HGTC Health Science
Clinical Requirements
for
Diagnostic Medical Sonography
Nursing
Paramedic
Phlebotomy
Physical Therapy Assistant
Radiologic Technology
Respiratory Care
Surgical Tech
Vascular Sonography
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Care Learning Modules&lt;br&gt;Remit transcript showing all completed 18 modules with your name &amp; dates</td>
</tr>
<tr>
<td>2</td>
<td>CPR Certification&lt;br&gt;Must be BLS (Basic Life Support) Certificate through the AHA or ARC ONLY</td>
</tr>
<tr>
<td>3</td>
<td>HGTC Student Health Record – Physical (3 pages)&lt;br&gt;All boxes must be checked on page 1 and 2. Be sure you sign and date the page 2. Your physician needs to complete the bottom of page 2 and page 3.</td>
</tr>
<tr>
<td>4</td>
<td>PPD or QFT Gold Blood Assay&lt;br&gt;PPD 2-step is 4 visits. After the initial 2-step, a 1-step (2 visits) or QFT is required yearly.</td>
</tr>
<tr>
<td>5</td>
<td>Seasonal Flu Vaccine</td>
</tr>
<tr>
<td>6</td>
<td>TDAP Vaccination</td>
</tr>
<tr>
<td>7</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>8</td>
<td>MMR Titers&lt;br&gt;MMR Titers must be accompanied with actual lab results with scores and reference ranges</td>
</tr>
<tr>
<td>9</td>
<td>Varicella Titers&lt;br&gt;Varicella Titers must be accompanied with actual lab results with scores and reference ranges</td>
</tr>
<tr>
<td>10</td>
<td>Professional Liability Insurance - Certificate of Liability</td>
</tr>
<tr>
<td>11</td>
<td>SCPA Form (to be completed by Nursing Students ONLY)</td>
</tr>
<tr>
<td>12</td>
<td>Radiation Waiver (to be completed by Respiratory Care Students ONLY)</td>
</tr>
<tr>
<td>13</td>
<td>Castle Branch Affidavit</td>
</tr>
<tr>
<td>14</td>
<td>CBC / UDS Instructions</td>
</tr>
<tr>
<td>15</td>
<td>As needed documents&lt;br&gt;Immunization Cost Estimate Sheet&lt;br&gt;Positive PPD – Chest Xray Form&lt;br&gt;Positive PPD – Symptom Assessment Form&lt;br&gt;Vaccine Allergy Waiver</td>
</tr>
<tr>
<td>16</td>
<td>Clinical Disclosures&lt;br&gt;Encompass - 6 pages (Only Nursing and Physical Therapy students complete)&lt;br&gt;Conway Medical Center -11 pages (All students complete)&lt;br&gt;CHS/MUSC – 5 pages (All students complete except Paramedic students)&lt;br&gt;Apria – pages (ONLY Respiratory students complete)&lt;br&gt;McLeod – 12 pages: Only remit the signed 5 pages (All students complete)</td>
</tr>
</tbody>
</table>
**Clinical Requirements Checklist**

<table>
<thead>
<tr>
<th>Clinical Requirement</th>
<th>- Retention Period</th>
<th>Date Obtained</th>
<th>Expiring Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Care Learning Modules – online competency</td>
<td>1 Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. CPR – Healthcare Provider BLS (Basic Life Support)</td>
<td></td>
<td>2 Years</td>
<td></td>
</tr>
<tr>
<td>Certified through AHA or ARC ONLY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. HGTC Health Science Student Health Record – Physical</td>
<td></td>
<td>Initial</td>
<td></td>
</tr>
<tr>
<td>Page 1. Student Section</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page 2. Student Signature &amp; HCP Section</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page 3. Essential Functions w/ HCP Signature</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Physical Waiver - *ONLY if there are no medical changes</td>
<td>1 Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Flu Vaccine - TIV or LIAV Vaccine x 1</td>
<td></td>
<td>Flu Season</td>
<td></td>
</tr>
<tr>
<td>Requirement may change based on prevalent strains</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. TDAP (ADULT) - Immunization x 1</td>
<td>10 Years</td>
<td></td>
<td></td>
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<tr>
<td>7. Hepatitis B Prior Hep B vaxs can be used (i.e. Military, childhood records)</td>
<td></td>
<td></td>
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<tr>
<td>□ Declination Form OR TITER Result: □- □+ OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 3 Series Immunizations</td>
<td></td>
<td></td>
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<tr>
<td>Dose 1= now Dose 2=1 month after dose 1 Dose 3=5 months after dose 2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8. MMR Titers – LAB Results w/ Score &amp; Reference Range Required</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Measles (Rubeola): □- □+ if NEG or equivocal = MMR x2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mumps: □- □+ if NEG or equivocal = MMR x2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella (German Measles): □- □+ if NEG or equivocal = MMR x1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>IF MMR Titers show NON-IMMUNE</td>
<td></td>
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<tr>
<td>Combination Vaccine x 2 Required (can be given 28 days apart)</td>
<td></td>
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<tr>
<td>MMR #1 Date: ___________________________ MMR #2 Date: ________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Prior MMR vaccination can be used as MMR #1; booster for #2 required</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9. Varicella Titers – LAB Results w/ Score &amp; Reference Range Required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITER Result: □- □+ if NEG or equivocal = VAR x2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>IF Varicella Titer show NON-IMMUNE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaccine x 2 Required (can be given 28 days apart)</td>
<td></td>
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<tr>
<td>VAR #1 Date: ___________________________ VAR #2 Date: ________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Prior VAR vaccination can be used as VAR #1; booster for #2 required</td>
<td></td>
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<tr>
<td>10. Certificate of Liability - Insurance (remit the certificate)</td>
<td></td>
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<tr>
<td>Policy Coverage: Up to $1,000,000 each claim professional liability coverage</td>
<td>1 Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to $3,000,000 aggregate professional liability coverage</td>
<td></td>
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</tr>
<tr>
<td>11. SCPA (NURSING ONLY)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
12. Radiation Waiver of Liability (Respiratory Care Students ONLY) Initial
13. Castle Branch Affidavit – submit to Admissions Initial
14. Clinical Disclosures
- Apria – 2 pages
- Conway Medical Center – 11 pages
- CHS / MUSC – 5 pages
- McLeod – 5 pages
- Encompass – 6 pages

**IMPORTANT NOTES**

- Any item that will expire mid semester must be completed before the semester begins. Example, your CPR Certificate expires in March, you must renew your certificate before classes start in January.
- You may bring your documents to Clinical Admissions Coordinator’s office located in the Speir Building or email them to hgtc-clinical@hgtc.edu. If you email, all documents must be one sided, legible and submitted as a pdf file. DO NOT submit documents into the body of an email. DO NOT submit documents as images. Scan them. There are apps available to download on your phone to scan documents. Please put your program name in the Subject line of EVERY email, even if it is a simple question. Do not submit one document at the time. Scan all documents into one pdf attachment.
- **CPR Certification must be BLS HealthCare Provider through AHA or ARC ONLY.**
- One year from the date of your physical, a **physical waiver** must be submitted annually if there has been no change in your health status.
- **Initial PPD 2 Step is 4 office visits:** 1st – administered 2nd – read 48-72 hrs. after 1st visit, 3rd – administered again 7-21 days later, 4th – read 48-72 hrs. after 3rd visit.
- We recommend for Step 2 to be administered 7 days after Step 1; however, the max time frame between Step 1 and Step 2 is 21 days.
- You must have an **annual PPD or QFT.** Do not let time lapse or you will need to complete the PPD 2 step again. Example: If your PPD 2 Step was completed May 1, your annual PPD 1 Step MUST be completed no later than May 1 the following year.
- **If your PPD is positive,** you must have a chest x-ray immediately following the result. A chest x-ray is then required every 2 years.
- **If your PPD is positive,** a PPD symptom assessment form must be completed every semester.
- **Hepatitis B** - There are 3 options to choose from:
  1- Receive the 3 dose series. You receive the 2nd dose 1 month after the 1st. The 3rd dose is received 5 months after the 2nd. Please check the first 2 boxes of the Hep B Waiver (page 16), sign, date and remit along with Dose # 1. *If you received 3 doses in the past, we will accept those as your 3 doses.
  2- You may have a titer to check your immunity. If negative/non-reactive (non-immune), you will need to sign the waiver or begin the 3 series dose. You may use 2 Hep B vaccines from a prior record (childhood, military, etc.) and then just receive a booster to count as the 3rd one.
  3- If you opt out, please see the Hepatitis Declination Waiver on page 16. Check the first box, sign & date.
- **MMR and Varicella titers are required.** DO NOT go for vaccinations until you have your titers completed. If positive (immune), no MMR or Varicella booster is required. If negative (non-immune) for the Mumps, Measles or Varicella, 2 boosters are required. Only 1 booster is needed for Rubella. For the 2 boosters, a prior vaccination (childhood, military, etc.) can count as the 1st one and you will only need to receive the one booster. You will need to remit a copy of your immunization record.
- **Liability insurance** – Need the Certificate of Liability, not a copy of the application.
You will use Care Learning to complete your required training before reporting to a hospital to begin clinical rotation. You can create a new account or re-use your existing account at: http://passport.carelearning.com.

Here is some supplementary information:

1. **When you begin this process, use your school issued email address.** The program will require you to verify your account during the process.

2. You will purchase courses and have access to them for 365 days. The modules must be completed yearly. The total cost is $10.00.

3. Your classroom will automatically be populated with the courses that are common to all students. However, in most cases you will be required to also complete education specific to the hospital that you are reporting to for clinical rotation. You will be able to add those to your classroom as you need them.

Below are the **18 modules** that need to be completed for Horry-Georgetown Technical College:

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse &amp; Neglect</td>
<td>HIPAA</td>
</tr>
<tr>
<td>AIDET</td>
<td>Isolation ad Standard Precautions</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>Lewis Blackman Patient Safety Act</td>
</tr>
<tr>
<td>COVID-19: Coronavirus Disease 2019</td>
<td>Moving, Lifting and Repetitive Motion</td>
</tr>
<tr>
<td>Culturally Competent Care</td>
<td><strong>YOU WILL NEED TO MANUALLY ADD:</strong></td>
</tr>
<tr>
<td>Disaster Preparedness</td>
<td>MUSC Health Florence Medical Center Classroom</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>MUSC Health Marion Orientation for Students</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>Tidelands Health – Ebola Preparedness</td>
</tr>
<tr>
<td>Hand Hygiene</td>
<td>Tidelands, Conway, Grand Strand, Waccamaw – (GHO)</td>
</tr>
<tr>
<td>Hazard Communications</td>
<td></td>
</tr>
</tbody>
</table>

4. Should you experience difficulty, please contact us at 866-617-3904 or email support@carelearning.com Monday-Friday 8am-6pm.

5. You are required to remit a copy of your completed Transcript to HGTC-Clinical@hgtc.edu.
CPR REQUIREMENT:

- Basic Life Support Certification for the Healthcare Provider by American Heart Association (AHA) or American Red Cross (ARC) only
- Requires successful completion of cognitive and skills demonstration for healthcare provider (Adult, Child, Infant, and Choking Skills)
- Must renew CPR certification every 2 years

CPR Completion Date: [ ] AHA  [ ] ARC

Certification:

Signature below indicates verification of above initials in student completion of stated CPR requirement

___________________________________________________________________________________

Printed Name                                               Signature                                             Title (RN, NP, MD)

CPR Instructor Affiliation ______________________________________________________________

NOTE: Take this form with you to your CPR class for your instructor to complete. This form serves as temporary documentation for CPR. The student is responsible for remitting a copy of the BLS Card to the Clinical Admissions Specialist. Cards typically take 30 days to receive. If it has been more than 30 days, the student is responsible for following up with their BLS Instructor regarding the BLS Card.
CPR/BLS Vendors - Prices and Information Subject to Change

Class Must Be:
CPR/BLS (Basic Life Support) for Healthcare Provider

Horry-Georgetown Technical College - Continuing Education – Betty Turner, Program Manager
Cost: $105.00 (Materials Included)
743 Hemlock Avenue, Bldg. 600 Room 627, Myrtle Beach, SC 29577 - 843-477-2020 or 843-477-2079
Betty.Turner@hgtc.edu
Dates of CPR classes can be found at www.hgtc.edu/jobtraining.

Advance Medical Transport, LLC - Richard “Ricky” Brock, BSHS, NRP/Training Officer
Cost: $45.00
875 Nicholas Street, Suite B, Murrells Inlet, SC 29576 - 843-903-4268 or 843-299-2279 or 843-340-0109
They teach full classes as well as individual skills assessments.
To register, please visit: www.ambulancemyrtlebeach.com

Students must register at least 1-week prior to the scheduled class and bring their own book.

Heart to Heart-CPR, LLC – Randy and Kim Armstrong
Cost: $40.00 (Materials Included)
843-999-8451 or 854-999-6609
Randal.Armstrong@att.net or KimArmstrong57@att.net

Andy Brown
843-957-0124
ambrownl2345@gmail.com

Charles “Chuck” Crabbe - Cost $50.00 (Materials Included)
270-498-2745
Contact: chuckcrabbe@yahoo.com or crabbecpr@yahoo.com

Jacquelyn “Lee” Smith - Cost $75.00 (Materials Included)
843-274-0128
Contact: JacquelynLeeSmith@gmail.com

Joanne Clarey
843-545-3400 Ext. 3407
Contact: jclarey@georgetowncountysc.org

Tina Bussa – Cost - $40.00
Contact: bussatina@gmail.com

Students can also complete the online written portion of the BLS course through the American Heart Association at www.onlineaha.org [Heart Code BLS]. Print your Part 1 Certificate once complete and contact an approved vendor to schedule your Part 2 Skills Assessment (see above and below for assistance). Remember to take the HGTC CPR/BLS Form with you so your instructor can complete it on your behalf. In addition to remitting a copy of your form immediately
following class, you will also need to remit a copy of your BLS Card to hgtc-clinical@hgtc.edu. Cards can take up to 30 days to receive, so make sure your instructor completes your form on the day of class.

BLS for Healthcare Providers Skills Sessions

Grand Strand Regional Medical Center  
Training Center ID: SC05817  
2000 Coastal Grand Cir Suite 520  
Myrtle Beach, SC 29577  
USA  
843-839-9933

Horry County Fire & Rescue  
Training Center ID: SC20285  
2560 Main St Suite 1  
Conway, SC 29526-3756  
USA  
843-915-7289  
https://www.horrycountyfirerescue.com

Midway Fire Department  
Training Center ID: SC05971  
112 Beaumont Dr  
Pawleys Island, SC 29585-7589  
USA  
843-545-3620 cgilmore@gtcounty.org  
http://www.midwayfirerescue.org

McLeod Regional Medical Center  
Training Center ID: SC15248  
555 E Cheves St  
Florence, SC 29506  
USA  
843-667-2000

Pee Dee Regional CTC Training Center  
ID: SC05608  
1209 W Evans St  
Florence, SC 29501-3406  
USA  
8436654671 carolinacenter@bellsouth.net  
http://PDCTC.COM

McLeod Regional EMS Training Center  
ID: SC15505  
1314 W Darlington St  
Florence, SC 29501-2122  
USA  
8436625771 www.pdrems.com  
http://www.pdrems.com

Robeson Community College  
Training Center ID: NC05367  
US301 N & I-95  
Lumberton, NC 28359  
USA  
910-272-3408  
fgwillia@robeson.cc.nc.us

Southeastern Regional Medical Center  
Training Center ID: NC06011  
PO Box 1408  
Lumberton, NC 28359  
USA  
910-671-5805  
pitman01@smc.org
Health Science Division – Student Health Record

Please print in ink or type Section I before going to your physician for examination. Be sure to answer all questions fully and include your name at the top of each page. Health information, including immunization records will be released to authorized clinical agencies with your consent (as designated by your signature on page 2). Students will not receive clearance for clinical without a complete record. Students must submit the completed “Student Health Record” prior to program matriculation. If you have questions concerning a disability, or if requesting reasonable accommodations contact Student Counseling Services at 349-5302. If requesting accommodations, you must provide appropriate medical, psychological and/or psychiatric documentation to support this request. A copy of immunizations/titer lab results must accompany this form.

SECTION I (to be completed by student)

Name: _____________________________________________

(Last)                                                                (First)                                                         (Middle)

Other Name(s) Student Known As: ____________________________________  Birthdate: ______________________

Home Address: _________________________________________________

(Street)                                                                     (City)                                    (State)                            (Zip)

Telephone: ______________________________________________________

(Home)                                                       (Cell)                                             (Work)

Past Medical History:                                                ALLERGIES: _______________________________________________

<table>
<thead>
<tr>
<th>Have you had?</th>
<th>CHECK Yes or NO</th>
<th>Yes</th>
<th>No</th>
<th>Have you had?</th>
<th>CHECK Yes or NO</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola</td>
<td></td>
<td></td>
<td></td>
<td>Stomach/Intestinal Abnormality</td>
<td></td>
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<tr>
<td>Rubella</td>
<td></td>
<td></td>
<td></td>
<td>Arthritis</td>
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<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
<td>Asthma</td>
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<tr>
<td>Chicken pox (MD documented)</td>
<td></td>
<td></td>
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<td>Hay fever</td>
<td></td>
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<tr>
<td>Infectious Mono</td>
<td></td>
<td></td>
<td></td>
<td>Color blindness</td>
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<tr>
<td>Positive TB Skin Test</td>
<td></td>
<td></td>
<td></td>
<td>Recurrent headaches</td>
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<tr>
<td>Recurrent Herpes Viruses</td>
<td></td>
<td></td>
<td></td>
<td>Back problems</td>
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<tr>
<td>Sexually Transmitted Disease</td>
<td></td>
<td></td>
<td></td>
<td>Organ transplant</td>
<td></td>
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<tr>
<td>Heart disease</td>
<td></td>
<td></td>
<td></td>
<td>Insomnia</td>
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<tr>
<td>Heart murmurs</td>
<td></td>
<td></td>
<td></td>
<td>Frequent Anxiety</td>
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<tr>
<td>Mitral Valve Prolapsed</td>
<td></td>
<td></td>
<td></td>
<td>Frequent Depression</td>
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<tr>
<td>High Blood Pressure</td>
<td></td>
<td></td>
<td></td>
<td>Worry or Nervousness</td>
<td></td>
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<tr>
<td>Rheumatic fever</td>
<td></td>
<td></td>
<td></td>
<td>Hepatitis (specify: A,B,C,D,E)</td>
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<td></td>
<td></td>
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<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
<td>Epilepsy/Convulsions</td>
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<tr>
<td>Kidney/Bladder Abnormality</td>
<td></td>
<td></td>
<td></td>
<td>Other (explain below):</td>
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</tr>
</tbody>
</table>
If you checked “Yes” to any past medical history on the previous physical page, please give dates and treatments:

________________________________________________________________________________________

Please list any other medical conditions not addressed above:

________________________________________________________________________________________

Please list all medications that you are currently taking:

________________________________________________________________________________________

Student Signature: ___________________________ Date: ________________

SECTION II: Physical Examination (To be completed by the physician, physician assistant, or nurse practitioner)

Directions: Please review Section I completed by the student and then complete all of the following items in Section II.

Height: ______ Weight: ______ Blood pressure: ______ Pulse: ______ Respiration: ______ Temp: ______

Corrected Vision: RIGHT: 20/ ______ LEFT: 20/ ______ Hearing: (Please circle)

RIGHT: Normal Impaired LEFT: Normal Impaired

A. Does the student have any changes and/or concerns in the following systems? (Give dates, description of change, and treatment of ALL findings - see below)

<table>
<thead>
<tr>
<th>System</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td></td>
<td></td>
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<tr>
<td>Ears</td>
<td></td>
<td></td>
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<tr>
<td>Metabolic/Endocrine</td>
<td></td>
<td></td>
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<tr>
<td>Nose, throat</td>
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<tr>
<td>Genitourinary</td>
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<tr>
<td>Neurological</td>
<td></td>
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<tr>
<td>Skin</td>
<td></td>
<td></td>
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<tr>
<td>Respiratory</td>
<td></td>
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<tr>
<td>Immunological</td>
<td></td>
<td></td>
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<tr>
<td>Cardiovascular (including murmurs)</td>
<td></td>
<td></td>
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<tr>
<td>Psychiatric</td>
<td></td>
<td></td>
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<tr>
<td>Gastrointestinal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please explain)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. If you have answered “yes” to any item in A above, please complete the following: (Additional information may be provided on a separate page identified with student’s name).

<table>
<thead>
<tr>
<th>Date</th>
<th>Diagnosis</th>
<th>Treatment</th>
<th>Restrictions/Limitations (Bending, lifting, pulling, etc.)</th>
</tr>
</thead>
</table>
ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS FOR ADMISSION AND PROGRESSION IN THE

(PROGRAM NAME)

The following standards are considered essential criteria for participation in the Allied Health Programs. Students selected for Allied Health programs must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Allied Health Programs. In order to be admitted, or to be retained in the Allied Health Programs after admission, all applicants with or without accommodations must (by initialing the items you agree the student will be able to perform the function):

- Possess sufficient visual acuity to independently read and interpret the writing of all size.
- Independently be able to provide verbal communication to and receive communication from clients/patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, and audible exposure indicators, etc.
- Possess sufficient gross and fine motor skills to independently position and assist in lifting client/patients, manipulate equipment, and perform other skills required in meeting the needs of nursing care.
- The student (Observer) is free of communicable illnesses

<table>
<thead>
<tr>
<th>Does the student have any restrictions/limitations?</th>
<th>Yes</th>
<th>_____</th>
<th>No</th>
<th>_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, how many weeks are restrictions/limitations in effect:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, what date will the restrictions/limitations be lifted:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, will the student be required to follow-up with your office:</td>
<td>Yes</td>
<td>_____</td>
<td>No</td>
<td>_____</td>
</tr>
<tr>
<td>If yes, date of scheduled appointment for follow-up:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify to the best of my knowledge that the preceding information is complete and accurate.

______________________________  __________________________
Print Name of Physician, Physician Assistant, or Nurse Practitioner  Date

______________________________  __________________________
Signature of Physician, Physician Assistant, or Nurse Practitioner  Date

NOTE: Some allied health programs may have additional requirements. Individual students assume responsibility for ensuring all requirements have been met according to the designated curriculum for the program of which he/she is seeking entry.
Purified Protein Derivative (PPD) / Tuberculin Skin Test (TST) Form or QFT Gold Blood Assay

All information must be completed or it will not be accepted. PPDs must be read within 48-72 hours of administration.

<table>
<thead>
<tr>
<th>PPD</th>
<th>Date/Time Given</th>
<th>Injection Site</th>
<th>Lot # &amp; Manufacturer</th>
<th>Expiration</th>
<th>Result</th>
<th>Induration</th>
<th>Date/Time Read</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 (2 visits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 2 (2 visits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QFT Gold Blood Assay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If you elect a QFT instead of the PPDs, you must remit a copy of the lab results.

**Certification:** Signature below indicates verification of above initials in administration of PPD/TST.

Signature: ____________________________________________________________

Signature: ____________________________________________________________

Signature: ____________________________________________________________

- Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance.
INFLUENZA FORM

(Influenza A/B; H1N1 Combination Vaccine)

Injection 1 (Lot Number): ______________ Date: ______________ Initials: ______________

Expiration Date: ______________ Manufacturer: ______________ Injection Site: ______________

Certification:

Signature below indicates verification of above initials in administration of, or reporting of, documented result for Influenza Immunization(s).

_____________________________________________________________________________

Signature                                                                                             Title (MD, NP, RN)

_____________________________________________________________________________

Signature                                                                                             Title (MD, NP, RN)

_____________________________________________________________________________

Signature                                                                                             Title (MD, NP, RN)

• Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance
### Tetanus, Diphtheria, Pertussis (TDAP) Form

<table>
<thead>
<tr>
<th>Injection</th>
<th>Lot #</th>
<th>Manufacturer:</th>
<th>Expiration:</th>
<th>Injection Site:</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certification:**
Signature below indicates verification of above initials in administration of TDAP immunization and/or titer result.

________________________________________________________________________________________
Signature
________________________________________________________________________________________
Signature
________________________________________________________________________________________
Signature

- Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance.
HEPATITIS B FORM

<table>
<thead>
<tr>
<th>Injection</th>
<th>Lot #</th>
<th>Manufacturer:</th>
<th>Expiration:</th>
<th>Injection Site:</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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</tr>
</tbody>
</table>

Or

Hepatitis B Titer Result: _______________________ Date: ___________________ Initials: ____________

Or

Declination/Waiver (Must sign page 4 of HGTC Health Science Division - Student Health Record)

Certification:

Signature below indicates verification of above initials in administration of Hepatitis B immunization and/or titer result.

__________________________________________________________________________________________
Signature

__________________________________________________________________________________________
Signature

__________________________________________________________________________________________
Signature

- Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance.

- Titer result may be reported on this sheet but must be accompanied by lab result with reference range clearly designated.
MANDATORY HEPATITIS B VACCINE/DECLINATION

Check the appropriate box(es) to indicate your compliance with the Hepatitis B requirement. If you have not completed the entire series, please check the first two boxes.

DECLINATION

☐ I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been informed of the opportunity to be vaccinated with Hepatitis B Vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I will make arrangements at that time.

SERIES IN PROGRESS

☐ * I am in the process of receiving the Hepatitis B Vaccine and will provide documentation of all three vaccinations as they are completed.

SERIES COMPLETED

☐ I have completed the series of three vaccinations (submit via immunization record or form 7)

_________________________  ___________________________  ________________
Student Signature          H#                               Date
TITERS ARE REQUIRED
Titer results must be accompanied by actual lab results with scores and reference ranges clearly designated.

<table>
<thead>
<tr>
<th>Injection</th>
<th>Lot #</th>
<th>Manufacturer:</th>
<th>Expiration:</th>
<th>Injection Site:</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
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</tr>
</tbody>
</table>

**Certification:**
Signature below indicates verification of above initials in administration of MMR immunization and/or titer result.

______________________________  
Signature  
Title (MD, NP, RN)

______________________________  
Signature  
Title (MD, NP, RN)

- Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance.
VARICELLA (CHICKENPOX) FORM

TITERS ARE REQUIRED
Titer results must be accompanied by actual lab results with scores and reference ranges clearly designated.

VARICELLA Titer Result: __________________________ Date: ______________ Initials: ______________

- If you previously completed the 2-dose vaccine and your current titers are NEGATIVE or EQUIVOCAL, you are required to receive a 1-dose booster vaccine immediately. Documentation for the initial 2-dose vaccine and negative titers results must also be remitted.

- If you did not previously complete the 2-dose vaccine and your current titers are NEGATIVE or EQUIVOCAL, you are required to receive the 2-dose vaccine beginning immediately.

- Physician documented history of Varicella will not be accepted as proof of immunity.

<table>
<thead>
<tr>
<th>Injection</th>
<th>Lot #</th>
<th>Manufacturer:</th>
<th>Expiration:</th>
<th>Injection Site:</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td></td>
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</tr>
<tr>
<td>7.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification:
Signature below indicates verification of above initials in administration of Varicella immunization and/or titer result.

________________________________________________________________________________________
Signature                                                                                                                  Title (MD, NP, RN)
________________________________________________________________________________________
Signature                                                                                                                  Title (MD, NP, RN)

- Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance.
PROFESSIONAL LIABILITY INSURANCE

Required for the following Allied Health Programs:

Dental Assisting (DAT)      Phlebotomy (AHS 167)
Dental Hygiene (DHG)       Physical Therapy (PTH)
Diagnostic Medical Sonography (DMS)   Radiology Tech (RAD)
EMT/Paramedic (EMS)       Registered Nurse (NUR)
Licensed Practical Nurse (LPN/PNR)   Respiratory Care (RES)
Nursing Assistant (AHS 163)    Surgical Tech (SUR)

Visit www.hposo.com (*)
Select “Get a Quote – Apply Now”
Select “Individual” and “Continue”
Follow the prompts as a “Student”

Minimum Coverage: $1,000,000 each claim and $3,000,000 aggregate

You will receive an email confirming your application was submitted.

Within 24-48 hours, you will receive an email containing your actual Policy. You are required to remit a copy of the Certificate of Liability to hgtc-clinical@hgtc.edu

As of 10/15/2018, the Annual Premium was $35.00. Prices are subject to change.

(*) Students can choose a vendor of their choice; however, coverage amounts must be as stated above.
STUDENT NAME: ___________________________ STUDENT ID NUMBER: ________________________

PROGRAM OF STUDY: ___________________ DATE: ________________________________

Please check YES or NO if you currently work or previously worked at any of the following hospitals or nursing homes:

YES            NO

Conway Manor
Conway Medical Center
Georgetown Healthcare and Rehab
Grand Strand Regional Medical Center
Kingston Nursing Home
Lighthouse Care Center
McLeod (Seacoast, Loris, Florence, Etc.)
National Healthcare (NHC Garden City)
The Lakes at Litchfield
Tidelands (Waccamaw, Georgetown, Etc.)
Other (Please List): _______________________________________________________________

Please check YES or NO if you are prohibited from conducting clinical rotations at any of the following hospitals or nursing homes:

YES            NO

Conway Manor
Conway Medical Center
Georgetown Healthcare and Rehab
Grand Strand Regional Medical Center
Kingston Nursing Home
Lighthouse Care Center
McLeod (Seacoast, Loris, Florence, Etc.)
National Healthcare (NHC Garden City)
The Lakes at Litchfield
Tidelands (Waccamaw, Georgetown, Etc.)
Other (Please List): _______________________________________________________________

HGTC INTERNAL USE ONLY:

HGTC (Faculty Name): ___________________________ Date: ______________________________
Confirmed With (Clinical Partner Personnel): __________________________________________
Comments: ________________________________________________________________________
Horry-Georgetown Technical College
Respiratory Care Program
Disclosure of Exposure to Potential Health Risks/Radiation Waiver of Liability

During the course of clinical or laboratory components of educational programs at Horry-Georgetown Technical College, students may come into contact with diseases, medicines, treatments, and equipment which are potentially hazardous to the student’s health, or to the health of an unborn fetus, in the case of pregnant students.

Exposures of potential hazards to which exposure may occur include, but are not limited to bacterial diseases (staphylococcal, streptococcal); mycotic disease (Coccidioidomycosis); tuberculosis; viral diseases (AIDS, Hepatitis); radioactive materials and radiation; it is possible that exposure to other hazards may occur, as well. Although reasonable efforts are made to avoid and minimize these risks, the exact probability of exposure to these potential hazards is not known.

Respiratory Therapy Students may be required to enter areas where access is restricted due to the storage, transfer, or use of radiation sources. Prior to extended work in these areas, students will be given appropriate instruction in precautions, protective devices, and educated about problems which may be encountered in these areas.

Students will be given instruction in infection control procedures, and other techniques for minimizing the risks of exposure to potential hazards. Once this instruction is provided, students will be expected to care for infected clients.

Because of potential health risks to both parent and unborn child, Horry-Georgetown Technical College recommends that pregnancy be disclosed as soon as possible by notifying the Program Director for information and assistance to lessen the risk to both mother and unborn child. Areas of concern are infectious/communicable disease, noxious fumes such as nitrous oxide, radiation and antineoplastic agents.

There is a higher risk of danger to students who have compromised immune systems. Immunosuppression occurs when the body’s ability to fight infections and other diseases is impaired due to inhibition of the body’s normal immune responses. Typical conditions which result in immunosuppression include HIV infection/AIDS, chemotherapy, steroid therapy, and anti-rejection drug therapy for organ transplantation. Students who suffer immunosuppression may consider withdrawing from the clinical program for so long as the immunosuppressive condition continues.

Each student enrolling in the Respiratory Care Program must read this disclosure and waiver before clinical instruction begins. Each student must complete the Waiver of Liability form and remit it to the Clinical Admissions Specialist.
WAIVER OF LIABILITY

RESPIRATORY CARE PROGRAM

I have received and read the attached Disclosure of Potential Health Risks. By participating in the clinical and laboratory program, I waive any and all claims and causes of action, present, and future, against the South Carolina Technical College System and their respective officers, agents, and employees out of my participation in clinical or laboratory program and resulting injury, physical or mental illnesses, disability, or death.

I acknowledge that this waiver is made freely, voluntarily and under no compulsion.

_________________________________________                      ______________________________________________________________________________________
Student Signature                                                Date

_________________________________________                      ______________________________________________________________________________________
Print Student Name                                               Date

_________________________________________
Student ID Number

CC: Program Director

Revised 10/02/2017 \ www.hgtc.edu
Additional Admission/Placement Requirements Affidavit

[Required at the Time of Application to an Applicable Program of Study]

Certain programs of study at Horry-Georgetown Technical College carry additional requirements beyond regular admission and academic requirements before a student may either be placed into the program and/or be enrolled in a program specific class. These additional requirements may include satisfactory completion of Criminal Background Check (CBC), Urine Drug Screening (UDS), and a health exam; physical, and/or immunization documentation. All costs associated with additional requirements are the sole responsibility of the student and in no way the responsibility of Horry-Georgetown Technical College or its affiliates/partners.

Criminal Justice, Police Pre-Academy, Personal Care Services (Cosmetology and Esthetics), and Early Care and Education - Students MUST complete the CBC and/or UDS to be eligible for the programs listed (See Package Code Chart). Students required to complete CBC, who are under the age of 18 years, may be allowed to enroll in certain courses based upon this signed affidavit. However, upon 18th birthday the student will be required to complete a CBC to continue with the academic program. Any arrests, criminal charges filed, or offenses noted (recorded) against the student, subsequent to completing this form, may result in dismissal from the program.

Allied Health - Students may be allowed to enroll in certain courses required in programs requiring CBCs and UDSs based upon this signed affidavit. Students may enroll in general education courses or core program courses, which do not require agency or clinical placement. However, the student will be required to complete a CBC and UDS to continue with the allied health program prior to placement in any course in which the student will be attending or participating in outside agencies that require the CBC and UDS to be completed. An unsatisfactory CBC, UDS or health exam may disqualify the student from progressing in the program of study. Any arrests, criminal charges filed, or offenses noted against the student, subsequent to completing this form, may result in dismissal from the program.

Students failing to comply with the additional requirements, for his/her selected program of study, including completion a CBC, UDS and/or a health exam, physical, or immunization, through providing proof of successful completion on/before the published deadline, WILL be ineligible for admission, placement, or continuation in the program of study and/or clinical class(es).

Any student, other than ALLIED HEALTH, who has NOT been enrolled for two (2) consecutive semesters, MUST complete a new CBC. ALLIED HEALTH students MUST complete a new CBC and UDS every semester. ALLIED HEALTH students MUST complete a CBC and UDS no greater than 30 DAYS prior to the start of clinical rotation each semester or upon request by the clinical site. All fees and costs associated with any checks, screenings or immunizations are the sole responsibility of the student. Double fees at the student’s expenses may result from the failure to comply with the requirements as stated on this form.

Certification of Understanding

I, ____________________________________________, certify that I have read this statement and understand its implication on my current and future enrollment as a student at Horry-Georgetown Technical College, up to and including removal from any applicable class, course, and/or program of study for failure to comply with outlined additional requirements. In addition, I also certify that I will notify the College of ANY arrests and/or criminal charges filed against me NOT showing on the CBC or subsequent to completing this form; and any situation or incident that occurs after the Criminal Background Check (CBC) and/or the Urine Drug Screening (UDS) have been purchased (including taking any illegal drugs). I will also notify the College of any arrests or criminal charges filed against me that are not appearing on the background check. Failure to notify the College may result in disciplinary charges and dismissal from the program. In addition, I freely and voluntarily consent to the release of my Health Tracker immunization records, criminal background check, and urine drug screen to clinical and internship partners as it relates to my mandatory clinical rotation or field experience classes.

_____________________________  ________________________________  _____________
Student’s Name (Print)                  Student’s Signature                     Date Signed

_____________________________  ________________________________
Student ID Number (H#)                  Date of Birth

_____________________________  ________________________________
Program of Study (Major)                HGTC Staff                             Date Signed

Rev. 22596 04122021 | www.hgtc.edu
**STUDENT BACKGROUND CHECK, DRUG SCREENING & IMMUNIZATION/HEALTH INFORMATION PACKET**

**Criminal Background Checks**: To comply with the requirements of accrediting organizations, clinical/field placement partners, and State and Federal laws governing licensing, HGTC students are required to have acceptable criminal background checks (CBC) and/or urine drug screening (UDS) and/or appropriate health information/immunizations to participate in placement(s) at clinical and field facilities. Typically, these checks and proof of health information/immunizations must be provided prior to the start of the first semester requiring clinical/field placement. **NOTE: Should your enrollment be interrupted (i.e. you miss a semester), new results for background checks, urine drug screening and/or health/immunization will be required. All fees and costs associated with any checks, screenings or immunization are the responsibility of the student.**

Admission to any of the programs listed below is conditional. Unsatisfactory results on the criminal background check or urine drug screening, or failure to complete any required health/immunization standards WILL prevent enrollment or result in removal from enrollment in the program of study.

**The following Programs require a criminal background check (CBC) and/or urine drug screen (UDS) along with Health Tracker Immunization Documentation:**

**STOP**  
**FAILURE TO READ ALL INSTRUCTIONS MAY RESULT IN A DOUBLE FEE AT YOUR EXPENSE!**

### PACKAGE CODE CHART

In addition to Health Tracker Immunization Documents, a Criminal Background Check and Urine Drug Screen **MUST BE COMPLETED WITHIN 30 DAYS PRIOR TO THE START of clinical rotation EACH SEMESTER or upon request by the clinical site.** After initial order, Recheck Package Codes are available for subsequent semesters for $81. Add “re” to your Package Code (For Example: HG13re):

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>Semester</th>
<th>1st Clinical / Field Class</th>
<th>Package Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dental Hygiene</strong></td>
<td>1st and 4th</td>
<td>DHG 151</td>
<td>HG37 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Diagnostic Medical Sonography</strong></td>
<td>1st and 4th</td>
<td>DMS 164</td>
<td>HG13 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Medical Technician</strong></td>
<td>2nd</td>
<td>EMS 109</td>
<td>HG01 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expanded Duty Dental Assisting</strong></td>
<td>1st</td>
<td>DAT 154</td>
<td>HG51 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Massage Therapy</strong></td>
<td>IMMEDIATELY</td>
<td></td>
<td>HG89 (cost $112.00)</td>
</tr>
<tr>
<td>upon admission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nursing</strong></td>
<td>Every</td>
<td>NUR 101 / 201</td>
<td>HG08 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td>Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paramedic</strong></td>
<td>1st</td>
<td>EMS 223</td>
<td>HG01 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Patient Care Technician</strong></td>
<td>2nd</td>
<td>AHS 183</td>
<td>HL13 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phlebotomy</strong></td>
<td>1st</td>
<td>AHS 167</td>
<td>HG73 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant</strong></td>
<td>Every</td>
<td>PTH 234</td>
<td>HG70 (cost $112.00)</td>
</tr>
<tr>
<td>“see note under Fees”</td>
<td>Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Criminal Background Check and/or Urine Drug Screen REQUIRED as indicated below:**

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>Package Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sports Tourism</strong></td>
<td>HH78 (cost $112.00)</td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
</tr>
<tr>
<td><strong>Criminal Justice</strong></td>
<td>IMMEDIATELY</td>
</tr>
<tr>
<td>Background Check ONLY</td>
<td>upon admission</td>
</tr>
<tr>
<td><strong>Police Pre-Academy</strong></td>
<td>IMMEDIATELY</td>
</tr>
<tr>
<td>upon admission</td>
<td></td>
</tr>
<tr>
<td><strong>Early Care and Education/Early</strong></td>
<td>IMMEDIATELY</td>
</tr>
<tr>
<td>Childhood Development</td>
<td>upon admission</td>
</tr>
<tr>
<td>Background Check ONLY</td>
<td></td>
</tr>
<tr>
<td>“see note below”</td>
<td></td>
</tr>
<tr>
<td><strong>Cosmetology</strong></td>
<td>IMMEDIATELY</td>
</tr>
<tr>
<td>upon admission</td>
<td></td>
</tr>
<tr>
<td><strong>Esthetics</strong></td>
<td>IMMEDIATELY</td>
</tr>
<tr>
<td>upon admission</td>
<td></td>
</tr>
</tbody>
</table>

*IF YOU ARE REGISTERING FOR ECD 181 ONLY WITH NO OTHER COURSES IN THE ECD MAJOR, NO BACKGROUND CHECK IS REQUIRED*
FEES: There will be a non-refundable $75 criminal background check fee and $37 urine drug-screening fee (in addition to any HGTC application fee). All Nursing/Allied Health/Limited Access Students: A criminal background check and urine drug screen must be completed no greater than 30 days prior to the start of clinical rotation each semester or upon request by the clinical site. All fees are paid to a third-party provider and, therefore, cannot be “billed” to the student.

STUDENT RESPONSIBILITY: Conviction of certain crimes may make a student ineligible to apply for licensure, ineligible to take certification examinations or ineligible for employment in certain fields. As such, HGTC reserves the right to disallow admission into certain programs of study if students are ineligible as defined by the guidelines listed here or others that may come into existence.

A Criminal Records Check (CRC), a check of the Sex Offender Registry, a check of the Office of Inspector General and a check of the General Services Administration (GSA) list of debarred contractors are required for admission and/or progression into a Health Sciences clinical course in designated programs.

The student MUST:

- Sign an Additional Admission/Placement Requirements Affidavit (Item #1). Return to admission office at one of the three campuses.

- Go online to [www.castlebranch.com](http://www.castlebranch.com) and order a criminal background check/urine drug screening. (Process outlined in detail in Item #2)

- Notify the College of any arrests or criminal charges filed against the student subsequent to completing this form; and any situations or incidents that occur after the background check/drug test has been purchased (including taking any illegal drugs). Failure to notify the College may result in dismissal from the program.

- Notify the College of any arrests or criminal charges filed against the student that are not appearing on the background check. Failure to notify the College may result in dismissal from the program.

Criminal Background Check Findings: Completed criminal background checks will be reviewed and indicated by a “Negative” or “Positive” result. If a negative criminal background check is returned by the vendor, the student will be considered to have satisfied that portion of the eligibility requirement for progression into clinical/field placement. (A clear urinary drug screening and completion of all required health forms and immunizations are necessary to establish full progression/placement eligibility).

Positive Result: If a “positive” background check is returned, the student will be notified to discuss the problem and will be required to provide additional information as part of the application, such as the terms or conditions of any plea, penalty, punishment, sentence, probation or parole; details regarding the offense; and the applicant’s reflections on the experience. If the student believes that the background check is in error and can provide documentation of records expunged or pardoned, then the background check will be reviewed by the department chairs and clinical partners to determine eligibility for clinical placement. If the student is unable to refute the background check finding(s), the student will be ineligible for progression into clinical/field placement.

Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following WILL bar admission to and WILL be grounds for dismissal from a clinical/field course of study:

- Crimes involving violence against the person, including, but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction, robbery;

- Crimes occurring involving the distribution of drugs;

- Crimes occurring involving illegal use or possession of weapons, including, but not limited to: guns, knives, explosives or other dangerous objects;

- Crimes occurring involving dishonesty or moral turpitude, including, but not limited to: fraud, deception, embezzlement, financial exploitation, shoplifting, petit larceny, bad check; and

- Any other crime(s) or pattern of recurrent criminal or illegal behavior(s) will be reviewed on an individual basis.

Please note that Driving under the Influence (DUI) and Driving under Suspension (DUS) are NOT considered minor traffic violations. These patterns of behavior may result in withdrawal from the program of study.

Student must report to College any arrests and/or criminal charges or convictions filed subsequent to completion of the criminal background check as soon as possible but not later than seven (7) calendar days of such charge or conviction. Failure to do so may result in dismissal from the Program.
Student Instruction Sheet
Criminal Background Check/Drug Screening/Immunization & Health Records

BEFORE PROCEEDING: YOU MUST FIRST HAVE APPLIED AND BEEN ADMITTED TO AN APPLICABLE PROGRAM OF STUDY.

NOTE: All required steps in the background check process MUST be completed within the correct time period as indicated on the “PACKAGE CODE CHART” (pg. 1) or student may be withdrawn from classes.

STEP 1: Create Account and Begin the Process

1) Go to www.castebranch.com
2) Enter Package Code based on your major in “Place Order” section (see Package Code Chart on page 1)
3) Click box next to “I have read, understand and agree to the Terms and Conditions of Use.” (please read statement first)
4) Click “Continue”
5) Complete all additional steps/forms, including payment

STEP 2: Complete Urine Drug Screening (UDS)

Please NOTE:

Instructions on how to complete your drug test are located in your Castle Branch account. Once you have logged in, go to the To-Do List titled “Drug Test” and click on the “Download Document” to print the UDS barcode.

You may complete your drug screening at any of the following LABCORP LOCATIONS:

<table>
<thead>
<tr>
<th>Conway Lab</th>
<th>Myrtle Beach Lab</th>
<th>Murrells Inlet Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>812 Farrar Dr. Suite A</td>
<td>1021 Cipriana Dr. Suite 260</td>
<td>4017 Hwy 17 S, Suite 202</td>
</tr>
<tr>
<td>Phone: 843-347-8480</td>
<td>Phone: 843-497-6726</td>
<td>Phone: 843-651-3003</td>
</tr>
<tr>
<td>Hours: Monday-Friday*</td>
<td>Hours: Monday-Friday*</td>
<td>Hours: Monday-Friday*</td>
</tr>
<tr>
<td>7:30am-12:30pm &amp; 2:00pm-3:30pm*</td>
<td>7:30am-12:30pm &amp; 2:00pm-3:30pm*</td>
<td>8:30am-11:30am &amp; 1:00pm-3:30pm*</td>
</tr>
</tbody>
</table>

* Hours of operation are subject to change. Please visit www.labcorp.com to find a location near you!

NOTE: If you are currently taking any medications that will result in a Positive UDS, obtain a medication printout/list from your pharmacist and contact the Medical Review Officer at Castle Branch at 1-800-526-9341 to update your results.

STEP 3: Submit Immunization/Health Records (if applicable to your major)

WHEN do I need to turn in my immunization/health records? Students accepted into limited access programs (i.e. Nursing, Radiology, etc.) will receive information for submitting immunization/health records in the program acceptance letter. Students accepted into open enrollment programs will be advised for submitting immunization/health records by the program coordinator.

WHERE do I need to turn in my immunization/health records? All required immunization and health records must be submitted by one of the following ways:

1. Drop off locations:
   - Conway: Admissions Office – Attention: Clinical Admissions Coordinator
   - Grand Strand: Spel Building – Attention: Clinical Admissions Coordinator
   - Georgetown: Admissions Office – Attention: Clinical Admissions Coordinator

2. Mail:
   - Horry-Georgetown Technical College
   - Clinical Admissions Coordinator
   - 3501 Pampas Drive
   - Myrtle Beach, SC 29577

3. Email: HGTCLC-Clinical@hgtc.edu * Please make sure all scanned documents are legible *

Please do not submit original documents, only copies! Please keep originals for your records!

*Questions or concerns please email HGTCLC-Clinical@hgtc.edu.

Revised 04/12/2021 | www.hgtc.edu
# Immunization Cost Estimates for Students WITHOUT Health Insurance Coverage

Some of these ARE covered under most health insurance plans

**DISCLAIMER:** This information is to be used as a guide only, as it is subject to change. HGTC cannot be held responsible for the prices listed below. It is the student’s responsibility to call and confirm availability, pricing, and insurance requirements. HGTC is not affiliated with any of these providers regarding provision of healthcare services and is unable to recommend any specific provider. **IF THESE PROVIDERS DON’T WORK FOR YOU, YOU MAY USE YOUR OWN PROVIDER.**

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Beach Family &amp; Urgent Care 843-626-2273</th>
<th>Carolina Health Pharmacy 843-215-8200</th>
<th>CVS Minute Clinic 866-389-2727</th>
<th>Doctor’s Care 843-238-1461</th>
<th>Little River Medical Center (5 different locations) 843-663-8000</th>
<th>Med Plus 843-357-2443</th>
<th>Palmetto Express Clinic 843-750-0324</th>
<th>Southern Urgent Care 843-357-4357</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculin Skin Testing (PPD) x 1</td>
<td>$25.00 (PPD)</td>
<td>$74.00</td>
<td>$34.00</td>
<td>Sliding Scale</td>
<td>$25.00</td>
<td>$20.00 (PPD)</td>
<td>$100 (QFT)</td>
<td>$110.00 (QFT)</td>
</tr>
<tr>
<td></td>
<td>$132.00 (QFT)</td>
<td></td>
<td>$60.00 (QFT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest X-Ray with Positive PPD</td>
<td>$53.00</td>
<td>NA</td>
<td>NA</td>
<td>Sliding Scale</td>
<td>$50.00</td>
<td>NA</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>MMR Titer</td>
<td>$90.00</td>
<td>$99 - $139</td>
<td>$85.00</td>
<td>Sliding Scale</td>
<td>NA</td>
<td>$60.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Varicella Titer</td>
<td>$40.00</td>
<td>NA</td>
<td>$99 - $139</td>
<td>Sliding Scale</td>
<td>NA</td>
<td>$30.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>HEP B Titer</td>
<td>$32.00</td>
<td>NA</td>
<td>$99 - $139</td>
<td>Sliding Scale</td>
<td>NA</td>
<td>$30.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>MMR Vaccine x 1</td>
<td>NA</td>
<td>$115.00</td>
<td>$135.00</td>
<td>NA</td>
<td>Sliding Scale</td>
<td>NA</td>
<td>$90.00</td>
<td>NA</td>
</tr>
<tr>
<td>HEP B Vaccine x 1</td>
<td>NA</td>
<td>$92.00</td>
<td>$145.00</td>
<td>$156.00</td>
<td>Sliding Scale</td>
<td>NA</td>
<td>$90.00</td>
<td>NA</td>
</tr>
<tr>
<td>Varicella Vaccine x1</td>
<td>NA</td>
<td>$168.00</td>
<td>$140.00</td>
<td>NA</td>
<td>Sliding Scale</td>
<td>$125.00</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>TDAP (Adacel) Vaccine</td>
<td>NA</td>
<td>$64.00</td>
<td>$95.00</td>
<td>$71.00</td>
<td>Sliding Scale</td>
<td>$70.00</td>
<td>NA</td>
<td>$65.00</td>
</tr>
<tr>
<td>Flu</td>
<td>$28.00</td>
<td>$28.00</td>
<td>$50.00</td>
<td>Sliding Scale</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Physical Exam</td>
<td>$75.00</td>
<td>NA</td>
<td>$89.00</td>
<td>Sliding Scale</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>

For students who meet certain income guidelines, many of these services are provided at low or no cost through the SC Health Departments. Call (855) 472-3432 to make an appointment at any of these locations.

- Myrtle Beach Health Dept, 21st Ave, Myrtle Beach
- Conway Health Dept., Industrial Park Road, Conway
- Stephen’s Crossroad Health Dept., Hwy 57 North, Little River
- Georgetown County Public Health Department, Lafayette Cir, Georgetown
CHEST X-RAY FORM

(Required with 1st time positive PPD)

CXR Date: _______________ Result: ___________________________ Initials: __________

NOTE: Copy of actual result must be attached. CXR result is valid for two (2) years.

If CXR is NEGATIVE, student must complete a SYMPTOM ASSESSMENT FORM (form 4c).

If CXR is POSITIVE, student will be referred to DHEC for treatment (if applicable) according to DHEC guidelines. Clearance from primary care provider is required for return to clinical setting if student was referred for positive CXR.

Certification:

Signature below indicates verification of above initials in administration of/and reporting result of CXR.

________________________________________________________________________
Signature Title (RN, NP, MD)

________________________________________________________________________
Signature Title (RN, NP, MD)

________________________________________________________________________
Signature Title (RN, NP, MD)

• Documentation may be provided on other forms or records but must meet the stated guidelines for clinical clearance

Form 4b: Revised 10/15/2018 | www.hatc.edu
SYMPTOM ASSESSMENT FORM
(Required Every Semester)

Instructions:
Complete this form ONLY if you had a Positive (+) Tuberculin Skin Test with a Negative (-) CXR.

Date: _______________  Date of Positive PPD: _______________  Date of Negative CXR: _______________

Have you been treated with tuberculosis medication?  □ Yes  □ No

Have you ever received a BCG (tuberculosis vaccine)?  □ Yes  □ No

Have you been exposed to an isolated case of TB this year?  □ Yes  □ No

Do you have any of the following?
- Productive cough (≥ 3 weeks)  □ Yes  □ No
- Persistent weight loss without dieting  □ Yes  □ No
- Persistent low-grade fever  □ Yes  □ No
- Night sweats  □ Yes  □ No
- Loss of appetite  □ Yes  □ No
- Swollen glands in the neck  □ Yes  □ No
- Recurrent kidney or bladder infections  □ Yes  □ No
- Coughing up blood  □ Yes  □ No
- Shortness of breath  □ Yes  □ No
- Chest pain  □ Yes  □ No

If you answered “YES” to any of the above questions, please explain:
_________________________________________________________________________________________
_________________________________________________________________________________________

(Note: Clearance from a primary care provider, which may include repeat CXR, is required prior to clinical attendance if you answered “YES” to any of the above questions).

Student’s Signature: ___________________________  Date: _______________
# Vaccine Allergy/Waiver Form

## Table

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Contraindication to student receiving vaccine:</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>TST/PPD</td>
<td>Documented Allergy to Vaccine or Component of Vaccine</td>
<td></td>
</tr>
<tr>
<td>Influenza</td>
<td>Pregnancy EDC: __________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Must be for live virus vaccine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Date Vaccine can safely be administered ________</td>
<td></td>
</tr>
<tr>
<td>TDAP</td>
<td>Currently Immunosuppressed/Immunocompromised</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Disease/Condition: __________________________</td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td>Date Vaccine can be safely be administered ________</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Certain health conditions/diseases are considered valid contraindications to vaccine administration.
- Pregnancy **is not** a contraindication to receiving inactivated vaccines such as: Hepatitis B vaccine, TDAP vaccine, or Flu vaccine (*CDC Recommended Adult Immunization Schedule – United States 2010*)
- Breast-feedings **is not** a contraindication for any vaccine, except smallpox (*CDC, New ACIP Guidelines, May 2008*)

**Certification:**

*Signature below indicates verification of above initials in reporting of valid contraindication for student not receiving designated vaccine.*

---

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title (MD, NP, PA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Signature**

<table>
<thead>
<tr>
<th>Title (MD, NP, PA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT A

STATEMENT OF CONFIDENTIALITY

As a participant in clinical rotations at Myrtle Beach Rehabilitation Hospital, LLC (the “Hospital”), I hereby acknowledge my responsibility to keep all patient and business information of the Hospital and Encompass Health Corporation (formerly named HealthSouth Corporation) confidential, in accordance with federal and state laws and regulations and this Agreement made by and between the Hospital and Horry-Georgetown Technical College (the “School”). Furthermore, I agree, under penalty of law, not to disclose: (i) specific information regarding any patient to any person or persons, except to authorized clinical staff and associated personnel as necessary to perform my clinical rotation duties; and (ii) any confidential business information of the Hospital and Encompass Health Corporation to any third party. This Statement of Confidentiality shall continue in effect after my clinical rotation at the Hospital has expired or terminated.

Dated this _____ day of _______________________, 20____.

Name of Student (Print)

__________________________

Student Signature
EXHIBIT B

DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT FORM

(CONFIDENTIAL)

By signing below, I hereby acknowledge that I have received a copy of Myrtle Beach Rehabilitation Hospital, LLC’s (“Hospital”) Drug and Alcohol Policy and agree that I will read and abide by the policy.

I understand that situations may occur in which I will be required to take a drug or alcohol test or submit to a search of my person or possessions in accordance with Hospital policy. I also understand that I may be withdrawn from participation in my clinical rotation at the Hospital: (i) by refusing to take a drug or alcohol test; (ii) by refusing to allow a search; (iii) if a drug or alcohol test proves positive; or (iv) if a search discloses possession of a prohibited item, such as a weapon.

I further understand if I am involved in a work-related accident, I may be required to submit to a blood or urine test. I also understand that I may be withdrawn from participation in my clinical rotation at the Hospital: (i) by refusing to take a blood or urine test; or (ii) if such blood or urine test proves positive.

I also understand that upon my request I will be provided a list of all drugs / substances for which tests will be conducted.

I further understand that adherence to Hospital’s Drug and Alcohol Policy is a condition of clinical rotation for all students and hereby consent to and accept such policy as a condition of my rotation.

Name of Student (Print) ___________________________ Date ______________

Student Signature ________________________________

Exhibit B

(CW2326751; ID 159774)
EXHIBIT C

RELEASE STATEMENT CERTIFICATION

I hereby authorize Myrtle Beach Rehabilitation Hospital, LLC (“Hospital”) and/or its agents to make an independent investigation of my background for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualification for employment or participation in clinical rotations, and to conduct pre-employment or other employment related inquiries after I am hired or selected to participate in a clinical rotation at Hospital (to the extent allowed by law), if applicable. This investigation may access records maintained by both public and private organizations. Information requested may include, but is not limited to:

<table>
<thead>
<tr>
<th>Professional and personal references</th>
<th>Credit history (Consumer Reports)</th>
<th>Motor vehicle records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past and current employment</td>
<td>Education</td>
<td>Professional credentials</td>
</tr>
<tr>
<td>Criminal and police records</td>
<td>Public records</td>
<td>Urine or blood tests to determine drug or alcohol use.</td>
</tr>
</tbody>
</table>

I authorize any individuals or entities contacted during this investigation to give you any and all pertinent information they may have, personal or otherwise, and release all parties from any and all liabilities, claims or law suits in regard to the information obtained.

I understand that the complete and final results of Hospital’s investigation of my background may not be available to Hospital before my employment or clinical rotation at the Hospital commences. I also understand that the results of Hospital’s investigation into my background may affect my employability, my continuing employability or eligibility to participate in a clinical rotation within the Hospital.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

Signed: ___________________________ Date: ______________________

(Student)

PLEASE PRINT THE FOLLOWING INFORMATION. FILL IN ALL BLANKS COMPLETELY:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other names you have used in the past 5 years. (Maiden name, nickname, alias, etc.): ___________________________

Present Address: ___________________________________________

Previous: __________________________________________________

Provide the following information on places you have worked or lived during the past five years:

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>From: Month/Year</th>
<th>To: Month/Year</th>
<th>City</th>
<th>State</th>
<th>From: Month/Year</th>
<th>To: Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Driver’s License No.: __________________________ State of License: __________ *Date of Birth: __________________________

Social Security Number: __________________________ Applying For: __________________________

Exhibit C – Page 1

(CW2336751; ID 159774)
If an investigative consumer report is pulled on me for employment purposes, I wish to receive a copy of the report from TransUnion
Birmingham Division.

*Date of birth is used only for purposes of record identification when requesting the above mentioned reports.

**The following information must be completed by the Hospital in order to process this request. Please PRINT clearly.**

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Myrtle Beach Rehabilitation Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospital Number</th>
<th>Secured</th>
<th>Fax Number</th>
<th>Address</th>
</tr>
</thead>
</table>

Requested By:

Title: Clinical Rotation Student □ nursing, □ therapy, □ pharmacy or □ other clinical care and treatment fields

Please indicate the type of background check requested:

- **Credit**: Required for designated positions prior to offer of employment if applicable.
  - Result: ______ Date: ______ Source: ______

- **Criminal**: Required for all positions immediately upon candidate’s acceptance of employment offer, if applicable.
  - Result: ______ Date: ______ Source: ______

- **FACIS (OIG/GSA)**: Screen through CertiPhy Screening Inc. Previously performed through Cornerstone. Please see the Compliance Homepage for instructions.
  - Result: ______ Date: ______

Hospital Use ONLY: Fax form to: 205-802-7896; To obtain results call: 1-800-417-4669 or check your e-mail address.

Exhibit C – Page 2
EXHIBIT D

HIPAA STUDENT TRAINING / ORIENTATION

Confidentiality and Privacy mean that the patients have the right to control who will see their protected health information. With the enactment of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), a patient’s right to have his/her health information kept private, secure and confidential became more than just an ethical obligation of healthcare providers; it became a federal law.

Protected Health Information ("PHI") includes patient identity, address, age, social security number and any other personal information that patients are asked to provide. In addition, protected health information includes why a person is sick or in the Hospital, what treatments and medications he/she may receive, and other observations about his/her condition or past health conditions.

Healthcare providers use information about patients to determine what services they should receive. Ask yourself before looking at any protected health information:

- Do I need this in order to perform clinical rotation duties and provide quality care?
- What is the least amount of information I need to perform clinical rotation duties?

Depending on your task, if you do not need to know confidential patient information, then you should not have access to it.

Ways to protect a patient’s privacy include:

- Keep discussions about patient care private if reasonably possible by closing doors, pulling curtains and conducting discussions so that others cannot overhear.
- Keep medical records locked and out of public areas.
- If you find that you are overhearing someone else discuss patient information, let them know they can be overheard, and politely remind them of the Hospital’s privacy policies.
- Do not release any patient information, unless your supervisor has obtained a written authorization from the patient.
- Do not leave messages on answering machines regarding a patient’s condition or test results.
- If you should need to copy medical records to complete an assignment, ask your supervisor for permission before making copies. Redact the patient’s personal identifiers (i.e., name, date of birth, address, medical record number, insurance information and social security number, if captured) prior to taking the record out of the hospital. Return all copies to the hospital and shred.
- If there are persistent problems regarding breaches of confidentiality or you have any questions, notify your clinical rotation supervisor at the Hospital.
- As a student participating in a clinical rotation at the Hospital, I recognize the patients’ right to privacy and agree to abide by the Patient’s Bill of Rights as posted within the Hospital.
- Additionally, I agree that information relating to a patient’s physical and/or emotional status will not be released or discussed except as needed for the care of that patient.

I also understand that breaking HIPAA’s rules and regulations can mean either a civil or criminal sanction (penalty).

My signature below indicates that I have read and understood the above information, and will abide by the policies and procedures of the Hospital.

Date                                                   Student Signature                        Student Name

Date                                                   Employee Signature                       Employee Name

Exhibit D                                           (CW2326751; ID 159774)
Name: ___________________________

I, ____________________________, have received and reviewed the orientation packet to Tidelands Health Rehabilitation Hospital, an Affiliate of Encompass Health, and understand that I must complete additional on-site orientation prior to providing services.

There will be an opportunity to ask any additional questions during on-site orientation.

_________________________________________  ___________________________
Signature of Student                                      Date

_________________________________________
CEO

_________________________________________
HR Director
Qualifications
The CMC provider and Onboarding policy delineates specific detailed requirements for qualification and entry to clinical rotation at the organization.

The term “work” or any other term that is also used in this document that may typically be used in reference to employees and employment are used generically to indicate scope of assignment for clinically rotating students. These terms, this description nor anything else related to students in no way imply current or future employment by a student.

Student Scope Summary:
1. Rotating Students must be under the supervision of an Educational institution assigned Clinical Educator/Supervisor or CMC assigned clinical preceptor at all times while on premises in the capacity of rotating student. This relationship will be specifically determined and defined before beginning.
2. Rotating students may perform tasks and functions that are specifically prescribed by the educational institution and the organization in the orientation prior to and at the start of the rotation. The exact tasks and functions will vary from course of study type and semester level with the program. Failure to perform within the specific scope of the orientation may result in dismissal from privilege to clinically rotate at the organization. Students may not carry out clinical procedures that are considered out of scope for their role. For example, RN Clinical procedures that are out of scope and will be communicated at the time of orientation (at the latest) include the following:
   A. Administration of blood products.
   B. Administration of chemotherapy.
   C. Obtaining/witness informed consent.
   D. Accepting verbal or telephone orders from a physician or their designee.
   E. Review and acknowledgephysician orders.
   F. Administration of emergency drugs.
   G. Interpretation of cardiac rhythms.
   H. Programming of IV pumps, PCA pumps, or epidural infusions unless the student is under the direct supervision of the nursing instructor/preceptor.
   I. A student may not add or delete an IPOC (interdisciplinary plan of care) and may not complete any patient education.
3. “NP”s and “PA”s will receive written verification of scope of practice from the medical staff office in the “privilege letter”
4. Students may have limited access to select patients or experiences dependent upon site needs.
5. Patients may request to exclude student experiences.
6. Department managers will communicate any limitations regarding patient assignments to the clinical instructors.
7. Students are required to strictly adhere to patient confidentiality and protect the security of patient records and patient data.
8. Students are only allowed to access the records of patients involved in their care experience.
9. The instructor must be immediately present if the student has not attained clinical competency in a procedure or technical skill.
10. The instructor will provide specific guidance about which skills may be performed independently.
11. Students will have their documentation reviewed for content and accuracy by the instructor.

_________________________  ______________________
Student Name (Print)        Student Signature

Horry-Georgetown Technical College
Name of Educational Institution (Print)  Student ID #
I, the undersigned, hereby give my expressed written consent to Conway Medical Center to monitor my Email communications as well as all data, information, messages or communications of any type that are transmitted or stored on the Hospital’s computer system. I acknowledge and agree that said data, information, messages or communication which are transmitted or stored on the Hospital computer system, including Email, are Conway Medical Center’s records and property. Furthermore, I acknowledge and agree that Conway Medical Center’s system allows messages, once transmitted, to be printed, forwarded or disclosed by the receiving party without the consent or knowledge of the original sender of the message; and, therefore, I hold Conway Medical Center harmless in regard to the sending of any messages, when once transmitted, which may be printed, forwarded or disclosed by the receiving party without the consent of knowledge of me as the sender.

Furthermore, I agree that in using the Email system, as well as the Intranet/Internet system, that I will abide by and will operate within Conway Medical Center’s written policies and code of conduct guidelines. I agree that the internal and external Email systems are to be used for business purposes only on behalf of Conway Medical Center, and I acknowledge and consent that messages sent by employees, including myself, may be accessed at any time by the hospital in the ordinary course of its business without notice to me.

I agree that access to the Email system as well as to the Internet system is a privilege which may be revoked by the Hospital at any time and for any reason, and I acknowledge that Conway Medical Center reserves all right to any material stored in the files which are generally accessible to others and will remove any material which the Hospital, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable. I agree not to use Hospital resources to obtain, view, download or otherwise gain access to, distribute, or transmit such materials.

In executing this document, I hereby am entering into an agreement with Conway Medical Center wherein I agree and understand the following:

1. The Intranet/Internet and Email system and all information transmitted by, received from, or stored in these systems are the property of Conway Medical Center;

2. I have no expectations of privacy in connection with the use of these systems or with the transmission, receipt or storage of information in these systems, and I hereby give my express consent to Conway Medical Center or its designee to monitor the system and my usage thereof as well as all messages either sent by or to me on the Email system, and the said consent given herein to Conway Medical Center includes monitoring my usage of the system without giving me formal notice of said monitoring;

3. The Email and the Intranet/Internet systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations;
4. The Intranet/Internet and Email systems may not be used to create or send any offensive or disruptive information or messages; and

5. The Intranet/Internet and E-Mail systems may not be used to send (upload) or received (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials which are protected or may be protected under Federal, state and local laws without prior authorization.

I have received and read the written Intranet, Internet, and Email Usage Policy for Conway Medical Center and have agreed to be bound by each and every term, condition and provision contained therein. Furthermore, I acknowledge and agree that violation of any one of the said terms, provisions, and conditions contained in the said Internet Access policy for Conway Medical Center may result or be grounds for termination of my employment in accordance with Conway Medical Center’s written employment policies and procedures of which I also have received a copy and have reviewed.

I acknowledge and agree that I have no privacy rights relating to Intranet/Internet access and Email on the system. I agree and hereby give my expressed consent to Conway Medical Center that the information on these systems can be reviewed and read by Conway Medical Center at any time, as it deems necessary without notice being given to me. I agree and acknowledge that there is no guarantee or privacy while using these systems, and I further agree that these systems, telephone, computers and other communication devices are solely the property of Conway Medical Center and should and will be used by me strictly for business purposes only. Furthermore, I agree not to send any messages or utilize any materials on the system containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images, and I acknowledge that the use of material containing racial, sexual, or similar comments or jokes is expressly forbidden.

Signature: ___________________________  Date: ___________________________
Confidentiality and Security Agreement Form #HR-A-23
(Student/Contract)

I understand that Conway Medical Center and its affiliate organizations, (hereinafter "CMC") in which or for whom I work, volunteer or provide services, or with whom the entity (e.g., physician practice) for which I work has a relationship (contractual or otherwise) involving the exchange of health information, CMC, has a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of its patients' health information. Additionally, CMC must assure the confidentiality of its human resources, payroll, fiscal, research, internal reporting, strategic planning, communications, computer systems and management information (collectively, with patient identifiable health information "Confidential Information").

In the course of my employment/assignment or association with CMC, I understand that I may come into the possession of this type of Confidential Information. I will access and use this information only when it is necessary to perform my job related duties in accordance with CMC's Privacy and Security Policies, which are available from CMC. I further understand that I must sign and comply with this Agreement in order to obtain authorization for access to Confidential Information.

- I will not disclose or discuss any Confidential Information with others, including friends or family, who do not have a need to know it.
- I will not in any way divulge copy, release, sell, loan, alter, or destroy any Confidential Information except as properly authorized.
- I will not discuss Confidential Information where others can overhear the conversation.
- I will not make any unauthorized transmissions, inquiries, modifications, or purging of Confidential Information.
- I agree that my obligations under this Agreement will continue after termination of my employment, expiration of my contract, or my relationship ceases with CMC.
- Upon termination of any relationship with CMC, I will immediately return any documents or media containing Confidential Information to CMC.
- I understand that I have no right to any ownership interest in any information accessed or created by me during my relationship with CMC.
- I will act in the best interest of CMC and in accordance with its Code of Conduct at all times during my relationship with CMC.
- I understand that violation of this Agreement may result in the disciplinary action, corrective action, up to and including termination of employment, suspension, and loss of privileges, and/or termination of authorization to work within CMC, in accordance with CMC's policies.
- I will only access or use systems or devices I am officially authorized to access, and will not demonstrate the operation or function of systems or devices to unauthorized individuals.
- I understand that I should have no expectation of privacy when using the CMC information systems. CMC may access, review, and otherwise utilize information stored on or passing through its systems, including e-mail,
in order to manage systems and enforce security.

- I will practice good workstation security measures such as locking up diskettes when not in use, using hospital approved screen savers with activated passwords appropriately, and position screens away from the public view.

- I will practice secure electronic communications by transmitting Confidential Information only to authorized entities, in accordance with approved standards.

- I will:
  a. Use only my officially assigned User-ID and password.
  b. Use only approved licensed software.
  c. Use a device with virus protection software.
  d. Contact the Information Technology department if my password is accidentally revealed to request a new password.

- I will never:
  a. Share/disclose user-IDs or passwords.
  b. Use tools or techniques to break/exploit security measures.
  c. Connect to unauthorized networks through the systems or devices.
  d. Install unauthorized software on hospital computer systems.

- I will notify my manager or appropriate Information Technology person if my password has been seen, disclosed, or otherwise compromised, and will report activity that violates this agreement, privacy, and security policies, or any other incident that could have any adverse impact on Confidential Information.

- The following statements are additional requirements for physicians using CMC systems containing patient identifiable health information (e.g., Meditech):

- I will only access software systems to review patient records when I have that patient's consent to do so. By accessing a patient's record, I am affirmatively representing to CMC at the time of each access that I have the requisite patient consent to do so, and CMC may rely on that representation in granting such access to me.

- I will only access patient information to the extent it is reasonable and necessary for me to treat a patient. The information that I review will be kept confidential, and I will only review so much of a patient's medical record as is necessary for me to render appropriate treatment. If I am given access to a patient's medical record due to a consult, emergency situation, or an on-call situation at which time I am not the patient's primary attending physician, I will only access that patient's information to the extent it is needed for me to render appropriate medical treatment. Under no circumstances will I access a patient's information without a patient's verbal or written consent or for whom I am not rendering medical treatment.

- I will ensure that only appropriate personnel in my office will access the CMC's software systems and Confidential Information and that I will annually train such personnel on issues related to patient confidentiality and access.

- I will accept full responsibility for the actions of my employees who may access the CMC's software systems and Confidential Information.

By signing this document, I acknowledge that I have read this agreement and I agree to comply with all terms and conditions stated above.

<table>
<thead>
<tr>
<th>Employee/Consultant/Vendor/Office Staff/Physician/Student/Contract Signature</th>
<th>Facility Name: HGTC</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee/Consultant/Vendor/Office Staff/Physician/Student/Contract Printed Name</td>
<td>Business Entity Name: N/A</td>
<td></td>
</tr>
</tbody>
</table>
The link below will open our CMC Policy Manager so that you can review the assigned Student policies prior to your assignment date. We have provided a "guest" username and password for your convenience. This is not an exhaustive list of CMC policies, but ones we deem important to review prior to your assignment. You are asked to verify you reviewed these policies by initialing below.

https://cmc.ellucid.com/manuals/binder/467/8 Login: guestHRSW (case sensitive) – Password: conway (case sensitive)

<table>
<thead>
<tr>
<th>Initials/ Completion</th>
<th>Title of HR Policy</th>
<th>Initials/ Completion</th>
<th>Title of HR Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exclusion from Patient Care</td>
<td></td>
<td>Identification Badges</td>
</tr>
<tr>
<td></td>
<td>Dress and Appearance Standards</td>
<td></td>
<td>Licensure</td>
</tr>
<tr>
<td></td>
<td>Drug Free Workplace</td>
<td></td>
<td>Solicitations</td>
</tr>
<tr>
<td></td>
<td>Code of Conduct (Ethics &amp; Professional Behavior)</td>
<td></td>
<td>Nicotine Free Organization</td>
</tr>
</tbody>
</table>

I understand that the organization utilizes multiple formats for distribution of policies. I had the opportunity today to personally review the list of policies noted above. During my onboarding process I will learn more about the applicability of certain policies to my work and overall assignment and how to access them at the organizational and department levels. Further I understand that I can contact the Human Resources Department should I have any questions or need assistance in accessing or understanding any aspects of these polices. And additionally, I understand that I may access these polices electronically or in paper copy format through the HR office at any time, and it is my personal obligation to periodically refresh on the policies to ensure my continual update and understanding. I also understand that should any substantive changes be made to these polices after my initial assignment date, my assigned department leader will summarize those changes and inform me of the renewed obligation to fully review the policy again. By signing below, I acknowledge this responsibility and agree to abide by the policies.

Additionally, I have received the **CONWAY HOSPITAL, INC. GENERAL INFORMATION BOOKLET**. I will read this information prior to and will be given the opportunity to ask questions during the onboarding process.

Name (Please Print) __________________________ Signature __________________________ Date ________________

Conway Medical Center Organizational Standards Acknowledgement Form #HR-A-25 (HGTC STUDENTS)

**Equal Employment Opportunity** - The organization will recruit, hire and train employees without regard to age, disability, race, color, sex, gender, genetic disposition, religion, national origin, sexual orientation or any other non-work related factor. The criteria for selecting, hiring, promoting, or judging applicants and making other employment/work related decisions are experience, education, training, skills, work/criminal background, turnover risk and other factors which may be related to the individual’s ability to perform and stay on the job. We will also ensure that human resources related decisions and actions, including but not limited to compensation, benefits, transfers, promotions, demotions, layoffs, disciplinary actions, termination, job classification and all other terms, conditions and privileges of employment will be administered without regard to age, disability, race, color, sex, gender, genetic disposition, religion, national origin, sexual orientation or any other non-work related factor.

**Sexual Harassment** is prohibited and is unwelcome sexual advances for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when that is unwelcomed and becomes an explicit or implicit condition of employment or; employment decisions such as promotions, transfers, compensation or corrective action are determined on the basis of the employee’s response to such conduct or; unwelcome sexual conduct by either an employee or non-employee interferes with an individual’s job performance or creates an intimidating, hostile or offensive work environment.

**Hostile Environment Harassment** is prohibited and occurs when there exists within the workplace discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of an individual’s employment and creates a hostile or abusive working environment. To amount to a “hostile environment”, such conduct must create an environment that a “reasonable person” would find hostile or abusive.

**Violence in the Workplace** is prohibited and is defined as aggressive acts that include verbal threats to physical force, physically harming another to include but not limited to punching, pushing or shoving or the brandishing of a weapon with intent to injure, intimidate, harass, or coerce.

**Reporting an Incident** – A student who believes he/she has been subjected to inappropriate conduct by another within the workplace should firmly and clearly tell the person engaging in the inappropriate conduct that it is unwelcome, offensive and he/she should stop at once. Also, such conduct should immediately be reported to the student’s immediate supervisor or department director. Incidents involving a student and his/her immediate supervisor should be reported directly to the Human Resource Department or through the Compliance Department hotline. All complaints regarding inappropriate conduct as defined within this policy will be thoroughly investigated in as confidential manner as possible. The organization strictly prohibits any employee accused of inappropriate conduct from retaliating against the person(s) bringing such a claim to the organization’s attention.

I have read this information above and had opportunity to ask questions and understand fully all aspects of the information. I fully agree to comply with the organizational policy and standards noted above.

__________________________________  ______________________________________  ____________
Signature                            Printed Name                                    Date

Revised 12/04/2018/bj
Statement of Understanding and Compliance with Organizational Code of Conduct Form #CC-01

I certify that it is my responsibility to read the Code of Conduct and the Corporate Compliance Manual during the first 30 calendar days of my employment/assignment and agree to abide by it during the entire term of my employment/assignment.

I understand that I will be oriented to the topic further during general orientation and I will be afforded time to ask questions during that session.

I understand that at any time I may bring related questions or concerns forward without fear of reprisal or retaliation and the organization has a no tolerance position on retaliation against someone for reporting a concern.

I acknowledge that I have a duty to report any alleged or suspected violation of the Code of Conduct or the Corporate Compliance Program through the leadership chain of command for my area, the Compliance Hotline Number shared with me or the Corporate Compliance Officer.

I understand that I don’t have to be an expert in an area to have concerns, and it’s fine to bring forward any and all concerns and let the organization review for action needed.

I will behave in an ethical manner and will comply with federal, state and local laws and regulations.

I will comply with the Organization’s Patients’ Rights Statements, confidentially and HIPAA policies and all other Organization policies and procedures for which I am oriented to know or have education to understand. I won’t disclose pricing information to, or obtain such information from, a competitor of the Organization.

I won’t offer or receive a kickback, gift, tip or anything to induce a person or entity to purchase services from the organization or refer patients to the Organization or place myself in a situation to have my decision making influenced.

I will document truthfully, accurately, and completely, on all Organization records, reports, and forms and will avoid alteration with intent to falsify records.

I will comply with all copyright laws and computer security policies.

I will help protect the environment by complying with all environmental laws conserving natural resources.

I won’t accept any gift or promotional item worth more than $100.00 from someone doing business with the Organization, and I won’t accept gifts of any value from patients or visitors on my personal behalf.

I won’t disclose any patient information or non-public business information obtained to others who don’t have business need-to-know.

As may be applicable, I will deal honestly and fairly with customers, suppliers, reviewing agencies, and payers, both government and private and I will avoid conflicts of interest.

As may be applicable, I won’t delay the provision of a medical screening examination to determine the presence of an emergency medical condition in order to inquire about the patient’s method of payment or insurance coverage.

As may be applicable, I won’t bill for any service knowingly not rendered or facilitate claims for non-covered services as if covered. I also won’t fail to report misuse of provider ID numbers.

As may be applicable, I will select codes for diagnosis & services rendered based on education and training provided and will avoid unbundling of codes and utilize modifiers as required.

________________________________________  ________________________________
Date                                                Signature

________________________________________
Print Name

HGTC Student

Position/Department

PolicyManager/HRSytemWide/HRFoms/StatementofUnderstandingandComplianceForm#CC-01
Revised 12/20/2016
<table>
<thead>
<tr>
<th>Competency: Using the AIDET Communication Technique</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACKNOWLEDGES</strong> the patient.</td>
</tr>
<tr>
<td>• Smiles, makes eye contact and greets them in a pleasant manner.</td>
</tr>
<tr>
<td><strong>INTRODUCES</strong> self:</td>
</tr>
<tr>
<td>• States name and position.</td>
</tr>
<tr>
<td>• Highlights skill and expertise of self and other healthcare team members</td>
</tr>
<tr>
<td>• “Manage up” co-workers, physicians, and departments.</td>
</tr>
<tr>
<td><strong>DURATION:</strong></td>
</tr>
<tr>
<td>• Gives the patient a time expectation.</td>
</tr>
<tr>
<td>• Keeps the patient informed as to the amount of time a procedure will take.</td>
</tr>
<tr>
<td>• Lets patient/family know if there is a wait time; gives time expectation of that wait.</td>
</tr>
<tr>
<td><strong>EXPLANATION:</strong></td>
</tr>
<tr>
<td>• Keeps patient informed by explaining all processes and procedures.</td>
</tr>
<tr>
<td>• Communicates clear expectation of what will happen.</td>
</tr>
<tr>
<td><strong>THANKS</strong> the patient:</td>
</tr>
<tr>
<td>• Consistently thanks patients for their time and for choosing organization.</td>
</tr>
<tr>
<td>• Expresses appreciation that patient/family have chosen or as their health care facility/work place.</td>
</tr>
<tr>
<td>• Asks if there is anything else he/she can do for the patient before ending the interaction.</td>
</tr>
<tr>
<td><strong>Ensures non-verbal communication conveys the AIDET principle:</strong></td>
</tr>
<tr>
<td>• Makes eye contact.</td>
</tr>
<tr>
<td>• Respects patient’s personal space (as much as possible)</td>
</tr>
<tr>
<td>• Listens to what the patient is saying; allowing for silence; does not interrupt.</td>
</tr>
<tr>
<td>• Ensures body language is relaxed, open and non-threatening.</td>
</tr>
<tr>
<td>• Displays a calm manner.</td>
</tr>
</tbody>
</table>

I acknowledge and will comply with the above AIDET Communication Techniques.

**HIPAA TRAINING ACKNOWLEDGEMENT**

I have been informed about the Conway Medical Center HIPAA Privacy Program. I understand that it is my responsibility to review the policies online in Policy Manager. I understand that if I have any questions, I may contact my department manager and/or the hospital’s Privacy Officer. I understand that complying with the Program is a condition of my assignment with Conway Medical Center.
Attachment B – Safety Responsibility Policy  
Personal Statement of Accountability to Safety RSK-2339-FRM

Safety is one of our most important priorities at CMC. Red Rules, Behavior Based Expectations, and Error Prevention Techniques are tools we use to ensure the safety of our patients, visitors, and all staff.

By complying with established red rules, following behavioral expectations, and utilizing prevention tools and techniques, I make a conscious decision to help ensure the safety of patients and staff, and I am helping to create a culture of safety at CMC.

Conway Medical Center Red Rules

1. I will always wash my hands or use hand sanitizer before and after every patient contact.
2. I will verify patient identity using two identifiers prior to any action or procedure.
3. I will verify and accurately label all specimen containers prior to leaving the collection site.
4. Safe Patient Handling Equipment will be used in all situations where the patient is unable to safely transfer, position, or ambulate independently.
5. For all Nursing Personnel: I will apply appropriate fall precautions for all patients whose Fall Risk Assessment indicates elevated fall risk.
6. For all Personnel participating in invasive procedures: I will perform surgical counts in accordance with policy on any procedure in which a foreign body could be retained.
7. For all Personnel participating in invasive procedures: I will participate in a time out before every procedure begins, using validation of correct patient, correct procedure, correct site by the procedural team which should include at a minimum the physician, circulator/nurse, and anesthesia care provider.

Conway Medical Center Behavior Based Expectations/Error Prevention Techniques Employees

1. Communicate Effectively
   1. Identify Self, Department & Purpose
   2. Use Repeat-Backs and Read-Backs with Clarifying Questions
   3. Use SBAR (Situation, Background, Assessment, Request/Recommendation) for Reports and Handoffs

2. Take “Time-Out” for Detail
   1. Use S.T.A.R. (Stop, Think, Act, Review)

3. Commit to Safety
   1. Adhere to Red Rules, Policies, and Procedures
   2. Practice Peer Checking and Peer Coaching using ARC
   3. STOP when Unsure & seek clarification and assistance
   4. Raise the Red Flag

My Personal Safety Commitment:
1. I have received training and education on Red Rules, Behavior Based Expectations, and Error Prevention techniques.
2. I will comply exactly and at all times with the Red Rules.
3. If compliance with a Red Rule is not possible, I shall STOP any action until any uncertainty can be resolved.
4. I will employ error prevention techniques as a part of my daily work.

I understand that compliance problems with Red Rules shall be managed in accordance with CMC’s Safety Responsibility Policy. No less than a written reprimand shall be given for Red Rule non-compliance.

Signature ID Number Date

Conway Medical Center
Conway South Carolina

Student Responsibility Notice

[Student] (“Student”) will be participating in an educational experience at Conway Medical Center (CMC), pursuant to an affiliation agreement between Hospital and [Horry-Georgetown Technical College] (“School”).

- The Student will adhere to the policies, procedures, rules, and regulations of CMC while assigned here and is required to wear attire acceptable for the clinical setting.

- The Student understands that it is the Student’s responsibility to ensure that he/she has adequate health insurance coverage. CMC does not provide health insurance to students. It is the student’s responsibility to inform CMC of any communicable disease he/she has and will not return to clinical until cleared through Infection Control.

- The Student understands that CMC does not provide liability insurance for students. The Student must be covered by his/her own professional liability insurance or that of the School’s. The limits of liability should minimally be $1,000,000 per incident and $3,000,000 per aggregate.

- The Student understands that CMC does not provide Worker’s Compensation coverage for students.

- CMC will make available to the student emergency services for injury and illness incurred as a direct result of the student’s clinical learning experiences. Charges incident to such services shall be directed to the student, or designated third party payment. CMC will inform the School and, if appropriate, the student’s parents of any emergency medical situation arising regarding the student’s health.

- The student certifies that School has provided him/her with appropriate information on Confidentiality, HIPAA, Infection Control, Fire, MRI and Patient Safety, Interpreters, Special Needs Patients and Environment of Care issues training prior to this clinical assignment. Training has also been provided on the Code of Conduct. Violations can result in the inability to complete the clinical experience at Conway Medical Center. The student understands that all policies can be found on the intranet.

__________________________________________  ________________  ________________  ________________
Student                                       Date                                   Witness
Carolinhas Hospital System
Student Hospital Orientation

Name (Please Print): ___________________________ Date ________________________

Our primary objective is to make you feel comfortable and knowledgeable in your new surroundings.

Mission, Vision and Values
Standards of Performance Overview
Appearance
Communication
Hourly Rounding
CHS HIPAA Training
Security
Infection Prevention
General Safety
Fire Safety
Emergency Management
National Patient Safety Goals
Universal Protocol
Education Department Contact Information

The above topics have been reviewed and I have had an opportunity to ask questions. I understand that I am expected to observe and abide by these policies and practices during the course of my clinical experience at Carolinas Hospital System.

_________________________  ___________________________
Student Signature               Date
Carolinas Hospital System - Marion
Student Orientation Confirmation

Name: 

Please print

Carolinas Hospital System – Marion is committed to providing students a positive learning experience during their clinical rotation at our facility. We want you to feel comfortable in your new surroundings. We strive to prepare you with the knowledge of our facility and its practices prior to your clinical stay here.

I have been educated through the South Carolina Student Passport on the following topics related to Carolina Hospital System - Marion: (Please check the following)

☐ Vision of CHS-Marion
☐ Services Offered at CHS-Marion
☐ Campus Rules – No Smoking – Parking Areas
☐ Community Cares
☐ Standards of Performance
☐ AIDET
☐ Patient Rights
☐ Confidentiality and Security Agreement (HIPAA)
☐ Security
☐ Culturally Competent Care
☐ Infection Control Practices
☐ Safety Issues
☐ Swing Bed Training
☐ Codes at CHS-Marion
☐ National Patient Safety Goals
☐ Lewis Blackman Act
☐ Errors, Complaints, Falls Reporting

This is to verify that I have read and am knowledgeable on the topics listed above. I have thoroughly read the course and understand Carolina Hospital System- Marion’s policies and procedures with regards to students on campus during their clinical rotation. I am prepared to abide by these rules and regulations and will respect the values in place at Carolinas Hospital System - Marion.

Student Signature

Date

File: Student Orientation Confirmation

6/16/2016
Carolinas Hospital System - Marion
Student Confidentiality Statement

CHS - Marion provides a clinical site for students. As a student, I am aware of my responsibility to adhere to the policies of CHS - Marion relating to confidentiality regarding patients’ medical records and information. I have received, reviewed, and had the opportunity to ask questions regarding the confidentiality policies of CHS - Marion.

I understand that medical records are the property of the hospital and are maintained for the benefit of the patient, medical staff and the hospital.

Information deemed as confidential includes inpatient medical records, discharged medical records, Emergency room records, outpatient records, records maintained by the Business Office, information maintained by the hospital information system (computer), and records maintained in all other departments.

I understand that any deliberate violation of the Confidentiality Policy may be grounds for termination of clinical rotation with CHS - Marion.

PRINT First Name ___________ Middle Name ___________ Last Name ___________

Student Signature ___________________________ Today’s Date ___________________________

Date of Birth ___________ Social Security Number ___________

Title of Clinical Course and Number, School/Affiliate Program ___________________________

Instructor’s Name ___________________________

File: 2014 Student Confidentiality Statement
Carolinas Hospital System - Marion
STUDENT AGREEMENT

Name: __________________________________________________________

Address: ____________________________________________________________________________

Phone Number: ________________________________________________________________

Date of Birth: _________________________________________________________________________

University: __________________________________________________________________________

Instructor: __________________________________________________________________________

Clinical Rotation will be in __________________________________________ Unit/ Department

From: ____________ Date: ____________ to ____________ Date: ____________

- Students must wear a visible name tag designating student status.
- With each patient encounter the student must introduce themselves as a student and obtain permission to be present while confidential healthcare information is being shared.

I have read and understand this agreement. I will abide by the above rules requested by the Carolinas Hospital System – Marion during my student rotation.

Student Signature: __________________________ Date: __________________________

CHS-Marion Representative: __________________________ Date: __________________________

____________________________________________________________________________________

For Office Use Only:
Sanction Check: □ Passed □ Rejected

Sanction Check Performed by: __________________________ Date: __________________________

Actions Taken: ________________________________________________________________
STUDENT CONFIDENTIALITY STATEMENT

Carolinas Hospital System (Florence) provides a clinical site for students. As a student, I am aware of my responsibility to adhere to the policies of Carolinas Hospital System relating to confidentiality regarding patients' medical records and information. I have received, reviewed and had the opportunity to ask questions regarding the confidentiality policies of Carolinas Hospital System.

I understand that medical records are the property of the hospital and are maintained for the benefit of the patient, medical staff and the hospital.

Information deemed as confidential includes inpatient medical records, discharged medical records, Emergency room records, outpatient records, records maintained by the Business Office, information maintained by the hospital information system (computer), and records maintained in all other departments.

I understand that any deliberate violation of the Confidentiality Policy may be grounds for termination of clinical rotation with Carolinas Hospital System.

______________________________  ________________
Student Signature                  Date

______________________________
Title of Clinical Course and Number, School/Affiliate Program

______________________________
Instructor
EXHIBIT 2

STUDENT CONFIDENTIALITY AGREEMENT
(Respiratory Care Program)

The following confirms an agreement between Apria Healthcare LLC ("Apria") and ________________ (the "Student"), which is a material part of the consideration for the Student's participation in an internship with Apria.

1. The Student understands that, during the term of his or her internship with Apria, the Student may acquire or have access to information that is the property of Apria and that is confidential and of great value to Apria (hereinafter called "Proprietary Information"). By way of illustration, but not limitation, Proprietary Information includes trade secrets, processes, formulas, data, know-how, software programs, improvements, inventions (whether patentable or not), techniques, marketing plans, strategies, forecasts, computer programs and other copyrightable material, the compensation and terms of employment of Apria employees, patient and customer lists, patient medical records and health information and other information concerning Apria's actual or anticipated business or which is received in confidence by or for Apria from any other person.

2. In consideration of the Student's internship with Apria, the Student hereby agrees as follows:

   (a) All Proprietary Information shall be the sole property of Apria and its assigns. At all times, both during the term of the Student's internship with Apria and after its termination, the Student will keep in confidence and trust all Proprietary Information and will not use or disclose any Proprietary Information or anything relating to it without the prior written consent of Apria, except as required by law or as necessary and appropriate in the ordinary course of performing the duties associated with the internship.

   (b) All documents, charts, graphs, notebooks, customer lists, computer disks, tapes or printouts and other printed, typewritten or handwritten documents, whether or not pertaining to Proprietary Information (collectively, "Apria Material") furnished to the Student by Apria or produced by the Student or others in connection with the internship, shall be and remain the sole property of Apria. The Student agrees that, during his or her internship with Apria, the Student will not remove any Apria Materials from the business premises of Apria or deliver any Apria Materials to any person or entity outside Apria, except as required in connection with performing the duties of the Student's internship. The Student further agrees that, immediately upon the termination of the Student's internship with Apria for any reason, or during the Student's internship if so requested by Apria, the Student will return to Apria all Apria Material, apparatus, equipment and other physical property (including all reproductions and copies thereof) in the Student's possession or to which the Student may have access.

   (c) The Student shall comply with all of Apria's policies and procedures regarding the confidentiality of patient medical records and health information.

I HAVE READ THIS STUDENT CONFIDENTIALITY AGREEMENT CAREFULLY AND UNDERSTAND AND VOLUNTARILY ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME, WITHOUT RESERVATION.

Date: ______________________

__________________________
Student’s Signature

__________________________
Student’s Name (Printed)
EXHIBIT 3

ACKNOWLEDGEMENT OF NON-COVERAGE BY WORKERS’ COMPENSATION INSURANCE
(Respiratory Care Program)

I, ____________________________, understand that, as a Student, I am not covered under any workers’ compensation insurance maintained by Apria Healthcare LLC. I agree to indemnify and hold harmless Apria Healthcare LLC, and its parent, subsidiaries, and affiliates (collectively, “Apria”), and its employees and agents, from and against any and all loss, liabilities, and claims arising out of any injury that occurs in the course and scope of my internship with Apria.

Signature: ____________________________

Name (Printed): ____________________________

Date: ____________________________

WITNESSED BY HGTC: ____________________________

Name (Printed): ____________________________

Date: ____________________________
NON-EMPLOYEES ID CARD AUTHORIZATION

SSN: ________________________________

Legal First Name: _____________________ MI: ___

Preferred First Name: ___________________

Gender: □ M □ F

DOB: ________________________________

Last Name: __________________________

Name Suffix: □ II □ III □ IV □ V □ Jr □ Sr

Address: __________________________________________

________________________________________

City: _________________________________ State: ____________ Zip Code: ____________

County: ______________________________ Telephone Number: ______________________

Cell Number: _________________________ School: ________________________________

Email Address: _________________________ Stop Date: ______________________________

Start Date: __________________________ McLeod Department (for clinical rotation):

Present or Past Employee of McLeod Health □ yes □ no

Location of Rotation: ____________________

(Florence, Darlington, Dillon, Loris, Seacoast)

TO BE COMPLETED BY MCLEOD HUMAN RESOURCES:

Department Director: ________________ Job Code #: __________ Cost Center #: __________
Coronavirus Disease 2019 (COVID-19) Screening

Exam Date: ____________  Screening Type: □ Phone □ Virtual Visit □ Office Visit

Name: ____________________________  Patient ID: _______________  DOB: _______________

Department: ________________________  Job: ______________________

Emergency Contact Name: ________________  Emergency Contact Phone #: _____________________


Please answer the following questions:

12. Do you feel sick or have any of the following symptoms? (check all that apply)  □ Yes  □ No
   A. Fever >100.4F (38C)  □ Subjective Fever (felt feverish)  □ Chills
   B. Muscle Aches (myalgia)  □ Runny nose (rhinorrhea)  □ Sore Throat
   C. Cough (new onset or worsening of chronic cough)  □ Shortness of breath (dyspnea)
   D. Headache  □ Nausea or vomiting  □ Abdominal pain
   E. Diarrhea (3 loose/looser than normal stools / 24hr period)
   F. Other, specify: ____________________________________________________________

13. Have you, a family member, or anyone living in your household traveled to any geographic area* with widespread or ongoing community transmission of COVID-19 disease in the last 14 days?  □ Yes  □ No
   Refer to CDC’s list of transmission areas and levels of transmission; https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
   Please specify area(s) traveled to: (*any area with a CDC Level 2 or higher travel notice)
   ____________________________________________________________

14. Have you had close contact with any person under investigation or confirmed positive for the COVID-19 disease?  □ Yes  □ No

Date symptoms were first detected: ______________________

Please list pre-existing medical conditions:
____________________________________________________________________________

Comments:
____________________________________________________________________________

____________________________________________________________________________

__________________________________________  Signature  __________________________
Person obtaining the information  Date
McLEOD HEALTH CONFIDENTIALITY AND SECURITY AGREEMENT

As an employee, healthcare provider, contractor, student, volunteer or temporary employee of McLeod Health, you may have access to confidential information including patient, financial or business information obtained through your association with McLeod Health. Confidential patient information includes any protected health information in the possession or taken from a provider of health care regarding a patient’s medical history, mental or physical condition or treatment, as well as the patient’s and/or their family members records, test results, conversations, research records and financial information. Improper use and disclosure of confidential information can cause harm to the patient.

Confidential information is valuable and sensitive, is protected by law, and protected by strict McLeod Health policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, requires protection of confidential patient information contained within a healthcare information system, in a paper record, verbal, or on magnetic media. Inappropriate disclosure of patient data may result in the imposition of fines up to $1,500,000 and ten years imprisonment.

The purpose of this Agreement is to help you understand your personal obligation regarding confidential information. Signed acknowledgement of this form is required prior to performing services for or at McLeod Health and prior to the issuance of computer network or application credentials (user ID and authentication method).

Accordingly, as a condition of and in consideration of my access to confidential information, I acknowledge and agree that:

1. I will treat all information as confidential and privileged.
2. I will use only the confidential information that I am authorized to have access to, only in the workplace and only to do my job.
3. I will not look at my own medical or other confidential information without proper access permission.
4. I will not disclose or discuss any confidential information with others, including friends or family, who do not have a need to know even if the patient's name is not used.
5. I will not discuss such information where others, who do not have a need to know, can overhear the conversation.
6. I will not leave printed, written or electronic confidential information in view of those who do not need to see this information.
7. I will not, in any way, give out, copy, release, sell, loan, review, alter or destroy any confidential information unless expressly permitted by existing policy or with proper authorization.
8. I will not make any unauthorized transmissions, inquiries, modifications, or purging of confidential information.
9. I understand that any and all references to HIV testing are specifically protected under law and unauthorized release of this information may make me subject to legal and/or disciplinary action.
10. If I observe or have knowledge of unauthorized access or use of confidential information I will immediately report it to my supervisor, IS Help Desk, On-call Administrator, Compliance Officer, or the HIPAA Officer.
11. I understand that the use of my computer sign-on codes and passwords is the same as my signature. I will not tell my computer passwords to anyone. I will not try to learn or use another person's sign-on codes or passwords.
12. If I think someone else knows my codes and/or passwords, I will stop using it and will call the Help Desk or the HIPAA Officer to have them changed.
13. I will notify my supervisor or HIPAA Officer if I think another person's codes and/or passwords are being improperly used.
14. I will use appropriate sign-off procedures at the end of my computer session(s) to prevent others from using the system under my name.
15. I understand the electronic use of my Employee ID badge or ID Number is the same as my signature. I will not lend my Employee ID badge or ID Number to anyone. I will not use another person’s Employee ID badge or ID Number.

16. I will notify my supervisor if I think another person’s Employee ID badge or ID Number is being improperly used.

17. I understand that my computer sign-on codes are recorded when I access electronic records and that I am the only one authorized to use my sign-on codes.

18. I understand that the use of my sign-on codes is my responsibility. I understand that I will be held accountable for the improper use of my sign-on code(s) that goes against proper use as defined in this document.

19. I will not seek personal benefit or permit others to benefit personally by any confidential information that I may have access to or that I access as an unauthorized user.

20. I understand that all information; software, documentation materials and computer files are the property of McLeod Health.

21. I understand that I should have no expectation of privacy when using the McLeod Health systems.

22. I understand that McLeod Health reserves the right to access, review, and otherwise utilize information stored on or passing through its systems, including e-mail, in order to manage systems and enforce privacy and security.

23. I agree to practice good privacy and security measures in accordance with approved standards, policies and procedures.

24. I will only access or use systems or devices I am authorized to access and will not demonstrate the operation or function of systems or devices to unauthorized individuals.

25. I agree that it is my legal and ethical responsibility to protect the privacy, confidentiality and security of all McLeod Health information and agree to abide by all McLeod Health rules and Code of Conduct as specified in McLeod Health current policies and any future enforceable policies.

26. I agree that when my professional relationship ends with McLeod Health, I will continue to maintain the confidentiality of any information I learned.

27. I agree to turn over any documentation or media containing confidential information, all keys, all access cards, or any other device that would provide access to any McLeod Health property or its information.

28. I understand that my failure to comply with this Agreement may result in corrective action, which may include but is not limited to, dismissal from employment, Decision Making Leave, loss of my privileges within McLeod Health, and/or termination of authorization to work within McLeod Health, as well as potential civil or criminal penalties.

29. If there is anything in this document that I do not understand, I agree that I have been given the opportunity to ask questions and gain clarification. I understand that I may contact the HIPAA officer, Compliance Officer or my department Director for any questions I may have in the future.

By signing this agreement, I acknowledge that McLeod Health has an active on-going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure of information can result in penalties up to and including dismissal from employment or services and/or legal action.

Signature: __________________________________________

Date: __________________________________________

Print Full Name: ______________________________________

Employee #: _______________________________________

Revised 11-07-2013
Parking Permit Certification

Please print.
Name ____________________________________________
Employee ID number ____________________________________________
Department ____________________________________________

I am
☐ an Employee
☐ a Volunteer
☐ a Student
☐ a Temp/Contract

Vehicle Information

Vehicle 1 Parking Tag # ________________
Make ________ Model ________ Year ________
Color ______________
State ______________
License Tag Number ____________________________________________

Vehicle 2 Parking Tag # ________________
Make ________ Model ________ Year ________
Color ______________
State ______________
License Tag Number ____________________________________________

Vehicle 3 Parking Tag # ________________
Make ________ Model ________ Year ________
Color ______________
State ______________
License Tag Number ____________________________________________

Employee's signature ____________________________ Date ________
I. Purpose Statement

BACKGROUND:
McLeod Health continually strives to improve the efficiency of the flow of business related electronic communication of vital clinical, financial, and education information, including such services as local and wide area computer networks, voice mail, facsimile transmission, electronic mail (e-mail: Lotus Notes, any Electronic Mail System), and internet and world wide web access. This policy establishes general guidelines regarding use of this electronic information flow and appropriateness and protection of all affected information.

SCOPE:
This policy applies to all employees, medical staff members; all non-employee visitors given access (e.g. volunteers, students, faculty, and office employees of medical staff members), as well as remote users authorized to access McLeod Health's information system. This policy also applies to all electronic mail originating within and to be received through the McLeod Health network.

II. Policy

First and foremost, McLeod Health employees, medical staff members, and others actively participating in McLeod Health activities are encouraged to seek the approval of their immediate supervisor and to sign up for and use electronic mail. It is an ideal tool for sharing a disseminating information on any scale. Since the McLeod Health's e-mail system is linked to the McLeod Medical Center - Darlington and McLeod Medical Center - Dillon campuses (and directly to the Internet as well), e-mail users can communicate with colleagues worldwide. The existence of literally thousands of e-mail discussion groups on the Internet allows users to share information with others in the same field of work, research, or study. This electronic communication promotes professional growth.

As with all McLeod assets, the computer network is to be used in ways consistent with overall Corporate policy. E-mail should be used for business-related purposes. The system may not be used in a way that is disruptive to the operation of McLeod Health or offensive to others. The use of e-mail for transmission of information disparaging to others based on race, origin, sex, sexual orientation, age, disability, religion, political causes, for outside organizations, for personal gain (as in the use of "chain letters" requesting donations to individuals), is prohibited. All McLeod Health employees are to be held to the

THIS POLICY DOES NOT CREATE AN EXPRESS OR IMPLIED EMPLOYMENT CONTRACT. ALL EMPLOYEES OF MCLEOD HEALTH ARE EMPLOYED "AT WILL", EXCEPT FOR THOSE EMPLOYEES WHO ARE EMPLOYED PURSUANT TO A WRITTEN CONTRACT OF EMPLOYMENT SIGNED BY THE EMPLOYEE AND AN APPROPRIATE OFFICIAL OF MCLEOD HEALTH. THIS MEANS THAT AN EMPLOYEE IS FREE TO END HIS/HER RELATIONSHIP WITH MCLEOD HEALTH AT ANY TIME FOR ANY REASON, AND THAT MCLEOD HEALTH IS ALSO FREE TO END THE RELATIONSHIP AT ANY TIME.

MCLEOD HEALTH RESERVES THE RIGHT TO CHANGE, REPLACE OR WITHDRAW THIS POLICY AT ANY TIME.
standard of our harassment policy. (Harassment Policy 18322.200.15) The use of broadcast mail
(sending the same note to groups of employees or bulletin boards) places stress on the e-mail system
and has the potential for generating undesirable volumes of junk mail (spam) and it should be selectively
used for compelling business-related reasons only. Note: In an effort to control the abuse of mass
mailings, the use of the "Global Mail" distribution list requires the approval of the Chief Executive Officer of
McLeod Health.

Confidential information (e.g. patient-related or financial) should never be transmitted via facsimile
machine or forwarded via e-mail or other electronic means, to outside companies or individuals not
authorized to receive such information, or to McLeod Health employees who have no business reason
for such information. Use of the network is for mission related activities only and is to be treated with the
same degree of confidentiality as any other information. It is emphasized that the privacy and
confidentiality of all e-mail transmissions cannot be guaranteed. E-mail transmissions may be subject to
disclosure through legal proceedings or otherwise through various laws which may be held to apply to
such transmissions. Although patient information transmitted through e-mail may not be subject to state
disclosure law, transmission of patient information via e-mail should be done with extreme caution given
McLeod Health’s affirmative obligation to protect patient confidentiality. If there is any doubt regarding the
appropriateness of electronic transmissions, employees should seek the approval of their individual
Vice-President before sending confidential patient or McLeod Health information via any electronic
transmission.

In addition, authorized personnel must have unrestricted access to e-mail and related information
stored on McLeod Health equipment. This access is required for reasons that include retrieving
business-related information, trouble-shooting hardware and software problems, preventing
unauthorized access and system misuse, assuring compliance with software copyright and distribution
policies, and complying with legal and regulatory requests for information. Given these facts, McLeod
Health cannot guarantee the privacy or confidentiality of documents and/or messages stored on
McLeod Health’s owned equipment or other magnetic media.

Despite these considerations, McLeod Health employees should never attempt to gain access to any e-
mail messages not addressed to them. Normal corrective action processes related to privacy and
confidentiality apply (need to know issues of information processing), up to and including dismissal.

CONCLUSION:
As the technology for communication and information processing evolves, McLeod Health will continue to
examine and refine its information management policies. Electronic communications including e-mail used in
accordance with this policy will allow McLeod Health user community to work together and improve
productivity.

SPECIFIC POLICY CONCERNING THE INTERNET & WORLD-WIDE WEB:
McLeod Health may provide access to the vast information resources of the Internet to help you do your
job faster and smarter, and be a well-informed health care professional and business citizen. The
facilities to provide this access represent a considerable commitment of company resources in
telecommunications, networking, software, storage, etc. This Electronic Communications Policy is
designed to help you understand our expectations for the use of these resources and to help you use
those resources wisely.

While we have set forth explicit requirements for Internet usage below, our philosophy is as follows:

First and foremost, the Internet for this company is a business tool provided to you at significant cost. That
means we expect you to use your Internet access only for business-related purposes, i.e., for
communication and to research relevant topics and obtain useful medical and business
information. You are expected to conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing company policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy and confidentiality, misuse of company resources, sexual harassment or harassment of any kind, information and data security, and personal productivity.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage would garner negative publicity for McLeod Health and exposure to significant legal liabilities.

The chats, newsgroups and e-mail of the Internet give a user an immense and unprecedented reach to propagate messages and tell our story. Because of that power we must take special care to maintain the clarity, consistency and integrity of McLeod Health's corporate image and posture. Anything any one employee writes in the course of acting for the company on the Internet can be taken as representing the company's corporate posture. That is why we expect you to forgo a measure of your individual freedom when you participate in newsgroups relating to company business, as outlined below.

While our direct connection to the Internet offers a cornucopia of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. As presented in greater detail below, this means preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features like file transfers. The overriding principle is that security is to be everyone’s FIRST and FOREMOST concern.

An Internet user can be held accountable for any breaches of security or confidentiality according to standard corporate policy.

Certain terms in this policy should be understood expansively to include related concepts: "McLeod Health" includes ALL our affiliates, subsidiaries, and branches. "Document" means any kind of file that can be read on a computer screen as if it were a printed page, including HTML files read as pages in an Internet browser.

"Document" or "File" also means any file accessed by a word processing or desk-top publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. "Graphics" includes photographs, pictures, animations, movies, or drawings. "Display" includes monitors, flat-panel active or passive matrix displays, monochrome LCD's, projectors, televisions, projectors, and virtual-reality tools.

DETAILED ELECTRONIC COMMUNICATION POLICY REVISIONS

A. Management and Administration

1. McLeod Health has software and systems that can monitor and record all Internet usage and electronic mail. We want you to be aware that our security systems are capable of recording (for each and every user) each World-Wide Web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity and e-mail activity, analyze usage patterns, and they may choose to publicize this data to assure that company Internet and electronic communication resources are devoted to maintaining the highest levels of productivity. The company will limit Internet and e-mail access to those employees who demonstrate a legitimate business need. Personal productivity on McLeod Health time is critical in time of cost
constraints from the Balanced Budget Act. Employees found to be using e-mail or the Internet in excessive, unproductive ways will also be in violation of this policy.

2. McLeod Health reserves the right to inspect any and all files stored in any and all area of our network in order to assure compliance with policy. If an employee receives an e-mail that is in violation of this policy, the employee should take the following actions immediately: a) reply to sender asking to be removed from their distribution list with this type of content; b) delete the e-mail from your database. If the McLeod Health employee creates or forwards any such e-mails, they will have violated this policy and be subject to corrective action, up to and including employment dismissal.

3. The display of any kind of sexually explicit text, image or document on any company system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources, voice mail or facsimile machines.

4. Likewise, the display, storage, distribution, editing or recording of any material or images that are inappropriate and violate McLeod Health policies on discrimination and/or harassment policies and procedures is likewise prohibited. Since a wide variety of materials may be deemed offensive by colleagues, customers or suppliers, it is a violation of company policy to store, view, print or redistribute any document or graphic file that is not directly related to the user’s job or the company’s business activities.

5. The company uses sophisticated software and data analysis methods to identify inappropriate or sexually explicit Internet sites. We will block access from within our networks to all such sites that we know of. Employees, who find themselves connected incidentally to a site that contains sexually explicit or offensive material, must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. Employees may want to send their Vice President e-mail stating that date and time of this incidental link; however, the monitoring software documents the length of time of the connection.

6. McLeod Health’s Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any company resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity. The company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on individuals’ Internet and e-mail activities.

7. Any software or files downloaded via the Internet into the company network become the property of the company. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

8. No employee may use company facilities knowingly to download, maintain, use, modify, or distribute pirated software or data. Employees with Internet access may download only software with direct business use, and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license. Employees with Internet access may not use company Internet facilities to download images or videos unless there is an explicit business-related use for the material. Employees with Internet access may not upload any software licensed to the company, or data owned or licensed by the company, without explicit authorization from the manager responsible for the software or data.

9. No employee may use the company’s Internet and e-mail facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Employees should know that e-mail attachments with executable files are by their nature, considered viruses and are specifically a violation of this policy.

10. No employee may use McLeod Health’s Internet and e-mail facilities to knowingly disable
or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. This includes using any company information system to "hack" or "crack" other computer systems.

11. Each employee using the Internet facilities of the company shall identify himself or herself honestly, accurately and completely (including one’s department affiliation and function where requested) when participating in newsgroups, or when setting up accounts on outside computer systems.

12. Only those employees or officials who are duly authorized to speak to the media, to analysts, or in public gatherings on behalf of the company may speak/write in the name of the company to any newsgroup.

Other employees may participate in newsgroups in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this company, the employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by McLeod Health of any commercial product or service. Only those managers and company officials who are authorized to speak to the media, analysts, or in public gatherings on behalf of the company, may grant such authority to newsgroup participants.

13. McLeod Health retains the copyright to any material posted to any forum, newsgroup, or World Wide Web page by any employee in the course of his or her duties.

14. Employees are reminded that newsgroups are public forums where it is inappropriate to reveal confidential company information, patient confidential information, customer data, trade secrets, and any other material covered by existing company secrecy policies, procedures, and confidentiality statements. Employees releasing protected information via a newsgroup - whether or not the release is inadvertent - will be subject to all penalties under existing data security policies and procedures.

15. Use of company Internet or e-mail facilities to commit infractions such as misuse of company assets or resources, sexual harassment or other prohibited inappropriate behavior, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general company policy and will be sanctioned under the relevant provisions of the Department of Human Resources at McLeod Health.

16. In the interest of keeping the company well informed, future use of appropriate and permitted news broadcasting services is anticipated.

17. Employees with Internet access may not use company Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.

B. Technical

1. User ID’s and passwords help maintain individual accountability for Internet and e-mail resource usage. Any employee who obtains a password or ID for an Internet, e-mail or any computer system access must keep that password confidential. Company policy prohibits the sharing of user ID’s or passwords obtained for access to McLeod Health network as defined above. Employees should treat their user ID and password as they would their credit card and are actively responsible to prevent others from using their access.

2. Employees should schedule communications-intensive operations such as large file transfers; videos downloads, and mass e-mailings and the like for off-peak times as defined by the Information Services Department. Video and audio streaming and downloading technologies represent significant data traffic, which can cause local network congestion. Video and audio downloading are prohibited/should be avoided/may only be scheduled for off-peak times.
3. Any file that is downloaded must be scanned for viruses using the corporate approved scanning facilities before it is run or accessed.

C. Security

1. The company has installed a variety of firewalls, proxies, Internet address and e-mail screening programs and other security systems to assure the safety and security of the company’s networks. Any employee who attempts to disable, defeat or circumvent any company security facility will be subject to immediate dismissal.

2. Files containing sensitive company data as defined by existing corporate data security policy that are transferred in any way across the Internet must be reviewed, approved and encrypted by the Information Services Department.

3. Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer’s private connection to any outside computer can be used by an attacker to compromise any company network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from company’s internal networks. (Major on-line services such as CompuServe and America Online, are accessed via firewall-protected Internet connections, making additional security for direct dial-up connections generally unnecessary).

4. Only those Internet services and functions with documented business purposes for McLeod Health will be enabled at the Internet firewall.

5. Because unscrupulous or malevolent web site operators can take control of an unsuspecting visitor’s computer using apparently routine JAVA or file transfer operations, such transactions can introduce material risks to network security for which there is no bullet-proof technical solution short of complete abstinence. As such, this security section of the network recognizes the trade-offs between end-user convenience and network safety. In general, access policy will be more stringent for those users on networks running mission-critical applications or the storage and production of core business data. Access on these logical network rings may be barred outright, or restricted to machines that play no role in the core activity and can be isolated logically from it. Users on networks for management and professional support activities will be permitted ease of access commensurate with their level of isolation from sensitive data or applications. Company network security policy requires that all FTP transactions and JAVA downloads be blocked at the outermost firewall.

Signed Statement for Internet Usage:

All employees granted Electronic Mail and/or Internet access with company facilities will be provided with a written copy of this policy. All Electronic Mail and/or Internet users must sign the following statement.

"I have received a written or e-mail copy of the Revised McLeod Health Electronic Communication Policy. I fully understand the terms of this policy and agree to abide by them. I realize that McLeod Health’s security software may record, for management use, the Internet address of any site that I visit and keep a record of any electronic mail and network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive will be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to corrective action, up to and including, dismissal or even criminal prosecution."

McLeod Health Employee Signature: __________________________________________

Name: ___________________________ Please print legibly   Date: __________
Formerly: Appropriate Use Of Medical Center Information Systems' Local Network, Wide-Area Network & Internet/World-Wide Web Access.

III. Procedure

Not Applicable

IV. Equipment Needed

Not Applicable

V. Addendums

Not Applicable

VI. Attachments

SIGNED STATEMENT FOR INTERNET USAGE.pdf

VII. Related Links

Not Applicable

Reference Information

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