



Community Health Worker Program
Policies and Procedures
Student Handbook
2018-19

Welcome

This handbook is designed to provide you with the information needed throughout the Community Health Worker Program. The Program standards, policies, and procedures are delineated. You are also governed by the policies outlined in the Malcolm X College Catalog and the City Colleges of Chicago Student Handbook. You are responsible for becoming thoroughly familiar with the contents of each of these.

You play an active role in the learning process and learning is your responsibility. You must read all the assigned readings and come to class prepared to discuss the material. You are also expected to utilize the technical resources available.

The health science department is here to assist you in your learning journey; we are committed to your success!

Dean of Health Sciences, Director and Faculty.

Mission

The mission of the Malcolm X College Community Health Worker Program is to educate and graduate competent members to enter the field as entry level Community Health Workers. Individuals will provide high quality health care by being compassionate and delivering robust quality care.

Program Outcomes

1. Communicate with a diverse patient population using effective oral and written communication.
2. Understand the fundamentals of epidemiology.
3. Identify the role nutrition plays in health.
4. Understand common mental health issues.

Student Learning Outcomes

Student learning outcomes serve to guide students toward fulfilling program outcomes. They form the basis for measuring what the student has accomplished upon completion of the program. In addition, these program outcomes provide the foundation for specific course objectives, found in the syllabus of every Community Health Worker course.

Academic Integrity

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations and so forth) properly in academic work, thus falsely representing another's ideas as one's own (City Colleges of Chicago).

The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of "F" by the instructor (City Colleges of Chicago).

Admission Requirements

Students who are eligible for English 101 may apply to the Community Health Worker Program.

Courses

1. Introduction to Community Health Worker (3)
2. Public Health and the Study of Disease and Epidemics (3)
3. Nutrition, Exercise, and Disease (3)
4. Mental Health Issues (3)
5. Field Experience (4)

Total Hours: 16

Program Curriculum and Course Description

The Community Health Worker Program is designed as a one semester, full time program. Course descriptions are as follows:

Public Health and the Study of Disease and Epidemics:

This course is designed to introduce the basic principles surrounding the distribution of disease and epidemics in human populations. Through the use of lectures and field exercises, students will learn the fundamentals of epidemiology, and the basic science of public health. From historical perspectives to current day context, how disease differentially impacts populations will be the focus. Topics covered include surveillance of disease, the distribution of health outcomes (with particular emphasis on health inequities), outbreak investigation, the impact of the media on health outcomes, measurement of health outcomes, study design, and the impact of epidemiologic students on policy development and implementation. Writing assignments, as appropriate to the discipline, are part of the course.

Introduction to Community Health Worker:

This course provides an overview of the health care system and community health work. Students will gain an understanding of the role of the community health workers, the scope of their function and the types of services they may provide, and how they interact with other health personnel and resources. It includes principles of effective verbal and non-verbal communication to assist students in encouraging positive interaction. Writing assignments, as appropriate to the discipline, are part of the course.

Nutrition, Exercise, and Disease:

This course will provide students with the information necessary to promote healthy eating styles and proper food preparation for all age groups. This course gives students information about identifying the relationship of diet to disease. Attention is given to the treatment of disease by diet modification. Writing assignments, as appropriate to the discipline, are part of the course.

Mental Health Issues:

This course will provide an overview of mental issues and concerns of community and families. This course also covers the more prevalent diseases such as depression, domestic violence, developmental delays, alcoholism, etc. Writing assignments, as appropriate to the discipline, are part of the course.

Field Experience:

This course is an introduction to clinical experience in community health that includes field experience and basic skills for working effectively in communities in order to serve as a liaison between health care and social service providers and the communities they serve. It includes providing patient advocacy, utilizing professional communication skills, and incorporating approaches for working effectively with community health agencies such as public health departments, schools, correctional health, and other appropriate agencies. Writing assignments, as appropriate to the discipline, are part of the course.

Clinical Affiliations

The College is proud to have institutions provide clinical education opportunities for our students. Students are assigned to a clinical institution based on educational considerations and are **not** provided a choice of where they will be assigned.

List of Clinical Affiliates:

The below clinical affiliates are currently associated with the Community Health Worker Program. Moreover, this listing does not guarantee clinical placement each semester. Additionally, each clinical site provides a different experience.

Campus Child Care

1900 W. Jackson Blvd
Chicago, IL 60612

Cook County Health & Hospital System

1969 Ogden Ave,
Chicago, IL 60612

Enlace Chicago

2329 S. Troy St.
Chicago, IL 60623

Habilitative Systems

415 S. Kilpatrick Ave.
Chicago, IL 60644

Lurie Children's Health Partners

225 E. Chicago Ave.
Chicago, IL 60611

Mobile Care Chicago

321 N. Loomis St.
Chicago, IL 60607

Newman Family Services

5547 N. Ravenswood Ave.
Chicago, IL 60640

PCC Wellness

5425 W. Lake St.
Chicago, IL 60644

Rush University

600 S. Paulina St.
Chicago, IL 60612

St. Anthony Hospital

2826 W. Cermak Rd.
Chicago, IL 60623

University of Chicago

5841 S. Maryland Ave.
Chicago, IL 60637

University of Illinois at Chicago

840S. Wood St.
Chicago, IL 60612

Uniform Attire

Students must adhere to the following uniform while enrolled into the Community Health Worker Program:

1. Red Polo
2. Black slacks

3. Students' must wear their uniform when they are in class setting and during lab sessions.
4. School embroider should be applied to the left pocket of the uniform
5. School ID is to be worn at all time.
6. Uniforms are to be clean and wrinkle free

Non-Academic Formal Complaint Filing Procedure

The Complaints/Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted here

Procedure for Filing a Formal Non- Academic Complaint

Students, faculty, staff, and community member, once into the system must first select to file a complaint and select the appropriate CCC college location associated with the compliment or complaint. Next, the individual is required to select the appropriate category and select to provide supporting documents. Once the complaint is submitted, a notification is sent to the arbiter and a copy of the complaint and confirmation of the receipt is sent to the filer.

Each college department with a complaint category assigned to them has a department lead (arbiter) designated to process the complaint and resolve issues in a timely manner. Per the CCC policy for grievances [or complaints] outside of the grade appeal process, students receive a response within five business days. A response may include but is not limited to: a request for further information, a suggested resolution, or a final disposition. In the event a student wants to appeal a decision or is dissatisfied with the outcome, an appeal can be filed.

Oversight of Complaint Management System

All complaints are tracked from initial submission to final disposition and archived within Complaints/Compliments System. The Complaints/Compliments System is monitored by Malcolm X College's Ombudsman. Oversight of timely resolution of complaints through the system, in accordance with the CCC Non-Academic Student Complaint Policy, is managed by a designated administrator (or Ombudsman) at each college.

Grade Appeals

Please follow the grade appeal process found in the Academic and Student Policy Manual.

Non-Discrimination

Malcolm X College and the Community Health Worker Program do not discriminate based on race, color, creed, religion, national origin, handicap, age, sex, sexual orientation or marital status in admission to and participation in its educational programs, College activities, and services, or in its employment practices. The College does not tolerate sexual harassment by or of its students or employees. Inquiries regarding compliance with state or federal nondiscrimination requirements and/or sexual harassment may be directed to the Dean of Student Services. In accordance with Section 504 of the 1973 Rehabilitation Act, Malcolm X College wishes to make every effort to facilitate learning by those persons broadly defined as handicapped or disabled. Students who believe they will need assistance to participate in coursework should notify the Disability Access Center.

Americans with Disabilities Act

Malcolm X College and the Community Health Worker Program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990. Any student with a documented disability who is eligible for reasonable accommodations should contact the Disability Access Center as soon as possible.

Dismissal

If a student is dismissed from the Community Health Worker Program for any reason, they may request a meeting with the Program Director to be considered for re-admission the following open term semester. It is the responsibility of the student to send a written request to the Program Director within 30 days to be considered.

Academic Dismissal/Program Persistence

For students to persist in the Community Health Worker Program, they must successfully complete **334HLTH 120 and 334HLTH 121** the first 8-weeks with a grade of a C or better. Students who do not meet this threshold will be automatically dismissed for the program.

Criminal Background/Drug Screen/Immunization

Students who are accepted into the Community Health Worker Program are required to submit a background, drug test, and physical immunization. Moreover, work eligibility and clinical placement is contingent upon the student's criminal background, drug screen, and health screening.

Grading Scale

The following grading scale will be used in the Patient Care Technician Program:

A = 90- 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 60 OR BELOW

Pregnancy Policy

Ante Partum

The Community Health Worker student will be permitted to remain in the program until the time of delivery provided a written clearance form from a physician, nurse practitioner, or physician's assistant must be submitted to the Program Director at the beginning of every semester until the conclusion of the pregnancy. The release must specifically describe in detail all limitations and non-limitations of her physical condition and permit her to meet all class objectives. The student will notify the instructor as soon as she confirms she is pregnant. This will ensure her being excluded from any experiences which would jeopardize both her safety and that of her unborn child.

Postpartum

The required procedure for the postpartum student is as follows: The student must present a written physician's clearance to the Program Director to return to classroom and lab activities, and the student must meet all objectives, both clinical and academic.

Social Media Policy

Students enrolled in Health Sciences and Nursing programs at Malcolm X College must adhere to the Social Media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

Prohibitions

Students are prohibited from taking and/or recording and/or sharing photos or videos of classroom and lab spaces while class and/or lab session held on campus or at clinical sites. Students are prohibited from taking and/or sharing photos or videos of clinical sites at any time. Students are prohibited from making any reference to any patient in their care, any patient in the care of an instructor, or any patient in the clinical facility. Students are prohibited from revealing any information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Read more about HIPAA [here](#) and HIPAA for professionals [here](#).

Warnings

Students should be mindful of possible violations of HIPAA laws and the disclosure of individual identifying information. Ignorance of HIPAA laws is not a defense of violations and students who violate the law will be held to the standards of it regardless of knowledge or foreknowledge. Violating the social media policy and/or HIPAA law can result in immediate dismissal from the program and the student may be prohibited from being admitted into another MXC health sciences or nursing program.

As a student enrolled in a health care program, it is your responsibility to be aware that social media posts that reference activities in the classroom, lab, or clinical sessions of your health sciences program may inadvertently disclose protected information. Any inadvertent disclosure is subject to discipline under the prohibitions of this policy.

Penalties

Students in violation of the Social Media Policy are subject to disciplinary measures from their Program and/or the Department of Health Sciences and *depending upon the nature of the violation*, up to and including dismissal from the program and/or college. The judicial process as outlined in the [Academic and Student Affairs Policy Manual](#) will be followed for disciplinary matters. If a student is dismissed from the program/college for violation of this policy, no refund will be made regarding tuition, fees, and/or other Program costs.

Student Health Coverage Insurance

The District recognizes that certain courses of study and specific classes may place a Student at greater risk given the nature of the curriculum and associated laboratory, practicum or applied task required by the class syllabus. The District administers a Student Accident Health Plan (SAHP), for Students enrolled in certain courses of study during the period of time the Student is engaged in official activities associated with the class, laboratory, practicum or applied task. While the District administers an SAHP, Students of Malcolm X College Health Sciences Programs are encouraged to have healthcare insurance coverage that will ensure the appropriate level of coverage should he/she be injured while engaged in any official course, lab or clinical activities on Malcolm X College premises and/or while engaged in such activities at an assigned clinical facility. SAHP coverage may not cover the full amount of health costs associated with an injury incurred while performing program related tasks associated with a course, lab or clinical. Students are required to report any injury immediately to the instructor present and to the Dean of the program for which he/she is currently enrolled.

Student Malpractice/Liability

The District recognizes the need for students enrolled in health care curriculum to apply skills and techniques garnered in the classroom in a practical and professional setting. To that end, Malcolm X College contracts with health care institutions, health service agencies, and community organizations to accept its students in clinical practice as required by programs of study. Certainly, the Institutions, agencies, and practitioners accepting students require assurances that commercial Insurance is in place to protect the Institution against claims that may arise out of the actions of the Students.

Students are responsible for any malpractice claims levied against them [personally] for actions that occur outside of scheduled clinical practice time.

For both individual health insurance coverage and student malpractice/liability insurance, students must adhere to the policies of the program and for any clinical site at which he/she is placed.

Course Syllabus

The course syllabus is the document that is presented to each student on the first-class meeting of each course. It provides all necessary information pertaining to the course, answers most questions and establishes the basic format between instructor and students. The rationale and objectives necessary for mastery of the subject matter of the course are also included.

Course Evaluation

At the midpoint of the course, each student will have the opportunity to anonymously evaluate the course content and instructor. The results of these evaluations will be used to improve the quality of instruction.