



Faculty Handbook

2015-2016

COLLEGE SEAL



In creating the Maine College of Health Professions seal, designers kept in mind four Latin words:

- LEVARE - To relieve pain;
- CONSOLARI - To console;
- CURARE - To heal; and
- DOCERE - To teach.

These words provide the framework for the center image which is the Star of Life, emblazoned with the Staff of Asclepius – a rod entwined with a serpent believed to have been employed by the Greek physician (later deified) Asclepius, who was associated with healing and medicine. Encompassing these essential symbols and words, is the name of the College, signifying our ever present commitment to embrace the meaning for which these words and symbols stand.

INDEX

<i>Academic Freedom Statement</i>	26
<i>American Disabilities Act Statement</i>	17
<i>By-laws of the Faculty Organization</i>	9
<i>Clinical Conference</i>	21
<i>Clinical Performance Assessment</i>	20
<i>Clock Hours – Credit Hours</i>	19
<i>College Seal</i>	2
<i>Continuing Education Reminder</i>	29
<i>Definition of an Educated Person</i>	17
<i>Definition of Critical Thinking</i>	18
<i>Evaluation Process for Academic/Clinical Concerns</i>	22
<i>Faculty Absence / Scheduled Time Off</i>	31
<i>Faculty Attendance At College Functions</i>	32
<i>Faculty Competency</i>	33
<i>Faculty Continuing Education Form</i>	30
<i>Faculty Dress Code</i>	32
<i>Faculty Orientation</i>	33
<i>Faculty Promotion</i>	33
<i>Faculty Salary</i>	33
<i>Faculty Workload</i>	33
<i>Faculty/Student Ratio In Clinical Laboratory Setting</i>	20
<i>Fair Treatment Policy And Procedure</i>	26
<i>Honors</i>	19
<i>Incident Reporting</i>	23
<i>Inclement Weather Policy</i>	27
<i>Individualized Written Plan of Action</i>	23
<i>Introduction</i>	6
<i>Learning Experience (Unusual Incidents)</i>	23
<i>Membership on Committees</i>	31
<i>Mission</i>	14
<i>Nursing Powerpoint Presentation Format</i>	33
<i>Office Hours</i>	25
<i>Office Space</i>	31
<i>Outside Employment</i>	29
<i>Preface</i>	5
<i>Protocol for Administration of Nursing Exams</i>	19
<i>Purpose and Educational Model</i>	15
<i>Remediation and Tutoring</i>	25
<i>Reporting of Student Grades</i>	19
<i>Safety</i>	28
<i>Scheduling of Rooms</i>	31
<i>Sexual Harrassment Faculty and Staff</i>	28

<i>Statement of Faculty Rights and Responsibilities</i>	16
<i>Student Exposure to Blood & Body Fluids</i>	21
<i>Student Receiving an Incomplete in a Course</i>	19
<i>Student Success Center</i>	21
<i>Title IX Statement</i>	17
<i>Tuition Reduction for Faculty Family Members</i>	31
<i>Use of Electronic Devices</i>	24
<i>Vision</i>	14

**All information in this handbook is current at the time of original print / publication. This College reserves the right, at any time, without notice, to change, modify, cancel / delete any course offerings, requirements governing registration, admission, progression and graduation, tuition fees, calendar, policies and any other regulations related to its student body.*

PREFACE

This handbook provides faculty and other interested employees of the Maine College of Health Professions with information, which, when used in conjunction with the Student Handbook, Student Catalog and Policy Manual will provide an understanding of the operations of this College.

Faculty are responsible for familiarizing themselves with the contents of this manual, the policy manual, student handbook and college catalog. Individual understanding of the contents of this manual should promote greater uniformity of purpose among all members of the organization.

Faculty are encouraged to submit to the Director suggestions for change and/or revision of current policies which would improve or enhance functioning of the College.

INTRODUCTION

The Maine College of Health Professions is a progressive, private, non-sectarian regionally accredited college, which offers a program leading to an Associate in the Applied Science Degree in Nursing, an Associate in the Applied Science Degree in Radiologic Technology, an Associate in Applied Science Degree in Nuclear Medicine Technology, and a Certificate program in Computed Tomography.

Students are primarily residents of the State of Maine (99%) with the largest percentage coming from the tri-county area surrounding the College. Approximately 95% of students receive some form of financial assistance.

Central Maine General Hospital School of Nursing was established in 1891 with the first student admitted on July 9, 1891. During 1893, the first five students graduated from this diploma program. From 1894 to 1942, the school experienced a steady increase in enrollment. Demands of World War II necessitated the institution of a Cadet Nursing Program, which remained in effect from 1943 to 1946.

The process of shortening the nursing curriculum from three years (thirty-six months), to its current four academic semesters, began in 1968. The school granted diplomas to its graduates until 1977 when, Governor James B. Longley signed into law, L.D. 446, granting the school the authority to award the Associate in the Applied Science Degree in Nursing to its graduates. At that time, the name was changed to Central Maine Medical Center School of Nursing. The four semester academic year was implemented in September 1985.

In 1978, this school became the first single entity nursing educational institution to become accredited by the Commission on Vocational, Technical Career Institutions of the New England Association of Schools and Colleges, Incorporated. The school is accredited by the Maine State Board of Nursing and the Accreditation Commission for Education in Nursing, Inc.

The Class of 1994 was the last class to wear the blue and white pinstriped student uniform. Beginning with the Class of 1995, the nursing student uniform was white with the school insignia on the left chest.

In 1995, all of the school offices and classrooms moved to Metcalfe Building.

In 2001, the school re-located to a new state-of-the-art facility at 70 Middle Street, in Lewiston Maine.

In 2002, the school began offering its Associate in the Applied Science in Nursing Degree program via video-conferencing to its Rumford site and in 2003 to its Farmington site.

In 2006, the school began offering courses to fulfill the general education component of the curriculum.

In 2007, the school was renamed Central Maine Medical Center College of Nursing and Health Professions.

In December 2008, the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges granted the College initial accreditation effective November 6, 2007.

In September 2009, the College began offering its Associate in Applied Science Degree in Nursing via videoconferencing to the Bridgton site.

In January 2010, the college offered the first evening/week-end presentation of the Nursing Curriculum.

In 2010, the college added an Associate of Applied Science Degree in Radiologic Technology. The Clark F. Miller School of Radiologic Technology originated at Central Maine General Hospital in 1949 as the first Radiologic Technology program in Maine. The School of Radiologic Technology classroom and offices moved to the second floor of the College in 2009 and the students began taking the General Education courses with the nursing students in fall 2010. Coinciding with the addition of the Associate of Applied Science Degree in Radiologic Technology, the Mercy Hospital School of Radiologic Technology in Portland transitioned its two-year certificate program into the College. This increased the total student enrollment of the Radiologic Technology program from 26 students to 46 students.

The Medical Imaging Division of the College included a two-semester certificate program of advanced studies in Computed Tomography (CT) and an eighteen-month certificate program of advanced studies in Nuclear Medicine Technology. The CT program admitted its first students in January 2010. In 1996, Central Maine Medical Center established the School of Nuclear Medicine, which became the only program of its type in Maine or New Hampshire. In 2009, the program expanded to include courses and clinical rotations in CT to meet the expanding needs of Nuclear Medicine Technology.

In September 2010, the College was a co-recipient of a \$1.4 million federal grant to develop a new distance-learning site in Machias, Maine. The grant monies provided the upgrade of broadband services through Axiom Technologies and Polycom® equipment to broadcast didactic education. Down East Community Hospital in Machias is donating the classroom space for the teleconferencing technology for the nursing courses. (In January 2011, the Nursing Program began offering nursing courses to an advanced placement nursing student in Machias). The College admitted the first nursing cohort to that program in September 2011.

In 2011, the College received approval to offer an Associate of Applied Science Degree in Nuclear Medicine Technology. This six semester program includes two semesters of

general education courses prior to completion of four semesters of Nuclear Medicine Technology courses and clinical practicum. The School of Nuclear Medicine Technology remains the only program of its type in Maine or New Hampshire.

On July 1, 2014, the name of the College was changed to the Maine College of Health professions to better reflect the mission and strategic vision of the College.

BY-LAWS OF THE FACULTY ORGANIZATION

PREAMBLE

Whereas, the Maine College of Health Professions is a non-profit corporation organized under the laws of the State of Maine, and its purpose is to provide education in health professions.

Whereas, it is recognized that the President of the Maine College of Health Professions, by delegation of the Board of Trustees, is responsible for selection of faculty qualified to plan, implement, and evaluate a curriculum to provide the necessary learning experiences, and

Whereas, in accepting a delegation from the Board of Trustees, the faculty recognize the need and responsibility to plan, implement and evaluate the curriculum on an on-going basis

Therefore, the faculty hereby organize themselves to function as educators in the Maine College of Health Professions.

ARTICLE I – NAME

The name of this organization shall be the Maine College of Health Professions Faculty Organization and its primary campus is located in Lewiston, Maine.

ARTICLE II – PURPOSES

To provide:

- for the rights, privileges and responsibilities of the members of the faculty of the Maine College of Health Professions;
- a structure and forum which fosters communication among the faculty members of the organization;
- a forum for communication and interaction with affiliating agencies, with colleagues from other educational institutions and with other nursing colleagues on local, state and national levels;
- an organizational base for conducting all program(s) of this College of Health Professions;
- a forum for development and implementation of policies and procedures pertaining to faculty recruitment, promotion and retention; student admission, advancement and graduation; curricula planning, implementation and evaluation; ongoing

evaluation of resources, facilities and services; and any other matters of faculty business as outlined by the Board of Trustees;

- a forum for the support of research and community service;
- a forum for review and interpretation of community health needs and relevant societal trends for implementation into the curriculum;
- establish and maintain a committee structure to provide:
 - ... methodical review and revision of the curriculum;
 - ... ongoing review and revision of learning resources;
 - ... systematic review and revision of policies;
 - ... recruitment, selection, and advance placement of students;
 - ... recruitment and selection of faculty;
 - ... and special projects as need arises (research / interpret data, write reports, etc.).

ARTICLE III – MEMBERSHIP

- All full-time and part-time faculty shall be considered members of the Faculty Organization with full voting privileges.
- The President of the College shall be a member of the Faculty Organization, but shall not vote except as needed to break a tie.
- Representatives from the Communication Council may be invited to attend meetings of the Faculty Organization from time to time: to participate in discussion; give a report on student activities and issues; and report to the student population on any discussion of issues relevant to them. These representatives shall not have voting privileges within the Faculty Organization.
- Resource persons may be invited to attend Faculty Organization meetings, but shall not have voting privileges.
- A quorum of the Faculty Organization shall exist when two-thirds of the voting members are present at any one meeting. A simple majority carries the vote.

ARTICLE IV – MEETING

- The President of the College shall chair all College wide faculty meetings. In his/her absence, a Director will conduct the meetings. Directors will chair program specific faculty meetings.
- The President or Directors shall prepare and distribute an agenda prior to the scheduled meetings.
- Agenda items shall be included upon the request of a Faculty Organization member when submitted to the President or Directors, prior to the scheduled meeting.
- The President or Directors shall provide for minutes of these meetings to be recorded, distributed by email and made available in the College folder.

- Program specific meetings shall convene bi-monthly during the academic year. College wide faculty meetings will be held four times a year.
- Special meetings may be called by the President, Directors, or at the request of a member of the Faculty Organization.
- Matters of policy requiring a decision by the Faculty Organization shall be distributed to all members prior to the scheduled meetings.
- Faculty Organization meetings shall include reports from the President, Directors, standing and ad-hoc committees, and student representatives.
- Robert's Rules of Order (revised edition) shall prevail at all meetings.

ARTICLE V – COMMITTEES

- Membership on standing and ad-hoc committees shall include consideration of faculty preferences and determined by the specific Program Directors, reflecting a balance of the membership on all committees.
- Standing committees shall include:
Curriculum Committee, Admission / Recruitment Committee, Policy Committee, Learning Assessment Committee, and Advisory Committees.
- Ad-Hoc committees may be named as necessary. The Chairperson of each specific committee shall arrange meeting times and dates as often as necessary to complete the charge as set forth by the President.

ARTICLE VI – FUNCTIONS OF STANDING COMMITTEES

Admission/Recruitment Committee:

- Coordinate a program of recruitment.
- Review admission criteria and recommend needed changes to Policy Committee.
- Review applications and select qualified candidates for admission to the college.
- Report committee work at each Faculty Organization Meeting.

Advisory Council:

- Formulate a collaborative committee of professional members from the community, clinical sites, students, and faculty.
- Strengthen and improve relationships within the community and clinical sites.
- Provide a vehicle for communication for all involved stakeholders.

- Provide input into policy and program development for the College.
- Review program outcomes yearly to identify areas of success and potential areas for improvement.
- Review clinical rotation sites for issues, concerns, and educational needs of the students.
- Serve as an advisory resource to faculty and staff of the College.
- Provide guidance, resources, and support for the operation of the College.
- Channel information, needs, and concerns to appropriate stakeholders.

Curriculum Committee:

- Development of Mission, Philosophy, Conceptual Framework, and outcomes for each academic Program.
- Develop Program Objectives for the curriculum.
- Develop a Curriculum Plan that flows from the Philosophy, Conceptual Framework, Objectives, Purpose, and Mission to achieve desired outcomes.
- Develop course objectives and content guidelines for each course.
- Develop a format that ensures consistency of course outlines, syllabi and evaluation tools.
- Develop guidelines that ensure systematic review of student and faculty course evaluations.
- Develop and evaluate learning resources for utilization in the curriculum.
- Develop and implement a plan for periodic curriculum evaluation.
- Report committee work at each Faculty Organization Meeting.

Learning Assessment Committee

- Develop and implement a plan for learning assessment, monitoring, and evaluation of learning outcomes and achievement of program objectives by graduates.
- Evaluate student learning, institutional role and responsibilities, and assess program goals as they address the institutional outcomes.
- Evaluate the goals, outcomes and methodologies of the institution to establish future direction based on the findings.

Policy Committee:

- Revise and present policies to faculty for approval.
- Develop and implement guidelines, which ensure consistency of policy format.
- Draft new policies as needed.
- Report committee activities at each Faculty Organization Meeting.

ARTICLE VII – FUNCTION OF AD-HOC COMMITTEES

Shall be defined at the time the Committee is activated.

✓ Revised: 1/00, 6/26/03, 7/23/07, 10/20/2011, 1/18/12.

MISSION

The College's Mission is to develop leaders in nursing and allied health professions.

VISION

The College's Vision is to create an educational environment where:

Students

- Are highly motivated achievers.
- Feel supported and celebrated.
- Embrace community stewardship.
- Are compassionate about patient care.

Faculty

- Are accomplished and leaders in their respective fields.
- Inspire and support students.
- Design and deliver innovative curriculums.
- Create an intellectual climate of collegial relationships, academic excellence, and integrity.

Programs

- Are responsive to Maine's health care demands.
- Are recognized for excellence.
- Emphasize interdisciplinary and community-based partnerships.

Resources

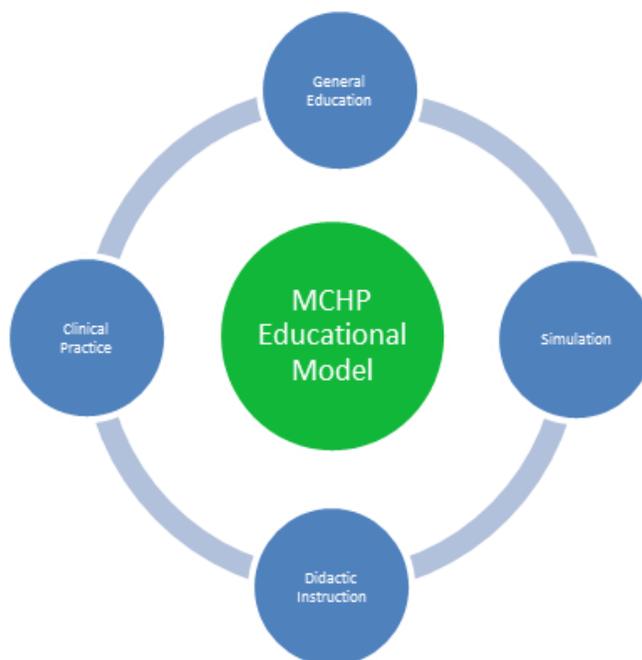
- Meet all student and program needs.
- Support the future growth and development of the College.

Graduates

- Succeed in their careers and lead in their profession.
- Practice life-long learning.
- Participate in alumni activities and support the College financially.
- Embrace community stewardship.

Purpose and Educational Model

The primary purpose of the Maine College of Health Professions is to graduate educated individuals in the healthcare sciences to serve the people of Maine. At the Maine College of Health Professions, clinical education is an integrated approach that provides students with context-based learning that is gained through actual professional healthcare interactions and through an opportunity to experience actual work in the clinical practice setting.



General Education is course work designed to enrich a student's life, to broaden their intellectual outlook, and to develop critical thinking skills.

Didactic Instruction is theory and content information learning specific to a major.

Simulated Learning provides a bridge between theory and practice enabling students to apply concepts in a hands-on laboratory environment.

Clinical Practice is course work in which the learner is a participant in the actual health care environment involving work with patient, clients, or administration.

FACULTY

STATEMENT OF FACULTY RIGHTS AND RESPONSIBILITIES:

The following will be given consideration in each faculty's appointment:

- a thorough and proper orientation;
- teaching assignments according to academic, clinical and work experience qualifications;
- a work load that allows sufficient time to meet the teaching demands and expectations placed on the faculty member, as well as time for attendance at committee meetings, professional activities and community service;
- a method of evaluation as an instructor of students and as a professional.

Recognizing that the faculty provides the link between the curriculum and the students, the following are responsibilities, which assist in developing an efficient and effective educational atmosphere:

- design and implement optimal teaching strategies;
- create a respectful classroom, recognizing cultural influences;
- identify and address the needs of individual learners;
- identify and address the needs of the community;
- encourage development of problem solving and critical thinking skills;
- inspire student self-expression;
- explore and utilize community resources for instructional purposes;
- maintain professional competency;
- participate in local, state and national professional organizations;
- model the mission of the college;
- pursue community service and scholarly endeavors.
- know and adhere to College policies
- adhere to accrediting body standards and core competencies.

Revised: 08/19/13

AMERICAN DISABILITIES ACT STATEMENT

Maine College of Health Professions is an equal opportunity/affirmative action institution and employer. Students with a disabling condition who wish to request reasonable access to the programs and services offered by the College, must register with the Disability Services Coordinator. An appointment may be made by calling 795-2840.

Faculty or Staff with a disabling condition who wish to request reasonable access to programs and services offered must contact employee health at 795-2830.

TITLE IX STATEMENT

The MCHP is committed to providing a learning environment which is free of violence and harassment based on sex or gender. If students are having problems with sexual harassment, stalking, domestic/dating abuse or sexual misconduct/assault, please speak up. Students may contact the Title IX Coordinator, Judy Ripley, at 795-5974.

Faculty or Staff having problems with sexual harassment, stalking, domestic/dating abuse or sexual misconduct/assault, please contact the Human Resources Department at 795-2392, deeganjo@cmhc.org, or speak with your Director to assist you.

DEFINITION OF AN EDUCATED PERSON

The Maine College of Health Professions is committed to graduating a person whose educational program is balanced in the three primary domains of knowledge, arts and humanities, and sciences including mathematics and the social sciences.

The Maine College of Health Professions believes that being an educated person means a commitment to lifelong learning, finding joy in expanding ideas, creativity and critical thinking.

An educated person is one who has acquired knowledge, skills and abilities which will allow them to be successful in a variety of roles. All members of the Maine College of Health Professions community commit to the following criteria, which we feel define an educated person.

An educated person:

- thinks critically and analytically
- integrates and synthesizes knowledge
- demonstrates, by moral and ethical behavior, the values of integrity, responsibility, perseverance, tolerance of ambiguity, and appreciation of diversity

- demonstrates self-confidence, strives for emotional maturity, and values personal competence
- appreciates the importance of the fine and performing arts
- communicates and collaborates on a level that will facilitate the ability to work in the local community and globally
- participates in service activities which result in a positive impact on the community
- values lifelong learning and influences others to pursue education.

DEFINITION OF CRITICAL THINKING

Critical thinking is a reflective reasoning process that encompasses use of knowledge, experience, caring, skills, and values. The critical thinker gathers and assesses all pertinent and essential evidence, that both support and oppose a claim and is a process enhanced and clarified by multiple points of view. The critical thinker possesses intellectual integrity, humility, autonomy, curiosity, empathy, perseverance, courage, confidence in reason, and fair-mindedness.

General Information

STUDENT RECEIVING “INCOMPLETE” IN A COURSE:

The grade of “incomplete” may be given to a student when extenuating circumstances exist. Such circumstances may include extended illness of the student and/or immediate family, or other emergent situations which demand a student’s absence from class or which affect the student’s academic performance.

The student will complete a written plan for completion of the unfinished work and submit the plan to the course instructor for approval. Should the student fail to complete the course within the time frame stated in the completion plan, a grade of “F” will be assigned for the course. In addition, an incomplete that is not removed within 6 weeks of being posted becomes an “F”.

The student will agree to this policy by completing and signing the written plan for completion of the unfinished work. Once submitted, the instructor will forward a copy of the completion plan to the student's advisor.

HONORS

Students ranking in the top 10% of each program’s graduating class will receive the “Honors” designation; students ranking in the top 5% of the program’s graduating class will receive the “High Honors” designation.

In order to qualify for the President’s Award, the highest scholastic average (clinical and theory), a student must attend the College two (2) complete academic years.

PROTOCOL FOR ADMINISTRATION OF Nursing EXAMS

- All books, papers, pocketbooks, PDA’s etc., are to be cleared from the desk tops.
- After completion of exam, student may leave room quietly, but may not reenter the exam room until the monitor has collected all exams.
- Students will be called out of an exam for emergencies only. Otherwise, visitors will be asked to wait; messages will be placed in student’s mailbox.

REPORTING OF STUDENT GRADES

Each faculty member shall submit midterm and/or final grades within five (5) school days following completion of coursework to the Course Coordinator or Registrar as appropriate.

CLOCK HOURS – CREDIT HOURS

Faculty workload will reflect recognition of the interests of the students, faculty and the College to the degree that resources are available.

The workload standard for full-time faculty is approximately 18-25 hours of clinical and/or lecture class assignments and 5-12 hours of office, preparation, project and/or committee work. Total scheduled class and non-class hours to equal thirty hours weekly.

FACULTY/STUDENT RATIO IN CLINICAL LABORATORY SETTING

For the Nursing Program, the faculty/student ratio for the clinical setting is approximately one (1) full-time or part-time faculty to eight (8) students (1:8).

For the Medical Imaging Programs, the technologist/student ratio for the clinical setting is approximately one technologist to one student (1:1).

CLINICAL PERFORMANCE ASSESSMENT:

Nursing:

A midterm and final evaluation using the Clinical Performance Assessment Form will be completed by the involved faculty member(s) within five (5) College days following completion of the clinical experience. The faculty member shall post a notice on the students' official bulletin board stating that evaluations are completed along with a sign-up sheet for each student to schedule a conference to review the evaluation. ***Students' active involvement in the evaluation process is necessary to meet course objectives.***

After the student has read the evaluation, responded to it and signed it, the faculty member will provide the student with a copy. The faculty member submits the signed evaluation to the Course Coordinator. The Course Coordinator reviews the evaluation and then submits it to the Registrar for filing in the student's record.

Medical Imaging – Nuclear Medicine Technology and Radiologic Technology

Students are evaluated in the clinical practicum component of the curriculum on an ongoing basis. Supervising Technologists complete clinical evaluations on the students' performance on a weekly basis which comprises one-third of the clinical practicum grade. Supervising Technologists complete student clinical competency evaluations each semester as outlined in the program-specific Student Handbook. The clinical competency evaluations comprise two-thirds of the clinical practicum grade.

A midterm and final grade report is available to students via the student information system (Sonisweb). In order to progress in the clinical area, students must complete all competency evaluations and make up clinical time lost during each semester. Students must also maintain a 2.0 GPA in the clinical practicum portion of the curriculum. At midterm and/or at the end of the semester, a faculty member will meet with any student whose GPA falls below 2.0 or if the faculty is concerned with student progress, to formulate a plan for improvement. A copy of the conference record will be given to the student and the original placed in the student's file. Any student not completing the requirements for the clinical practicum by the end of the semester will receive an incomplete and have 30 days to make up the material. Any student not completing the

requirements within 30 days from the close of the semester will be dismissed from the program.

Medical Imaging – Computed Tomography:

Students receive feedback in the clinical practicum component of the curriculum on an ongoing basis. Supervising Technologists provide feedback on the weekly student journal and complete student clinical competency evaluations as outlined in the CT Student Handbook. Guidelines have been set for the number of verified clinical evaluations students must complete at various points throughout the program in order to stay on track for program completion.

Students must maintain a clinical portfolio throughout clinical practicum which includes clinical competency evaluations, the student weekly journals with technologist comments, procedures performed, and attendance records. These portfolios are reviewed by the medical imaging faculty throughout the clinical practicum. Written feedback from the faculty is provided to the student and a copy maintained in the student's file. At any point during the clinical practicum, if the faculty is concerned with the student's progress, the faculty will meet with the student to formulate a plan of improvement. A copy of the conference record will be given to the student and the original placed in the student's file. Any student not completing the requirements during the semester will be put on probation. The student will have 30 days from the semester end to complete the competencies. If not, the student will fail clinical practicum for that semester and will be dismissed from the program.

CLINICAL CONFERENCE: Nursing Program

Clinical conferences shall be held as scheduled during the student's assigned clinical time. At faculty discretion, alternate times and places may be selected to enhance the learning experience of the clinical conference.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) provides support services to the student population. Faculty will staff the SSC and provide academic guidance and tutoring based on individual student needs according to the schedule posted at the SSC.

STUDENT EXPOSURE TO BLOOD & BODY FLUIDS

Purpose

1. To provide guidelines for students exposed to blood or body fluids.
2. To define the term exposure as it applies to this policy as "a person's contact with any body substances from another human being."

Procedure for the Exposed Student to Follow IMMEDIATELY

If you experience: An exposure to blood or body fluids such as; a needle stick, splash of blood or body fluid onto/into mucous membranes (eyes, mouth, etc.) or open skin, or other blood or body fluid exposure, you must:

1. Wash the affected area with soap and water ***immediately.***
2. Flush mucous membranes with water ***immediately.***
3. Notify your supervisor/instructor ***immediately after washing and flushing.***
4. Have your supervisor/instructor ***immediately notify*** the Nursing Supervisor so that the source information can be collected in a timely fashion.
5. Report ***immediately*** to your healthcare provider or to the Emergency Department. The student's accident insurance may be used to defray expenses related to this incident.
6. The supervisor/instructor must fill out an Incident Report ***immediately*** according to the clinical site policy. **Make sure the brand of needle/sharp is identified on that report. OSHA requires it.**

By following these steps, you will receive appropriate treatment at the appropriate time.

Early intervention is imperative.

For your safety and well-being, ***do not wait to report an exposure...*** Interventions will begin as soon as you report it!

REPORT IMMEDIATELY!

EVALUATION PROCESS FOR ACADEMIC/CLINICAL CONCERNS

Faculty members having a concern regarding a student's academic/clinical performance shall:

- Communicate and document meeting with student regarding academic/clinical concerns.
- Submit a detailed written report to the Course Coordinator within one (1) school day outlining the academic/clinical concern if the concern is not resolved.

The Course Coordinator will respond to the faculty within one (1) school day.

In the event the Course Coordinator is the concerned faculty, the written report will be submitted to the Director. The Director will respond in writing to the involved member within three (3) school days.

If the clinical performance remains a concern, the Course Coordinator will present the concern to the Director who will then meet with the involved student and faculty member within five (5) days following notification of the unresolved concern. Students may bring a support person to the meeting.

A copy of all written data, which may be viewed by the faculty member and the student, is placed in the student's file.

LEARNING EXPERIENCE (UNUSUAL INCIDENTS)

Failure to follow policies and procedures of the College will require making out an incident report with a faculty member.

A "Learning Experience Form" is due within twenty-four (24) hours. This is to be passed in to the involved faculty member.

INDIVIDUALIZED WRITTEN PLAN OF ACTION

An individualized written plan of action will be developed by a student and instructor, when a student:

- 1) has been placed on Academic Warning;
- 2) fails to achieve a score of 80 in each nursing course examination; the student will also be required to participate in a Test Taking Techniques Workshop.
- 3) fails to achieve a score equal to or higher than the national passing score on each of the achievement exams.
- 4) fails to achieve a score equal to or higher than 850 (HESI) or the national passing score on the designated exit examination.

The written plan of action must be submitted to the Course Coordinator and student file.

Promotion and graduation are dependent on successful completion of each individualized written plan of action.

INCIDENT REPORTING

Definition: An incident is *any* occurrence or event which is not consistent with the routine operation of the College or the routine service delivery to any of its customers.

Clinical Practicum: Any incident occurring in the clinical setting requires the student and faculty/supervisor to follow institutional policy regarding incident reporting.

Injury on Campus: Any incident occurring on the College campus involving injury of students, visitors, or customers shall be documented via the CMMC incident reporting system.

Where there is a possible injury or harm to a student or visitor:

- a) Emergency services (call 9-911) should be encouraged for all parties involved. If a visitor refuses to access emergency services, this refusal should be documented on the CMMC incident reporting system.

- b) The faculty/staff will ensure the CMMC Incident Report is completed as soon as possible after the incident.

Theft or Property Damage: Any event involving property damage or theft of personal items shall be documented and reported immediately, using the College Incident Report Form.

Contact CMMC Security immediately for any security concerns, 795-2299.

When there is theft, fire, property damage, etc.:

- a) Contact CMMC Security
- b) Contact the Lewiston Police Department
- c) The faculty / staff will complete the College Incident Report Form within 24 hours of the occurrence.
- c) The faculty/staff will provide copies of the completed form to:
 - Director of Security
 - Campus Safety Officer who will forward to the Administrative Council
 - Student's File as appropriate
- d) If there is physical harm to anyone involved, follow the procedure for Injury on Campus as described above.

****NOTE – In no instance should any statement relating to the College's liability be made by an employee of the College, except as authorized by the President of the College.***

USE OF ELECTRONIC DEVICES

Use of mobile devices (ex: PDA, iTouch[®], cell phones) during exams or quizzes is prohibited.

All personal electronic devices must not cause a disruption to any class.

Students shall not receive personal telephone calls (this includes cell phone calls and personal pager use) during assigned clinical experiences in any clinical area / facility except for emergencies.

Personal use of agency telephones for outgoing calls, including local calls, during a clinical experience is not permitted. Personal outgoing calls may be made during breaks or meal periods outside of the clinical setting.

Students shall not carry cell phones or personal pagers during any clinical experience unless special permission has been given by the clinical faculty.

Students should follow the cell phone policy of the clinical facility they are assigned to.

Cell phones, pagers, and texting are discouraged when a class is in session.

The PDA that students purchase from the College is the student's responsibility for maintenance and repair, not the College.

Absolutely no patient information shall be entered or stored in the PDA.

REMEDICATION AND TUTORING

The College provides avenues of remediation and tutoring to all students enrolled. Remediation services are provided through assigned academic advisors and the Student Success Center. In addition to the remediation support offered through the academic advisors, tutors for subjects aside from nursing are available on-site and through alternative academic institutions where general education courses are taken.

Onsite Tutors:

Mike Boucher RN, MSN	-	Math, Pharmacology
Kim Emery MS	-	Microbiology, Anatomy & Physiology
Sara Flowers Ph.D.(c)	-	English, Writing
Susan Poulin MS Ad Ed	-	Psychology, Developmental Psychology
Adam Pride, BA	-	Mathematics: Statistics, Algebra, Basic Math Review, Calculus, Trigonometry
Nancy Sorman RN, Ed.D	-	Psychology

Off-site tutors are available through other institutions of higher education where general education courses may be taken. Those other institutions include:

Central Maine Community College	(207) 755-5250
Kennebec Valley Community College	(207) 453-5019
Lewiston/Auburn College	(207) 753-6500
Southern Maine Community College	(207) 741-5500
University of Maine Augusta	
Augusta Campus	(207) 621-3185
Mexico/Rumford Campus	(207) 364-7882
University of Southern Maine	(207) 973-3230

OFFICE HOURS

Full-time faculty members will schedule a minimum of three hours weekly for student advisement. Part-time faculty members may schedule student advisement hours on a pro-rated basis. Faculty shall post scheduled office hours on the official bulletin board and/or outside their offices.

ACADEMIC FREEDOM STATEMENT

Academic Freedom is that ideal which enables educators, students, and academic institutions to inquire, teach, debate, and publish. The College, as a private non-sectarian educational institution, believes that the collective freedom of inquiry must not be motivated or dominated by political or ideological mandates regarding social responsibility and institutional policy. This academic institution is committed to upholding these beliefs.

Students in this college have the right to investigate, learn, and express their individual ideas free from faculty and institutional influence. These rights are upheld for individual students as well as the collective student body. These rights carry with them the understanding that individual student members, when expressing personal views, are doing so not as a representative of the academic institution.

As educators, the faculty have the right to inquire, teach, debate, discover, and publish unburdened by internal or external influence. Further, the faculty as citizens are entitled to the rights and responsibilities of citizenship. These rights carry with them the understanding that individual faculty members, when expressing personal views, are doing so not as a representative of the academic institution.

Academic freedom allows one the independence, in the classroom setting, to present and discuss material that is relevant to the course content and learning objectives.

FAIR TREATMENT POLICY AND PROCEDURE

All matters involved in this procedure will be confidential. When concerns, problems and complaints cannot be alleviated by the normal communication channels in place within the College the following formal steps are to be followed:

- 1) The dispute will be submitted in writing to the Director.
- 2) A written response will be made within five (5) school days from the receipt of the written dispute.
- 3) If the dispute is not resolved to the satisfaction of the involved student, an appeal may be made to the President of the College. This written appeal must be submitted within five (5) school days following the written response from the Director.
- 4) The President of the College will respond in writing to the appeal within five (5) school days.
- 5) If the dispute is not resolved, it is the student's responsibility to submit a written request to the President of the College within five (5) school days for activation of the Student AD-HOC Fair Treatment Committee.
- 6) The President of the College activates and refers the dispute to the Student AD-HOC Fair Treatment Committee.

- 7) The Student AD-HOC Fair Treatment Committee will convene and hear the dispute within five (5) school days. The Committee will consist of:
- a) Director;
 - b) One uninvolved student appointed by the Director;*
 - c) One uninvolved student selected by the involved student;*
 - d) Academic Advisor;
 - e) Uninvolved faculty member appointed by the Director;
 - f) Uninvolved faculty member selected by the involved student;

* Uninvolved students will not be on the committee when the committee is activated for an academic issue.

Each complainant will have a private and separate meeting with the Committee. The Committee will receive all documents and evidence and compile minutes of their proceedings.

- 8) The Student AD-HOC Fair Treatment Committee will submit a written report, including findings, documents, and recommendations within five (5) school days, to the President of the College, the Director, and the involved student.
- 9) Should the recommendations of the Student AD-HOC Fair Treatment Committee not be acceptable to either the student or the President of the College, the dispute will be presented in writing to the Chairman of the Board of Trustees of the College by either party, within five (5) school days.
- 10) The Chairman of the Board of Trustees or designee will investigate the dispute and render a decision within (10) school days. This decision is final and binding upon all parties involved.

Each involved party in this fair treatment process may be accompanied by an individual of their own choosing during any step of the procedure.

INCLEMENT WEATHER POLICY

Should it ever become necessary to cancel / delay classes at the College of Nursing and Health Professions, the following notifications will be made:

WCSH6 – Channel 6 TV	http://www.wcsh6.com
College Website	www.cmmccollege.edu
Email Notification	Sonis Text Messaging

College activities may be delayed or may be completely cancelled. Lecture that is cancelled will **NOT** be rescheduled; however, the involved faculty will offer the lecture material in the form of notes. The decision to cancel will be available by 5:30 AM for daytime scheduled events and at 11:00 AM for afternoon and evening scheduled events.

For clinical rotations, students will refer to the individual program student handbook.

SAFETY

Safety policies including emergency preparedness and fire safety are found on the portal. All faculty and staff of the College must be familiar with this information. These policies are thoroughly reviewed on an ongoing basis.

In case of fire in the college building, please evacuate the building and report to the person taking roll call in parking Lot J.

SEXUAL HARRASSMENT FACULTY AND STAFF

Federal law requires that all educational programs annually provide their staff and faculty with certain information concerning sexual harassment. This policy contains that information.

Sexual harassment is illegal. It is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- 2) Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

It is important to remember that even if behavior is not intended to be offensive or harassing, if it is perceived as such, it may be considered sexual harassment.

If you believe you are being subjected to sexual harassment, you should notify the Director at once. If the Director is not available or if the complaint involves the Director, contact the President of the College.

Your complaint will be treated seriously and held in confidence. The individual investigating your complaint will speak only with those individuals who must be contacted in order to conduct a fair and thorough investigation.

Your complaint will be heard via the “Fair Treatment Policy & Procedure”. If any individual who has a role in any step of the Fair Treatment Policy & Procedure is the subject of the complaint, that step will be eliminated from the process for purposes of hearing the complaint.

The Maine Human Rights Commission has a procedure for investigating and responding to complaints including charges of sexual harassment. The Maine Human Rights Commission can be contacted by calling 289-2326 or in writing to: The Maine Human Rights Commission, State House, Station 51, Augusta, Maine 04333.

Any individual, who files a complaint of sexual harassment via the Maine Human Rights Commission or through the Fair Treatment Policy & Procedure, will be protected from retaliation.

OUTSIDE EMPLOYMENT

The term “outside employment” denotes any employment, which is not subsidized by the Maine College of Health Professions.

Under the terms of the full/part time faculty contracted agreement, the Instructor’s primary and exclusive employment is with the College. The Instructor will not accept additional employment during the term without the consent and approval of the Program Director or designee.

During the academic school year, faculty members may engage in outside employment provided such employment does not interfere with the faculty member’s performance and responsibility to the College and has received prior approval from the Program Director or designee.

CONTINUING EDUCATION REMINDERS

While the organization is supportive of faculty advancing their education, faculty should only work on their personal homework assignments after they have fulfilled their obligations to the college.

The College supports faculty development and attendance at educational events.

Faculty responsibility after attending an educational event:

1. Provide documentation (see below) of attendance to the Health Professions Assistant RN.
2. Present summary of events to peers.

FACULTY CONTINUING EDUCATION FORM

Faculty Continuing Education Form

Faculty Name: _____

Conference or Seminar Information

Conference Attended: _____

C.E.U.'s Awarded: _____

Sponsor: _____

Location: _____

Date Attended: _____

Date Summary presented to peers (College-wide if appropriate):

Academic Educational Courses Taken

Name of Course: _____

Sponsoring Institution: _____

Credits Earned: _____

Health Professions Assistant, RN

Date Received

MEMBERSHIP ON COMMITTEES

All full-time faculty are expected to participate as a member of at least one other standing committee. Membership on standing and ad-hoc committees shall include consideration of faculty preferences and determined by the specific Program Directors.

TUITION REDUCTION FOR FACULTY FAMILY MEMBERS

Any full-time and part-time faculty and staff are eligible for free tuition for one course not to exceed 4 credits/semester. Adjunct faculty are eligible for one tuition-free course during the semester that they are contracted to teach not to exceed 4 credits/semester.

Tuition will be reduced by 50% for the spouse, domestic partner, or dependent children of full-time and part-time faculty and staff who are employed by the College. Tuition will be reduced by 50% for the spouse, domestic partner, or dependent children of adjunct faculty during the semester that they are contracted to teach.

The reduction does not apply to fees or the purchase of textbooks or supplies.

This policy applies only to courses offered by the Maine College of Health Professions and is subject to available funds.

The Application for Tuition Reduction Form attached as page 2 of this policy must be submitted by faculty or staff requesting tuition reduction to a Director or the Controller.

SCHEDULING OF ROOMS

The use of all rooms in the college must be scheduled through the College Secretary.

OFFICE SPACE

Office space is provided for each faculty member and includes a desk, chair, bookcase, telephone, etc. Stock office supplies are available for faculty use as needed. Additional office supplies may be requested through the College Secretary.

Office assignments may change for the comfort of faculty and as needed for the smooth functioning of the College.

FACULTY ABSENCE / SCHEDULED TIME OFF

- Faculty work according to assigned duties related to curriculum development and implementation of curriculum/program/college activities. In the event that a faculty member must be absent from the College for illness or injury, the faculty member is responsible for informing the Program Director as soon as possible.
- Faculty work primarily, Monday through Friday 8:00 to 4:30pm as exempt employees. Faculty may be assigned to work alternative days or evenings according to the needs of the College. Faculty may work longer on some days and

leave early or come in later on another day during the week in compensation as long as their work is done. Faculty will communicate to the Program Director or designee when leaving early or arriving late to ensure the safety of the employees and support for the students.

- Faculty are expected to come to work as scheduled unless they call out sick or if they are approved for time off. Faculty under contract for less than 12 months will be allotted 4 days of personal time off during the terms of the contract. In addition, faculty will have time off when the students are out of session, and have immediate access to the Extended Sick Bank for unexpected illness. Faculty that work year round (12 months) will be allotted time off in accordance with the Central Maine Healthcare Choice Time policy.
- Faculty are expected to be professional in managing their time and meeting their roles and responsibilities as a faculty member of the College as defined in the job description.

FACULTY ATTENDANCE AT COLLEGE FUNCTIONS

Students appreciate faculty interest and participation in school functions as an indication of faculty commitment to the purpose and mission of this College. Faculty are expected to attend Program specific major functions (ex: graduation ceremonies).

FACULTY DRESS CODE

Appearance is an important statement to our students, clients, visitors, physicians, fellow employees, as well as others. The appearance of faculty should reflect the high degree of professionalism that is associated with the College. The purpose of this policy is to assure appropriate dress and grooming of faculty in the College.

All faculty members are expected to be clean, neat, and professional in their appearance at all times.

Photo identification badges are to be worn at all times.

- Footwear must be appropriate. In the clinical areas closed toed shoes must be worn.
- Hair is to be worn in a style that will not interfere with safety or client care. Beards and mustaches are optional, but must be kept neat and trimmed.
- Dress and grooming must meet infection control standards or other regulations, which may apply to certain positions.
- During clinical rotations, faculty shall wear uniforms or street clothes with a lab coat.
- No perfume or cologne should be worn in clinical areas.

Standard for dress is **business casual** which includes dress pants, khakis, chinos, collared sport shirts, knit shirts, skirts, blouses, sweater sets and jackets.

FACULTY ORIENTATION

An orientation is provided for each new faculty member. The specific content and length of the orientation period will be determined by the faculty member and the Director.

FACULTY COMPETENCY

Instructor shall at all times maintain proficiency and professional qualification in his/her course of study and any other qualifications that may be stated in the job description applicable to the Instructor's role and responsibilities.

FACULTY WORKLOAD

The standard workload for full-time nursing faculty is 18-25 hours of clinical and/or lecture assignments and 5-12 hours of office, preparation, project and/or committee work. Total scheduled class and non-class hours to equal thirty hours weekly.

Full-time Faculty will carry an 8 to 10 credit hour academic workload per semester and are expected to participate in committees and staffing the Student Success Center.

FACULTY PROMOTION

All full and part-time faculty have the academic rank of instructor.

FACULTY SALARY

Faculty members' salaries are based on the specifications within the individual contractual agreements.

Salaries are reviewed annually in conjunction with faculty evaluation and contract renewal. The scale for faculty salaries is available upon request from the Director.

NURSING POWERPOINT PRESENTATION FORMAT

The first slide of PowerPoint presentations should list the objectives for that particular class. The last slide should provide the references in APA Format utilized by the faculty in preparation for this class.