/or appropriate designee upon the student's return from the leave of absence.

Health Care Administration Program Progression Policy

- A. Students are admitted to the Health Care Administration program with a defined expected graduation date.
1. Students are required to meet the defined curriculum plan as outlined in the *Health Care Administration Program Handbook* for the expected graduation date.
 2. If a student's expected graduation date changes due to a student falling behind in the curriculum plan for any reason, the student will then be responsible for completing the defined curriculum plan under the new expected graduation date.
Example: Students who begin the curriculum, in August 2021 with the expected graduation date of May 2025 are admitted to the Health Care Administration program 2021 - 2025 *Health Care Administration Program Handbook*. Students are required to complete the curriculum plan for the Class of 2025. If a student's graduation year changes to May 2026 for any reason (i.e., failure of a course, withdrawing from a course, leave of absence, time off) the student is then responsible for completing the Class 2026 curriculum plan.
 3. Culminating Course prior to graduation. Students in the HCA Program are **required to serve a face - to - face internship with a minimum of 120 hours on-site**. A student may request a waiver from serving an internship and complete a mentored capstone project in lieu of internship if: the student lives outside the geographic area for guaranteed placement, currently working in healthcare, or has a minimum two years of healthcare work experience.

Grading & Academic Probation: The Associate Dean of Health Sciences, along with input from the Healthcare Program Director, makes the ultimate progression decision in situations where a student fails an HCA course(s). The following reflects the guidelines used for such decision making: Failure in an HCA course is defined by one or more of the following conditions:

- o A classroom grade of less than 'C' and/or an unsatisfactory final internship evaluation, and/or Course Withdrawal Failing (WF) and/or Course Withdraw after that last day to drop class with no grade assigned.
- o Students must achieve a 'C' or higher in all HCA courses. Refer to the course syllabus for course grading scale. Percentages are not rounded up before conversion to a letter grade.
- o A student will be placed on academic probation at the end of any semester in which the student has earned a term or cumulative grade point average of less than 2.0. For more information about Academic Standing, including Probation and Academic Dismissal, [click here to access Compliance Bridge](#) and search Academic Standing.

Grading

Final course letter grades are converted to quality points to compute term and cumulative averages. The grades a student received in a course accepted as transfer credit from another institution are not included in the computation of either term or cumulative averages. For more information on Grade Point Averages (GPAs), Incomplete Courses and Non-Attendance Failures, [click here](#) to access Compliance Bridge and search Assignment of Grades.

INTERNSHIP: POLICIES AND PROCEDURES

Attendance Policy

A primary learning outcome of both the College and the Department of Health Sciences is the demonstration of student accountability through responsible self-directed behaviors consistent with the ethics and standards of professional practice. Active participation in Blackboard and internship activities are essential.

- ❖ Attendance is **mandatory** for the Internship. All experiences are designed to facilitate the transfer of theoretical knowledge to professional practice. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes, behaviors, and judgment. Absence from internship experiences jeopardizes the student's ability to successfully meet the required internship course learning outcomes. See course syllabi for specific attendance/absence policies.

HCA Dress Code Policies

It is the position of the Health Care Administration Program that professional appearance and demeanor are a demonstration of self-respect as well as respect for the profession. As representatives of the profession and of the College, students are expected to follow the dress code as outlined for **all activities occurring on location of the internship experience. In addition, students are expected to adhere to the dress code of the internship location.**

1. Picture ID badge with name facing outward at the collar.
2. Hair
 - a. Hair color must fall within natural occurring shades and be neat.
 - b. All hair lengths should be professional in style.
 - c. Hair longer than shoulder-length must be secured away from the face, off the collar.
 - d. Hair accessories, if required, should be professional in style, not excessive in size, and of a neutral color (white, black, brown, or beige).
 - e. Headwear may be worn if it is clean, and of neutral color (white, black, brown, or beige) and does not hang freely below the shoulders (i.e., turban). All headwear must fit under procedural head covering materials.
 - f. No hair ornaments (i.e., feathers) are permitted.
 - g. Beards and mustaches must be neatly trimmed. Students without beards are expected to be cleanly shaven.
3. Fingernails must be clean, neatly manicured and support the functional use of hands and fingers.
 - a. Fingernails must be no longer than one-fourth inch from fingertip in length.
 - b. Artificial and long natural fingernails are not permitted.
 - i. Artificial nails include, but are not limited to acrylic nails, overlays, tips, bonding's, extensions, tapes, inlays, gels, shellac, and wraps.

- c. Nail jewelry is not permitted.
- d. Nail polish, if worn, should be of a pale color and well maintained without chips.
- 4. Jewelry must be simple and professional and must not interfere with patient care or present a hazard to the employee.
 - a. One ring or one wedding set may be worn.
 - b. Medic-Alert bracelet (if required).
 - c. Two pairs of small post earrings or small hoop earrings in contact with the ear may be worn per ear. No space is permitted between the ear and hoop.
 - d. No necklaces are permitted.
 - e. Facial piercing, Monroe, or nose piercing must be a spacer of clear or natural skin tone color. Eyebrow, tongue, or lip piercing is prohibited.
- 5. Makeup must be professional and worn in moderation.
- 6. No perfume, cologne, or scented lotions.
- 7. All visible body art must be completely covered.
- 8. Chewing gum during the experience is prohibited.
- 9. Professional dress.
 - a. No sportswear, jeans, Capri pants, shorts, mini-skirts, spandex, sweats, running suits, hats/caps, sleeveless tops, midriff tops, halter tops, or tight or revealing clothing are permitted.
 - b. When movement occurs, bare skin should not be visible between pants and top.
 - c. No sandals, flip-flops, or open-toed shoes.
 - d. Hosiery or socks must be worn. (Adhere to any additional dress code policies required by your internship site.)

STUDENT HEALTH POLICIES FOR INTERNSHIP STUDENTS

Background Check

HCA students who will be participating in an internship at The Christ College of Nursing and Health Sciences (TCCNHS) are required to complete a criminal background check. Initiate the background check and complete the fingerprint portion of the background check at least 60 days prior to the start of internship. Results of prior background checks that a student may have received for reasons unrelated to the College are not acceptable for purposes of these policies. The purpose of this document is to set forth policies and procedures regarding student background checks.

Internship host agencies may require additional background checks. Internship host agencies, in their sole discretion, have the authority to disallow a student from being placed at their site based on negative information in a background check. Not being placed, for whatever reason, will result in the student being unable to complete the internship component of the HCA program and may request a waiver to complete the mentored capstone project instead. If a student with negative information on a background check is allowed to continue with the internship or capstone course, the student must understand that despite being allowed to continue, the College cannot make any promises or guarantees regarding the student's ability to obtain employment in the healthcare field post-graduation.

Physical Examination

Students are required to obtain a physical exam documenting evidence of good physical and mental health, date of the exam, and physician's signature prior to the beginning of the HCA Internship. Medical records and completion of medical requirements are mandatory.

Drug Screening

A negative urine drug screen is required and must be completed prior to the Internship. If a student has a negative drug screen result, they will not be allowed to continue with the internship. A student may request a waiver to complete the mentored capstone project instead. The student must understand that despite being allowed to continue, the College cannot make any promises or guarantees regarding the student's ability to obtain employment in the healthcare field post-graduation.

Health Screening and Immunization Requirements

The following are required prior to internship:

- Tuberculin (TB) Test

(If a student has a positive TB test, documentation must be provided of the amount of induration at the skin test site and a chest X-ray showing no evidence of disease must be on file. The chest X-ray is valid for a period of five (5) years).

- Documentation with dates of the following vaccines/immunizations:
- Covid-19 vaccine (If the student is not able to receive the vaccine, a physician's letter must be provided including the reason (i.e., allergy).
- Flu vaccine (If the student is not able to receive the vaccine, a physician's letter must be provided including the reason (i.e., allergy).
- One Tetanus-Diphtheria-Pertussis (Tdap) booster after the age of 12 years, must include Pertussis Two doses of the measles, mumps, and rubella (MMR) vaccine.
- Varicella (Chicken Pox) vaccine and proof of immunity through one of the following: Physician statement of having history of Chicken Pox disease.
- Two doses of the Varicella vaccine
- A copy of actual lab results indicating a positive Varicella titer (value over 1.10)
Three-dose Hepatitis B vaccine series

*If documentation of the above vaccines cannot be obtained, titers will be drawn.

*The student must follow the protective stipulations of The Christ Hospital Health Network and the internship site, which may require additional immunizations. It is the student's responsibility to schedule the immunization(s), pay for the immunization(s), and provide official proof of having met the immunization requirement. **Failure to meet requirements will prevent participation in or result in suspension from the internship/capstone courses until requirements are met.**

Mandatory Health Insurance

- The Christ College of Nursing and Health Sciences requires that all students have personal health insurance prior to internship. **All students are expected to provide verification of such coverage prior to beginning of internship. It is the student's responsibility to obtain and maintain insurance coverage.**

Financial Responsibility

- The College does not assume financial responsibility for illnesses and injuries experienced by students in conjunction with their internship or service-learning experience.
- Visits to the emergency room for illness or injury occurring while in the role of student will not be covered by the hospital or the College. The student will be billed for services and Workers' Compensation will not be applied.
- Costs for expensive or prolonged treatment or laboratory diagnostic work will not be assumed by the College.
- The student shall assume the cost of routine laboratory work taken for any condition existing prior to or at the time of entrance to the College.
- Any dental work incurred is at the student's expense.