



**Biennial Review of Aultman College's  
Alcohol and Other Drug Program**

**2020-2022**

*December 31, 2022*

## President's Acknowledgement

As president of Aultman College, I am happy to share this Biennial Review of our Alcohol and Other Drug (AOD) programs, policies, and practices. As a healthcare focused institution, our AOD program is a key component of preparing healthcare professionals who lead our community to improved health. We are proud of our efforts to educate and keep our college community safe, as reflected in this extensive report, and we are happy to answer questions you may have about its content.



Jean R. Paddock, Ph.D.

### Review Committee

Jenn Bradley, Student Success Center Coordinator

Wendy Davis, Director of Finance and Financial Aid

Christine Court, Registrar and Chair of Data Management

Jeannine Shambaugh, Vice President, Business and Student Affairs

Wendi Alston, Financial Aid Administrator

### Departments

The following departments provide information for the biennial review:

- Finance and Financial Aid
- Student Success
- Institutional Effectiveness and Compliance
- Human Resources

## Introduction

The intention of this document is to meet the legal requirements of federal drug-free schools and campuses regulations and to summarize and evaluate the effectiveness of programs and practices from 2020-2022.

The Drug-Free Schools and Campuses Regulations (EDGAR Part 86) require all institutions of higher education (IHE) that receive federal funding to comply with several requirements, one of which is a biennial review. The objective of this review is to determine the effectiveness of, and to implement any needed changes to the alcohol and other drugs (AOD) prevention program, and to ensure that the college consistently enforces the disciplinary sanctions for violating standards of conduct concerning AOD.

The ramifications of non-compliance with this federal mandate include loss of federal financial aid funding. The tables below illustrate how important federal funding is to Aultman College students in terms of grants, loans, and work study.

2019-2020 Federal Dollars by Type	
Federal Grants	\$520,358
Federal Loans	\$1,883,157
Federal Work Study	\$18,920
Total	\$2,422,435

2020-2021 Federal Dollars by Type	
Federal Grants	\$543,450
Federal Loans	\$2,272,647
Federal Work Study	\$23,550
Total	\$2,839,647

2021-2022 Federal Dollars by Type	
Federal Grants	\$430,632
Federal Loans	\$1,711,262
Federal Work Study	\$17,101
Total	\$2,158,995

### Materials Reviewed

#### Policies

- Substance Abuse
- Student Code of Conduct
- Student Activity/Event Travel
- Tobacco Policy

- Use of College Facilities
- Aultman Employee Substance Use and Abuse

#### Student Documentation

- Acknowledgement of College Catalog Receipt Including the Substance Abuse Prevention Program and Agreement Regarding Retention of Student Work Product (Orientation)
- College Catalog
- Annual student email notification message

#### Employee Documentation

- Orientation Checklist
- Employee Expectations – Annual Tracking Form
- Aultman Employee Handbook
- Annual employee email notification message

## Description of Program Elements

Aultman College is committed to a drug and alcohol-free environment and has adopted a Substance Abuse Prevention Program for the purposes outlined below:

- To establish and maintain a safe, healthy learning environment for students.
- To provide a safe, healthy environment for clients while providing care.
- To preserve the reputation of the college and its employees within the community at large and within the healthcare community.

#### Alcohol Free Activities, Events, and Gathering Places

- Title IX Campaign week (Spot the IX)
- Stress Less Week Activities held during finals week of every semester
- Graduation Ceremonies
- Lunch and Learn Seminars
- Trunk or Treat
- Baking/Cooking Competitions/Fundraisers
- Game Nights
- Golden Owl Student of the Month Program
- Welcome Week
- Constitution Day
- Individual and group student study and social spaces on campus

#### Promotion of Non-Alcoholic Beverages

The college is committed to maintaining a safe and healthy environment free from substance abuse and to establishing the expectation that those representing the college (on or off campus) always conduct

themselves professionally. Underage drinking, illegal drug use, and inappropriate behavior caused by drunkenness or drug use are prohibited.

### Normative Environment

Alcohol and Other Drug Abuse Practices include

- Initial and annual drug testing
- CommQuest drug prevention presentation for students and employees
- COMPASS Sexual Assault Education, Prevention, and Support presentations for students and employees
- Domestic Violence Project presentation
- Serenity Program presentation (Human Trafficking)
- Annual notices sent to students and employees

Academic standards support health-promoting norms by expecting students to comply with the attendance policies set by the instructor and by the college.

Campus student leadership promotes positive, healthy norms by encouraging engagement and leadership opportunities through college-wide activities and events. Honor societies such as the Talon Society, Phi Theta Kappa Honor Society, and the Lambda Nu National Honor Society promote student success (academic, career, personal) and provide fellowship, service, and leadership opportunities. All Student Affairs activities prohibit drug and alcohol use.

Faculty are encouraged to engage with students with scheduled office hours throughout the semester to advise and assist students. Faculty are encouraged to divide the required number of hours over two or more days within the same week and to communicate the scheduled hours through the course syllabus. In addition to the support provided by faculty members, students are assigned an advisor who can provide extra support regarding on campus and community resources. Advisors offer check-in sessions with advisees multiple times throughout the semester. This allows the opportunity to see if resources are needed and can be recommended.

Aultman College uses a variety of multi-media tools to increase awareness and engagement in alcohol-free activities and community events including social media, fliers, newsletters, and community outreach. Student emails, posters and fliers, and the college website are the primary tools for sharing news.

### Marketing and Promotion of Alcohol

The college maintains an alcohol, illegal drug, and tobacco free campus. Advertisements of alcohol or alcoholic beverages and promotions related to drinking, underage or otherwise, are prohibited.

### Policy Development and Enforcement

The following statistics from the college's Annual Security Report reflect incidents pertaining to drug and alcohol abuse for students and employees. When such incidents occur, they are referred to the proper authorities, and they can result in termination of the employee or administrative withdrawal of the student.

### Samples of Program Notification Flyers

Below are notifications sent to the college community on AOD programming:



# Domestic Violence in the Medical Setting

VERONIKA PALMER

OUTREACH & AFTERCARE ADVOCATE/MEDICAL ADVOCACY COORDINATOR



## Human Trafficking in the Health Care Setting

Adenike Gbadebo MSN, APRN-FNP, SANE-A

### REPORTED VIOLATIONS OF AOD POLICIES

OFFENSE	YEAR	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
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Arrests: Drug Abuse Violations	2019	0	1	0
	2020	1	0	0
	2021	2	5	0

Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

Arrests: Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

Disciplinary Referrals: Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

#### REPORTED SUBSTANCE ABUSE-STUDENT

Offense	2019-20	2020-21
Unsuccessful urine drug screen	1	0
Illegal drug use on campus property	0	0

#### REPORTED REFERRALS-STUDENT

	2019-20	2020-21
Substance abuse treatment or counseling	0	0

#### STUDENT DISMISSALS

Offense	2019-20	2020-21
Unsuccessful urine drug screen	1	0
Illegal drug use on campus property	0	0

#### REPORTED SUBSTANCE ABUSE-EMPLOYEE

Offense	2019-20	2020-21
Unsuccessful urine drug screen	0	0
Illegal drug use on campus property	0	0

#### REPORTED REFERRALS-EMPLOYEE

	2019-20	2020-21
Substance abuse treatment or counseling	0	0

## **Statement of AOD Program Goals and a Discussion of Goal Achievement**

### **Program Goals**

Aultman College is committed to a drug and alcohol-free environment and has adopted a substance abuse policy for the purposes outlined below:

- to establish and maintain a safe, healthy learning environment for students,
- to provide a safe, healthy environment for clients while providing care, and
- to preserve the reputation of the college and its employees within the community at large and within the healthcare community.

### **Goal Achievement**

This biennial review committee confirms that program goals are being achieved through multiple and layered measures:

- We consistently follow the policies and processes in place to prevent and respond to issues/occurrences
- We widely disseminate and consistently enforce our AOD-related policies within the college community.
- We offer a number of drug and alcohol-free events and activities.
- All employees and students only have access to campus buildings after hours through badge reader access
- Security officers patrol campus and are available for response 24 hours a day.
- Armed Assailant, Active Shooter, Title IX, and Safety training sessions are required annually.

Success can be also noted in the minimal occurrences or issues regarding alcohol and drug activities and the low percentage (0%) of students who have been dismissed for positive alcohol or drug testing.

## **Summaries of AOD Program Strengths and Weaknesses**

### **Strengths**

The following program strengths were identified by the Biennial Review Committee:

- Multiple local organizations to provide education and counseling
- Zero occurrences
- Health Services available for testing purposes and easy access for drug testing
- Alcohol-free environment
- Required annual training
- Created a contract with My Community Health Center to offer free counseling services to students.
- Marketing department incorporated Constant Contact to track read receipts of student emails.
- Offered a Mental Health First Aider course to all college employees to identify behavioral indicators, norms, and cultural attitudes related to mental health and substance abuse.
- Reawakened the peer mentoring program for upper-level students to connect with incoming freshmen.
- Created a “Community Resources” flyer and brochure for off-campus counseling/referral services.

### **Weaknesses**

Weaknesses identified in the previous (2016-2018) Biennial Review report included the following:

- Need to offer more programming related to substance abuse
- Continue improving student and employee attendance at co-curricular presentations and events



Actions taken to address these weaknesses included identifying referral resources for personal counseling services, implementation of electronic email distribution methods that provide read receipts, and expanded program announcements and requirements to attend co-curricular presentations and events.

Recommendations for future efforts:

- Expanding attendance requirements for co-curricular presentations and events.
- Incorporate into campus presentations, activities, or events education for students about the misconceptions of drinking norms. See appendices for specific policies and sanctions.

## **Distribution of AOD Annual Policy Notification**

All employees and students receive a notification each semester via email to which the Substance Abuse policy is attached. See Appendix B for the college policy and Appendix H for sample notifications.

The policy outlines:

- the standards of conduct for students and employees,
- legal sanctions for violations of these standards,
- effects of a conviction on financial aid,
- health risks involved with the use and abuse of alcohol and/or illegal drugs, and
- resources for treatment.

The college publicizes its alcohol and other drug policy in the College Catalog, on the website, and during new student and new faculty orientations.

# **APPENDICES**

## Appendix A: Aultman Employee Substance Use and Abuse Policy

### I. Policy:

Aultman Health Foundation (AHF) requires drug and alcohol testing to promote safety for all patients, staff, contractors, subcontractors, volunteers, and others on or near Aultman's property or involved in the operation of services provided by Aultman. Aultman reserves the right to search a colleague's personal effects to determine whether the colleague is in possession of illegal drugs, alcohol, or other controlled substances, in accordance with applicable law (see the Searches and Inspection Policy).

This Policy applies to all AHF colleagues, contractors, and subcontractors of AHF and its affiliated entities.

### II. Purpose:

To establish and maintain a safe, healthy, and drug-free working environment for all staff, patients, contractors, subcontractors, volunteers, and others on or near Aultman premises or involved in the operation of services provided by Aultman. In addition to:

- A. Preserve confidence in Aultman and its colleagues and the health care community.
- B. Reduce the number of accidental injuries to persons and property.
- C. Reduce absenteeism and tardiness and to improve productivity.
- D. To provide rehabilitation assistance for colleagues who seek help and who are eligible for help.

### III. Prohibited Conduct:

A. All colleagues are prohibited from working under the influence of alcohol or illegal drugs, including marijuana.

B. Colleagues cannot bring or consume alcoholic beverages on AHF property. Possession and limited consumption of alcoholic beverages while on AHF property may be authorized by management for hospital-oriented events, in its discretion. At no time may any colleague consume alcohol to excess. No colleague is obligated to consume alcohol at such events. If the colleague chooses to drink alcohol, it is the policy of the hospital that colleague's participating in such events and consuming alcoholic beverages will be expected to demonstrate moderation and are solely responsible for the safety

and well-being of themselves and others at all times before, during, and after such hospital-oriented events.

C. The sale, possession, transfer, purchase, manufacture, distribution, dispensing, trafficking, and/or use of illegal drugs or alcohol on any Aultman property or while performing any Aultman business is strictly prohibited. AHF will report such activities to the appropriate law enforcement officials. While the use of marijuana has been legalized under Ohio law for medicinal uses, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by Aultman's policy.

D. The sale, possession, transfer, purchase, manufacture, distribution, dispensing, trafficking, and/or use of illegal drugs or controlled substance while on duty, except when use is pursuant to the instructions of a physician who has advised the colleague that the substance does not adversely affect the colleague's ability to perform his or her job duties, is cause for immediate termination of employment.

E. It is the responsibility of the colleague to notify management when they are under the influence of a legally controlled prescribed drug.

1. Only the colleague for whom a prescription drug is issued can bring the medication on AHF premises.
2. The colleague must use the prescription drug only in the manner and quantity prescribed.
3. Such prescription medications must not impair the ability of the colleague to perform responsibilities in any manner.
4. Narcotics may not be used for at least 12 hours before the start of a colleague's shift or during the colleague's shift.
5. A colleague may be asked to take a leave of absence during this time of prescription drug use, in accordance with applicable law.

F. Any colleague whose off duty use of alcohol, illegal drugs, or prescribed drugs results in excessive absenteeism, tardiness, accidents, or performance problems will face discipline up to and including termination of employment.

G. Colleagues are encouraged to request intervention when they have an issue with alcohol and/or drug dependency. Colleagues that notify management of such issues prior to being selected for a Random Drug Screen

(see Random Drug Policy) or called for a reasonable suspicion drug test, per this policy, will be provided the appropriate support.

#### **IV. Testing:**

A. All colleagues are required to submit to drug and alcohol testing when requested per this policy. Failure to do so will result in termination of employment.

B. Drug and alcohol tests will be administered for the following reasons:

1. Pre-Employment/New Hire Testing
2. Post-Accident Testing
3. Reasonable Suspicion/Cause Testing
4. Random Testing

C. Pre-Employment/New Hire Testing

1. As part of Aultman's employment procedures, all applicants who are offered employment with Aultman will be required to undergo a preemployment drug test, that is conducted by a contractor designated by Aultman, as a condition of the offer of employment. A positive test result is grounds for refusing to hire the applicant.

D. Post-Accident Testing

1. Post-accident testing will be conducted whenever an accident occurs. For purposes of this Policy, an accident is considered an unplanned, unexpected or unintended event that occurs on Aultman property during the conduct of Aultman's business or during working hours, or which involves Aultman supplied motor vehicles or motor vehicles used in conducting Aultman business and results in any of the following:
  - a. A fatality;
  - b. Bodily injury to the colleague and/or another person that requires off-site medical treatment away from Aultman's place of employment;
  - c. Vehicular damage, where the colleague is at fault; or
  - d. Building property, or equipment damage, where the colleague is at fault, in excess of \$500.00.
2. Aultman reserves the right to test following any accident, injury, or damage, regardless of value.
3. If federal, state or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to

applicable federal, state, or local requirements. The colleague will sign a release allowing Aultman or its agent, to obtain the test results from federal, state, or local officials. Failure to sign a release constitutes a refusal to test.

4. In the event an colleague is so seriously injured that the colleague cannot provide a urine or breath specimen at the time of the accident, the colleague must provide necessary authorization for Aultman or its agent to hospital records or other documents that would indicate whether there were controlled substances or alcohol in the colleague's system at the time of the accident.

#### E. Reasonable Suspicion Testing

1. Aultman has the right to require colleagues to submit to drug and/or alcohol tests when Aultman has "suspicion" to believe a colleague is under the influence of drugs or alcohol while on the job, on Aultman premises or is using drugs or alcohol off the job in a manner which adversely affects job performance. Aultman may base such facts and inferences on, but not limited to, any of the following:
  - a. Direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
  - b. A pattern of abnormal conduct, erratic behavior, or deteriorating work performance such as frequent absenteeism or excessive tardiness;
  - c. Arrest or conviction for a drug-related offense, or the identification of a colleague as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
  - d. A violation of existing Aultman safety rules or standards;
  - e. Information provided either by reliable and credible source(s) regarding a colleague's substance use; or
  - f. Newly discovered evidence that the colleague has tampered with a previous drug or alcohol test.
2. If reasonable suspicion or impairment is suspected contact HR. If HR is not available, contact the lead supervisor. HR (or lead supervisor) will contact AultWorks or the Emergency Department for reasonable suspicion drug screen.
3. After testing is complete, the colleague under reasonable suspicion will be sent home pending investigation. If results are negative, the colleague will be paid for testing time and for any missed shifts during this time.

- a. The colleague will not be permitted to drive. Security may drive the colleague home if a ride cannot be procured.
- b. The colleague will not be permitted to work until the reasonable suspicion drug screen results are confirmed and evaluated. All drug screen results will be provided to HR.

**F. Random Testing**

When a colleague has been selected through the random selection program. Random testing will be conducted in accordance with the Random Drug Policy.

G. Refusal to submit to the types of drug and alcohol tests employed by Aultman will be grounds for refusal to hire applicants and termination of employment of existing colleagues. A refusal to test is defined as conduct that would obstruct the proper administration of a test.

H. If a colleague engages in prohibited conduct or has a confirmed positive test result, the colleague is not qualified to perform his/her duties and shall be immediately removed from service without pay. Following review of the facts, Aultman may take disciplinary action against the colleague where appropriate, including immediate termination of employment.

- 1. Upon termination, the colleague may attend three (3) free sessions with a counselor through the Aultman Colleague Assistance Program.
  - a. The terminated colleague is responsible for any further inpatient or outpatient treatment.

I. When required, HR will contact the appropriate licensing board to report the colleague's positive drug screen results.

**V. Testing Procedures:**

All substance testing under this Policy will be conducted by a certified independent testing facility, using appropriate chain-of-custody requirements and with due regard to colleague privacy. Aultman will pay for the full cost of the test. Colleagues will be compensated at their regular rate of pay for time spent submitted to an Aultman-required substance test.

A Medical Review Officer ("MRO"), who is a licensed physician, will review positive test results and determine whether there are any valid reasons for the presence of the substance that was tested positive. The MRO may request information from the colleague on a recent medical history and/or recent medications taken. The colleague will be given an opportunity to provide information to rebut or explain the test result.

The MRO may ask the colleague to provide documentary evidence to support the colleague's position. Failure to provide information requested by the MRO will result in issuance of a positive result.

All records relating to a colleague or applicant's substance test results will be kept confidential to the extent required by law and maintained separately from the individual's personnel file.

#### **VI. Prescription Drugs and Over-the-Counter Medicines:**

Aultman does not prohibit colleagues from using prescription or over-the-counter drugs when (a) prescribed to the colleagues for medical reasons by a licensed medical practitioner, with dosage and frequency of use prescribed on the label or accompanying documentation, and (b) the colleague's use of the prescription or over-the-counter drugs does not affect the colleague's job performance or conduct; threaten the safety, productivity, public image or property of Aultman or its colleagues; or result in criminal behavior. No colleague is to perform any function or duty on behalf of Aultman if the drugs being taken under this provision adversely affect his or her ability to perform any such function or duty safely and satisfactorily. In such situations, the colleague should notify his or her supervisor or HR. The abuse of prescription or over-the counter medicines that adversely affect a colleague's ability to perform their duties in any way will result in immediate removal of such colleague from AHF premises, and the colleague will be subject to immediate termination of employment.


Colleagues who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform HR if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation.

Source: NONE

Related References: NONE



## Appendix B: Substance Abuse Policy

		
TITLE: Substance Abuse	ORIGINAL EFFECTIVE DATE: 10/24/2022	
	REVISION DATE: NA	VERSION: 1

**(This policy rescinds any previous publication covering the same material.)**

### I. Purpose:

To assert that the college is committed to maintaining a safe and healthy environment free from substance abuse and to establish the expectation that those representing the college (on or off campus) conduct themselves professionally at all times.

### II. Policy:

The college opposes substance abuse and will enforce its rules regarding alcohol, illegal drugs, and medical marijuana. It also supports and will cooperate at the local, state, and federal levels regarding regulation of alcohol and drugs. The college will not protect students or employees who violate the law from prosecution under federal, state, or local law. The college will not provide protection from the law, nor are students/employees immune from legal investigation or arrest by civil authorities.

#### **The following rules represent the college's policy concerning substance abuse:**

- Students are prohibited from attending class, labs, clinicals of any nature, or college-related activities under the influence of alcohol, illegal drugs, or medical marijuana.
- Underage drinking, illegal drug use, and inappropriate behavior caused by drunkenness or drug use are prohibited.
- All employees are prohibited from working under the influence of alcohol, illegal drugs, or medical marijuana.
- The manufacture, sale, possession, distribution, or use of illegal drugs, alcohol, or medical marijuana on Aultman property or while engaged in official college educational activities is strictly prohibited and is cause for dismissal.

- If alcohol is available at a college sponsored event, a licensed vendor must provide the alcohol service.
- Individuals are responsible to be aware of relevant college policies (ie. Student Code of Conduct, Aultman Employee Handbook, etc.).
- If a college group travels off campus for activities/events, individuals who are of legal drinking age are expected to act responsibly and to adhere to the following guidelines:
  - No abusive, illegal, or irresponsible use of alcohol and/or illegal drugs will be tolerated.
  - Hotel or other off-campus establishment management will be encouraged to deal with disruptive individuals and/or their illegal activities as they would with any other guests, which may include involvement of law enforcement or legal intervention.
  - No alcohol or illegal drug use is permitted on buses or in any other means of public or private transportation when associated with a trip, event, or tour sponsored by or involving a college-related activity.

### **Student Testing**

Students whose programs require *clinical* experiences must complete and pass a background check with fingerprinting, drug screen, and immunization verification prior to clinical placement. Students who fail to meet these requirements will not only be ineligible to participate in clinical experiences but also may be ineligible to complete the program.

Students whose programs require *fieldwork* experiences may be required, at the discretion of the field site, to complete and pass a background check with fingerprinting, drug screen, and immunization verification prior to field placement. Students who fail to meet these requirements are subject to program rules stipulating eligibility requirements for field placement and program completion.

Whether a student passes is determined by the college's Medical Review Officer using federal guidelines in resulting.

**Annual Testing:** Some students must pass an annual drug and alcohol screening test as a program requirement. Whether a student passes is determined by the college's Medical Review Officer using federal guidelines.

**Reasonable Cause:** Students may be subject to drug and alcohol testing for reasonable cause when evidence indicates it is more likely than not that a student is under the influence of alcohol, illegal drugs, or medical marijuana in violation of college policy.

**Students who test positive for illegal drugs and/or alcohol will be dismissed from the college. Appeals may be made through the appeals process as detailed in the Student Code of Conduct policy.**

**Readmission after a Positive Drug Test:** A student who is dismissed from the college due to a positive drug test may be considered for readmission if the student submits to an evaluation for substance abuse by a college-approved evaluation or treatment agency, completes a prescribed treatment program, and submits to and passes a college-approved drug test prior to readmission.

- A positive drug test will result in ineligibility for readmission.

### **Employee Testing and Procedure for Drug Testing**

All college employees must follow the policies and procedures as defined in the Aultman Employee Handbook.

### **Legal Sanctions for Use or Possession of Drugs & Alcohol**

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends on several factors, which include the type and amount of controlled substance involved, the number of prior offenses, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Penalties also could impact federal student aid.

### **III. Definitions:**

**Illegal drugs**—Commonly used illegal drugs include but are not limited to marijuana, heroin, cocaine, amphetamines, methamphetamines, and club drugs. For this policy, “illegal drugs” include any prescription drug for which the individual does not have a valid prescription. The employee/student must use the prescription drug only in the manner and quantity prescribed.

**Reasonable cause**-- Evidence which could give rise to reasonable cause includes but is not limited to:

- observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug, including but not limited to erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or inappropriate responses to stimuli while the student is attending class, clinical, or any college related activities,
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional, or where a student shows signs of impairment after any accident or occurrence that results in a significant injury or damages while performing college-related activities,
- indication that the student has tampered with a previous drug test, or
- arrest, conviction, or acceptance of responsibility for being in possession of or being found guilty of a drug, alcohol, or controlled substance-related offense.

#### IV. Procedure:

##### **College Procedure**

Biennial reviews of the college's alcohol and other drug programs are conducted in even numbered years and published on the college website.

- These reviews may be requested by the U.S. Secretary of Education for monitoring.

##### **Student Procedure for Drug Testing**

###### **Drug testing required for clinical or fieldwork experiences and annual health**

**requirements:** Students selected for admission are notified and required to follow college-established procedures for drug testing and should not obtain a drug test prior to being notified.

**Drug testing for reasonable cause:** Students are asked to submit to drug testing upon reasonable cause as described above.

**Drug testing:** Testing follows guidelines used by Aultman Health Services. Tests are conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student, the integrity of testing procedure, and the results will be protected. A student will be requested to sign an informed consent to be tested before a specimen is collected. Students who refuse to submit to drug and alcohol testing if required to do so under this policy will be dismissed.

**Faculty/Staff Procedure for Suspicion of Alcohol and/or Illegal Drugs** Faculty or staff members with reasonable suspicion to believe a student is using alcohol and/or illegal drugs while in the classroom, clinical setting, or at a college-sponsored event must:

- Follow the protocols of the clinical site for handling reasonable suspicion.
- Inform the appropriate program director of the suspicion.
- Request that the student submit to alcohol/drug testing with Aultman Health Services or the Emergency Department when Health Services is closed. (Aultman Security will escort the student when at an Aultman facility. If off-site, contact Aultman Security to see if someone is available or utilize a taxi company.).
- The student may not continue in class, clinical, or college events during the investigatory process.
- See Student Code of Conduct for additional information.

##### **When a college activity/event is scheduled**

The organization advisor or student services coordinator meets with the students to clarify the requirements of this policy.

- When meeting with the students, the advisor or student services coordinator distributes this policy and the Student Activity/Event Travel policy to the individuals attending. These students complete and return: Aultman College Off-Campus Activity Release; Release, Hold Harmless, and Indemnification agreement; and the Participant Information form.

### **When faculty are assigned as advisors to students attending college activities**

- Verify with the student services coordinator if the required meeting has taken place.
  - If a faculty advisor must meet with the participating students, they must distribute this policy and the Student Activity/Event Travel policy to the individuals attending. These students complete and return: Aultman College Off-Campus Activity Release; Release, Hold Harmless, and Indemnification agreement; and the Participant Information form.
- Be aware of the parameters of this policy.

### **If a student violates this policy**

The formal student conduct violation procedure will be initiated by the advisor or student services coordinator upon returning to campus.

- Depending on the severity of the violation, the group advisor or student services coordinator may immediately (at the time and location of the activity/event) impose one or more of the following sanctions at their discretion:
  1. The student may be suspended from participation in one or more activities during the remainder of the travel period.
  2. The student may be immediately dismissed from the event and may have to travel home at their own expense.
    1. If a student is under the influence of alcohol or drugs to the extent that they cannot travel safely, transportation arrangements may be made for the student at their expense.

Violation of this policy by any student, including one of legal drinking age, is grounds for dismissal.

### **If an employee violates this policy**

The formal conduct violation procedure will be initiated by the appropriate personnel upon returning to campus.

When disciplinary action is necessary, consideration will be given to the seriousness of the employee's behavior, offense or violation, the previous conduct/disciplinary record of the employee, the employee's length of service, and any other relevant or extenuating circumstances (Aultman Employee Handbook).

## **V. Approvals:**

**Administrative Council:** October 24, 2022

**Student Services Council:** September 14, 2022

**Legal Review:** 8.23.2022


VI. **Location:** [Please name the sections to be provided in the following publications]

- **Catalog:** [entire policy]
- **Website:** [entire policy]
- **Faculty Handbook:** [entire policy]

**Related References:**

Student Code of Conduct policy Annual Requirements  
Clinical/Fieldwork Requirements policy

## Appendix D: Student Activity/Event Travel Policy

		
<b>TITLE: Student Travel Policy</b>	<b>ORIGINAL EFFECTIVE DATE:</b> <b>05/27/2020</b>	
	<b>REVISION DATE:</b> <b>05/27/2020</b>	<b>VERSION: 2</b>

**(This policy rescinds any previous publication covering the same material.)**

**I. Purpose:**

To address potential risks, increase safety, and establish consistent standards related to student travel activities.

**II. Policy:**

Students who -attend off-campus events under the sponsorship and/or funding of recognized Aultman College student organizations must have a full or part-time employee with administrative approval (the “travel sponsor”) attend with them and/or their organization. Other faculty/staff members may assist travel sponsors in carrying out their duties under this policy. The travel sponsor’s role is to organize and obtain approval for the travel activity, supervise participating students, and immediately report conduct violations to the vice president of business and student affairs, either during the trip or upon the group’s return to campus.

This policy applies to all currently enrolled students and pertains only to domestic travel activities.

Domestic travel exceptions include:

- Traveling to internships, clinicals, practicums, field experiences, etc.
- Traveling for personal reasons or other activities not sponsored by the college.

Travel activities are approved by the appropriate vice president based on the nature and funding source.

1. If the travel is academic or professional and interferes with scheduled coursework, students should refer to the “Course Attendance and Participation” policy and provide verification of travel/participation to all course faculty.
2. All policies in the College Catalog are in effect during college-sponsored trips. Students will be held accountable for any behavior that violates college policy.
3. Students are financially responsible for any damage to property, real or personal, caused by themselves or their guests, from the time and point of trip origin to time and point of trip return.

4. Students are responsible to be aware of and adhere to departure times for all modes of transportation being used.
5. Any proposed changes to the trip itinerary or schedule must be approved by the travel sponsor and submitted to the appropriate vice president prior to departure.
6. Abusive, illegal, or irresponsible use of alcohol and other drugs will not be tolerated. Alcohol or other illegal drug use is not permitted on buses or any other public or private transportation. Refer to the “Alcohol and Illegal Drug Use During On- and Off-Campus Student Activities” policy for more information.
7. Students are expected to behave as responsible, professional representatives of the college at all times. They must attend scheduled activity/event functions in a timely manner. Hotel, restaurant, transportation, or other venue management will be encouraged to deal with disruptive or illegal activities as they would with other guests, which may include law enforcement or legal intervention.
8. All drivers (faculty and staff) of private vehicles transporting students must be authorized by the college. Authorization includes submitting a current driver’s license and proof of insurance for a record check conducted by Aultman Health Foundation Risk Management. If the record check is clear, Risk Management will notify college HR, and driver authorization will be granted for the duration of employment. Following approval, faculty/staff must sign the Authorization to Transport Students Form and the Authorization for Release of Motor Vehicle Records which will be maintained by HR until the faculty/staff member is no longer employed.
  - a. Authorized drivers must report loss of license and/or violations to college HR within three days of occurrence. Driver authorization is subject to revocation at the college’s discretion, and failure to report violations may result in disciplinary action.

Students may car-pool with each other. The college will not be liable, in any manner whatsoever, for injuries to person or property arising from student transportation in private vehicles. In an emergency, the travel sponsor should use his/her best judgment in handling the situation.

### III. **Definitions:**

**Travel Activities**— Off-campus domestic travel under the sponsorship and/or funding of recognized Aultman College student organizations.

**Travel Sponsor**—Faculty or staff member responsible for organizing and obtaining approval for the travel activity and supervising participating students.

**Medical and Emergency Contact Form**-required form that notes medical and emergency contact information, and medical information such as allergies or illnesses to be aware of.

**Release, Hold Harmless, and Indemnification Agreement**-required form that states Aultman College will not be held responsible for any personal injuries, property damage, or death to the signee nor to any other person or entity arising out of and/or resulting from the participation of the signee.

### IV. **Procedure:**

1. The appropriate vice president approves travel activities as defined in the policy above.
2. Prior to departure, students must read, agree to, and sign the documents listed in the definitions section.
3. One month prior to the trip, the travel sponsor must submit to the appropriate vice president the original signed forms, a list of all participants, a trip itinerary including travel and lodging information, and a schedule of activities.
4. The vice president reviews the forms for completeness and assembles all necessary travel documents for the travel sponsor to take on the trip.



5. Prior to departure, the travel sponsor should make students aware of all out-of-pocket expenses they are responsible for during the trip.
6. The travel sponsor communicates departure times for all modes of transportation.
7. The travel sponsor travels with and attends all scheduled activities where possible.
8. The travel sponsor must submit a Travel Expense Sheet for reimbursement upon return.

V. **Approvals:**

Student Affairs Council 5.09.2012, 4.20.2016; 04.13.20

Administrative Council 5.14.2012, 3.24.14, 09/30/2016; 12.17.18; 05.18.20

VI. **Location:** [Please name the sections to be provided in the following publications]

- **Catalog** [entire policy]
- **Website**
- **Faculty Handbook**

**Source:**


**Related References:**

[Alcohol and Illegal Drug Use During On and Off Campus Student Activities](#)

[Student Code of Conduct](#)

[Course Attendance and Participation](#)

## Appendix E: Student Code of Conduct Policy

		
TITLE: Student Code of Conduct	ORIGINAL EFFECTIVE DATE: 10/29/2020	
	REVISION DATE: 10/29/2020	VERSION: 3

**(This policy rescinds any previous publication covering the same material.)**

**I. Purpose:**

To protect members of the college community by defining appropriate student conduct to provide an equitable process of investigation and resolution of violations of conduct policies.

**II. Policy:**

All members of the college community and each recognized student organization are expected to be fully acquainted with and will be held responsible for compliance with all published college policies, rules, and regulations. Each student and each recognized student organization will be subject to the sanctions that may be imposed for non-compliance with published policies, rules, and regulations. Claims of ignorance, unintentional error, or academic/personal pressures are not sufficient reasons for violations of conduct.

Students and recognized organizations are expected to comply with all federal, state, and local laws while on college property or at any college-sponsored, financed, or supervised activity or when acting as representatives of the college.

All individuals who are present where college policies are being violated are subject to disciplinary charges. Violations of the Student Code of Conduct are investigated and administered by the student affairs representative.

Note that proof of policy violations obtained via electronic media (including but not limited to video, photographs, emails, social media sites, or through other electronic means) can be used as evidence in disciplinary hearings and can be the basis for disciplinary action on their own.

***The following conduct violates the standards of respect for property and shared college resources:***

- Theft of, misuse of, or damage to college property or the property of another
- Possession of stolen property
- Failure to comply with directions of college officials acting in the performance of their duties

- Failure to cooperate in disciplinary procedures
- Disorderly or disruptive behavior that results in the disruption of normal operations of the college or activities authorized by the college
- Behavior that interferes with the normal operations of the college
- Unauthorized entry into or use of college facilities.
- Misuse or abuse of fire safety equipment including fire alarms, smoke detectors, and fire extinguishers.
- Violating the Technology Resources Acceptable and Responsible Use Policy by using college equipment to
  - Participate in threatening or harassing acts
  - Making derogatory, defaming, threatening, or profane comments about campus community members on social media.
  - Violate copyright law
  - Engage in commercial or illegal business
- Forgery, alteration, or unauthorized use of college documents, records, keys, or identification
- Creation or distribution of false identification

***The following conduct on campus, at any college-sponsored, financed, or supervised activity, or when acting as representatives of the college violates the standards of respect for the safety, dignity, and welfare of every individual:***

- Threats to inflict harm on oneself or others
- Physical abuse of another individual
- Fighting
- Possessing, carrying, or using any type of explosive, weapon or hazardous object
- Bullying or cyber bullying
- Inappropriate language or behavior toward others
- Using any tobacco or electronic cigarette products
- Hazing
- Discriminating against or harassing others on the basis of race, color, national or ethnic origin, religion, gender, age, disability, or any other characteristic protected by state or federal law
- Possessing, using, or being under the influence of alcohol
- Manufacturing, distributing, possessing, or using illegal drugs or drug paraphernalia
- Misusing legally obtained prescription drugs
- Soliciting, aiding, or inciting others to commit any of the above acts

The college reserves the right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct above. Any of the above violations may be grounds for immediate dismissal.

When a student has been suspended or dismissed from the college for disciplinary reasons, refunds are not available. Further, if disciplinary actions result in the loss of any college-contracted service for the student, no refund is available.

Academic misconduct (e.g., cheating, plagiarism, falsification, etc.) that violates standards essential to the core educational mission of the college is addressed in the Academic Misconduct Policy.

Allegations of sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking (including cyber-stalking) will be addressed by the college's Title IX Policy: Sex Discrimination, Sexual Harassment, and Sexual Assault.

All other alleged violations of the Student Code of Conduct will be addressed pursuant to the Student Conduct Disciplinary Procedures below.

### ***Guidelines for the Discipline Process***

The discipline process is designed to protect the rights of students and provide a fair and just process for everyone involved. Compliance with these guidelines is required of all students. Guidelines for the college's disciplinary process are as follows. Failure to follow them may result in additional sanctions.

1. Students must be truthful in the information they report. Falsification, distortion, or misrepresentation of information either in reporting an incident or at any point of the judicial process will not be tolerated;
2. Students are not permitted to disrupt or interfere with the orderly conduct of a hearing;
3. Students are not permitted to discourage an individual's proper participation in or use of the college disciplinary policies or process;
4. Students may not attempt to influence the impartiality of any official implementing the conduct procedures, prior to, during the course of, or after the processing of any disciplinary charge;
5. Students are not permitted to harass (verbally or physically) or intimidate any official implementing the conduct procedures prior to, during, or after the processing of any disciplinary charge;
6. Students are required to comply with the sanction(s) imposed.

### ***Disciplinary Sanctions***

Disciplinary sanctions will include conditions consistent with the nature of the offense. The following disciplinary sanctions may be imposed for violation of the Student Code of Conduct. One or more sanctions may be imposed depending upon the severity of the misconduct.

**Disciplinary Warning:** Verbal or written notice cautioning the student that his/her status as a student at the college is in jeopardy. The notice may include the loss of designated privileges and may counsel the student on the seriousness of the misconduct. Additional behavior of the same or similar type or misconduct of a different type will be cause for further disciplinary action by the college, up to and including dismissal.

**Disciplinary Probation:** Student status is in serious jeopardy with the college. The student's behavior has raised serious questions about his/her continued status as a member of the college community. The student is given a specific period of time during which he/she is on disciplinary probation. During this time, the student must meet all terms and conditions of probation including maintaining appropriate standards of conduct; failure to meet probationary terms and conditions may lead to extended probation, suspension, or dismissal from the college. A student under disciplinary probation may not hold an office in any organization recognized by the college for the duration of the probation. Other terms and conditions of disciplinary probation may include but are not limited to the loss of designated privileges.

**Disciplinary Suspension:** Involuntary suspension of the student from the college for a period of time. Provisions for the student's reinstatement will be provided in the sanction letter.

**Disciplinary Dismissal:** Involuntary and permanent termination of student status at the college.

**Interim Suspension:** A student is subject to immediate suspension when, if the charged student remains on campus, his/her alleged serious misconduct may jeopardize or threaten the safety of the student him/herself, any other member of the college community, or institutional property.

**Referral to Authorities:** Students who violate federal, state, or local law also may be referred to the criminal justice system for prosecution in addition to disciplinary action under college policy.

**Mandatory Program Attendance:** Requires attendance at one or more education or rehabilitation programs. For students found to be using drugs or alcohol in violation of the Alcohol and Other Drug Use During On and Off Campus Student Activities Policy, a condition of continuance at the college may include the completion of an appropriate drug and alcohol education or rehabilitation program satisfactory to the college. See substance abuse policy for further information.

**Monetary Restitution:** Requires payment for damage, injury, abuse, or destruction of college property, equipment, or facilities; payment for the injury to or destruction of property to the appropriate person, department, or organization; repayment of misappropriated or misused college funds; or repayment through appropriate work requirement related to the offense.

**Loss of Designated Privileges:** May be imposed in addition to any other sanction. For example, loss of designated privileges may include restrictions on participating as a member or officer in a student organization recognized by the college; restrictions on participation in other specified college activities; restrictions on entering or remaining in specified campus buildings or specified college facilities; or restrictions on use of college services or equipment.

### III. **Definitions:**

**Adjudicator** – a responsible, unbiased agent of the college who decides on the validity of an appeal to a specific policy or decision.

**Charging Person** - person making the complaint

**Charged Student** - student/organization about which complaint is made

**Harassment** - unwelcome conduct toward an individual because of his or her age, disability, marital status, race or color, national origin, religion, gender, sexual orientation, or gender identity, when the conduct creates an intimidating, hostile, or offensive environment that causes performance to suffer or negatively affects the aptitude of an individual.

**Hazing** - any actions involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing. Activities and situations that may occur as part of hazing include but are not limited to:

- Sleep deprivation or causing excessive fatigue
- Physical or psychological shock
- Public stunts or jokes
- Compelled ingestion of any substance
- Degrading or humiliating games or activities

- Activities that have and adverse effect on academic progress
- Forced servitude
- Other activities which violate federal, state, or local laws

**Sexual Harassment** - a form of harassment that is based on a person's gender or that is sex-based behavior. Sexual harassment also includes anyone in a position of authority tying promotion, termination, or any other condition at the college to a request or demand for sexual favors.

**Student Affairs representative/Designee** – these may include the dean for student success, the campus coordinator, or any other individual appointed by the VP overseeing Student Affairs to act in this capacity.

#### IV. **Procedure:**

##### ***Reports of Conduct Violation***

Any member of the college community (collectively “charging person”) may file a report of conduct violation against any student or student organization recognized by the college for a violation of the Student Code of Conduct. Report forms can be obtained from the CTL page of the college website.

The report must contain a clear and concise description identifying the student or recognized student organization that allegedly engaged in a violation of college policy (collectively “charged student”), identify the policy allegedly violated, and describe the alleged misconduct. If the complaint is against a recognized student organization, the student affairs representative or designee contacts the highest-ranking officer of the organization and its faculty/staff advisor; the organization then designates one of its student members to serve as its representative.

##### ***Conduct Violation Discipline Process***

1. Once a report has been made by a charging person, this disciplinary process is invoked to determine whether a charged student committed the alleged violation.
2. The charged student is notified in writing by the Student Affairs representative/designee of the alleged violation and is required to meet with a discipline committee made up of the student affairs representative /designee along with one or more of the following college officials, as notified: charging person and/or the direct supervisor of the charging person and one other faculty or staff member. During this meeting, the parties involved may come to an agreed upon resolution, which may include sanctions as described above.
3. If the level one disciplinary committee is unable to reach a resolution during the first meeting, the student affairs representative/designee may discuss the matter with other students and employees with knowledge of the situation and may request additional meetings with the charged student and/or charging person prior to proposing a resolution. When a resolution is reached, it is documented in a written letter signed by the student affairs representative/designee and the charged student, and the matter is deemed resolved.
4. The student affairs representative/designee shall provide to the student(s), via the college email system, written notice of the disciplinary committee decision within three (3) college business days after the disciplinary committee's decision. The written notice shall include the college's determination that a conduct violation occurred, the description of the conduct violation, the

course of action to resolve the violation, the sanction, and information regarding the student's option for appeal.

5. The written notice to the student(s) shall be copied to the appropriate administrative staff and faculty members. The student affairs representative /designee will compile a case file that includes the written notice and all supporting documentation (e.g., the completed Conduct Violation Form, crib sheets, disciplinary committee meeting and investigation notes, witness statements, etc.).
6. Original copy of the notice letter and completed Conduct Violation Form shall be kept in the student's(s') academic file in the registrar's office. A cumulative list of all investigations will be kept by the student affairs representative.

### ***Student Code of Conduct Appeals***

A student found responsible for a policy violation may appeal the disciplinary decision and/or the sanctions imposed. Appeals must be in writing (hard/print copy or email sent from a student's college email account) and must contain a brief description of the history of the charge including the decision, the sanctions issued, and the grounds for the appeal.

Appeals will be considered on any one or more of the following grounds:

1. The information presented at the original hearing was insufficient to support the decision;
2. New and important information that was not available prior to the hearing can be presented;
3. Sanctions issued were not consistent with the policy violated.

If the student(s) appeals the college's determination that he/she committed a conduct violation, the student(s) must initiate the formal written appeal process and submit the written appeal with supporting documentation within three (3) college business days of the date of the email notification from the student affairs representative, or the student(s) waives the right to appeal. The student's(s') appeal must include the following written documentation and be submitted to the student affairs representative/designee.

- Date letter submitted
- Student name
- Course name, course number and semester
- Charging person name
- Date of the meeting with the initial and disciplinary hearing committees
- Reason for further appeal
- Desired outcome
- A copy of the written notice

The vice president overseeing student affairs forms the appeals committee, which is composed of the vice president, two faculty members, a student senator, a representative of the student services council, and a member of college administration. The vice president facilitates the appeal process and provides all documentation to committee members for review and evaluation, but the vice president will not participate in the committee's final decision. The committee meets to discuss and recommends whether to confirm or rescind the disciplinary hearing committee decision.

The appeals committee reviews all documentation, records, policies, and procedures to determine the final decision. For background check appeals, the committee will consider the offense based on the following guidelines:

- The nature and seriousness of the offense
- The applicant's age at the time of the offense
- The number of prior offenses or the length of time since the most recent conviction of a guilty plea
- The age and mental capacity of the victim
- The likelihood that the circumstances leading to the offense will reoccur
- The applicant's efforts at rehabilitation
- Whether any criminal proceedings are pending
- Other factors that are deemed relevant to the applicant's academic and clinical training
- Ability to obtain licensure

Once the appeals committee has rendered a decision, the vice president overseeing student affairs notifies the parties involved in writing of the final decision within 14 college business days of the student affairs representative /designee's receipt of the student's written appeal. The decision of the appeals committee is final.

Copies of the notice letter regarding the appeals committee decision shall be kept in the student's academic file in the registrar's office as a record of the appeal and final determination.

**V. Approvals:**

Student Affairs Council: 04.20.2016

Legal review: August 2019 HB

Administrative Council: 05.16.2016; 11.25.2019

**VI. Location:** [Please name the sections to be provided in the following publications]

- **Catalog [entire document]**
- **Website**
- **Faculty Handbook**

**Source:**

2020 update to job titles. No change in content.

2019 revision completed in conjunction with formation of separate Academic Misconduct Policy. Legal review of both policies conducted by Husch Blackwell.

2016 revision combined policies:

Student Conduct Violation Policy, Conduct and Crime Policy, Academic Integrity

**Related References:**

Academic Misconduct Policy

Alcohol and Other Drug Policy

Copyright Policy

Substance Abuse Policy

Technology Resources Acceptable and Responsible Use Policy

Title IX Policy: Sex Discrimination, Sexual Harassment, and Sexual Assault



## Appendix F: Tobacco Policy

### I. Policy:

In keeping with Aultman Health Foundation's (AHF) mission to "Lead our Community to Improved Health," all AHF buildings, grounds, and campuses are tobacco free. Tobacco use in, on, around, or within view of AHF owned or leased buildings, grounds, parking lots, sidewalks, private streets, and vehicles is prohibited. This prohibition includes use of tobacco products inside privately-owned vehicles that are parked on or within view of AHF facilities.

### II. Purpose:

To outline guidelines for tobacco free environment. AHF recognizes the health hazards of tobacco use and the potential fire hazards related to smoking at a healthcare facility and promotes the health and safety of everyone.

### III. Definitions:

Tobacco is defined as smoking and smokeless (snuff, chewing tobacco products, electronic cigarettes, and other vaping devices).

### IV. Procedure:

A. This policy applies to colleagues, physicians, patients, students, contractors, visitors, guests, customers, volunteers, and others as applicable.

B. AHF colleagues are not permitted to use tobacco during their assigned work time, including breaks. The only exceptions are smoking cessation aids covered in the Smoking Cessation Policy.

C. Colleagues should not smell of tobacco/smoke/vaping odor.

D. Colleagues who do not comply with this policy may be subject to disciplinary action according to AHF Human Resource policies and procedures.

E. It is the responsibility of AHF colleagues and Medical Staff members to follow policy and to make visitors and patients aware of AHF's tobacco free environment.

F. If a patient, visitor, guest, or customer refuse to comply with AHF's tobacco free policy, Security should be contacted for further follow up and enforcement. Searches of Persons, Belongings, and Associated Spaces

G. Violations of this policy by patients, visitors, guests, or customers shall be documented on a variance/incidence report.

H. Strategies for increasing compliance with this policy will be

1. Education on Tobacco Cessation for colleagues, patients, and Medical Staff
2. Posted Signage

3. For patients, obtain an order for alternative pharmacologic assistance
4. Security rounds
5. Education to promote public, patient, colleague, and Medical Staff awareness


I. Variance/Incidence reports and matters regarding compliance with this policy will be reviewed and evaluated by leadership with recommendations as appropriate.

**Source:** ORC Chapter 3794, the Joint Commissions Standards 2018

Approved by the Board of Trustees: 7/89 Approved by the Medical Staff: 8/89, 9/93, 4/95, 11/01, 11/06, 7/07, 11/10, 8/2020

**Related References:** NONE

## Appendix G: Use of College Facilities Policy

 <b>AULTMAN</b> <b>COLLEGE</b>		
<b>TITLE: Use of College Facilities</b>	<b>ORIGINAL EFFECTIVE DATE: 04/05/2010</b>	
	<b>REVISION DATE:</b> <b>01/29/2020</b>	<b>VERSION: 3</b>

**(This policy rescinds any previous publication covering the same material.)**

### **I. Purpose:**

Aultman College facilities are available for use by any college employee or Aultman Health Foundation department for the promotion of academic, occupational, social, and cultural activities.

### **II. Policy:**

All rooms must be officially requested through the room scheduling software that is available to designated requesters in each department.

Activities or purposes of groups using the facilities must not be in conflict with the college's mission, mandate, or values. Members of the college community must not be subjected to harassment or obstruction by groups or individuals using the space.

Facilities will not be available to use to groups or individuals whose intent is any of the following:

- Advertise or sell tobacco or alcohol products
- Advertise, promote, or operate programs that are in competition with Aultman College programs
- Promote partisan political or religious messages
  - With the exception of approved student organizations
- Promote ideas which perpetuate stereotypes or which demean any person or group

Outside organizations are not permitted to use college facilities.

### **III. Definitions:**

### **IV. Procedure:**

- A. The college facilities schedule is based on a timeline developed by the campus coordinator for each semester.
- Employees can request rooms through the room scheduling software based on the timeline.
  - Student organizations wishing to reserve a room must contact the student affairs coordinator or college front desk to request a room.

#### **B. Adjoining Room Arrangement**

The room dividers will remain closed unless the requestor notifies the campus coordinator otherwise at least 48 hours **prior** to the day of the scheduled event.

### **C. Cancellations**

The requester is responsible for cancelling the meeting through the scheduling software. Any outside catering services must be notified of the cancellation by the group or individual hosting the meeting.

### **D. Usage of Food and Beverage**

Food and beverages are

- permitted in classrooms 1 – 10
- at the discretion of the responsible instructor(s) of the Skills Lab and the Simulation Lab
- NOT permitted in the science labs.

Requesters are responsible for ensuring the room is left in the same condition in which it was found. Failure to do so may result in the denial of future requests.

### **E. Special Equipment**

The college has special equipment available for use including an ELMO, power point remotes, and speaker phone.

Special equipment must be requested through the college front desk, ext. 36347, at least 48 hours prior to the day of the scheduled activity.

- If the event begins after open office hours, equipment can be picked up at the college front desk of the day of event.
- If the event begins prior to open office hours, equipment can be picked up the afternoon before. When the event concludes, the equipment must be returned to the college front desk.

Classrooms have laptop accessibility, but the college does not provide laptop cables. The requester must provide cables for connecting the laptops to the podiums for projection purposes.

### **F. Set-up and Tear-down**

College rooms are set-up in the traditional classroom style. Chairs and tables may be moved into different arrangements for individual purposes. However, requesters must allow time to return the room to the original classroom set-up at the end of the activity. Failure to return chairs and tables to the original set-up may result in denial of future requests.

### **G. Problems/Concerns**

Requesters should notify the college front desk of problems or concerns with equipment or the scheduling process.

## **V. Approvals:**

**Student Affairs Council:** 9/20/16

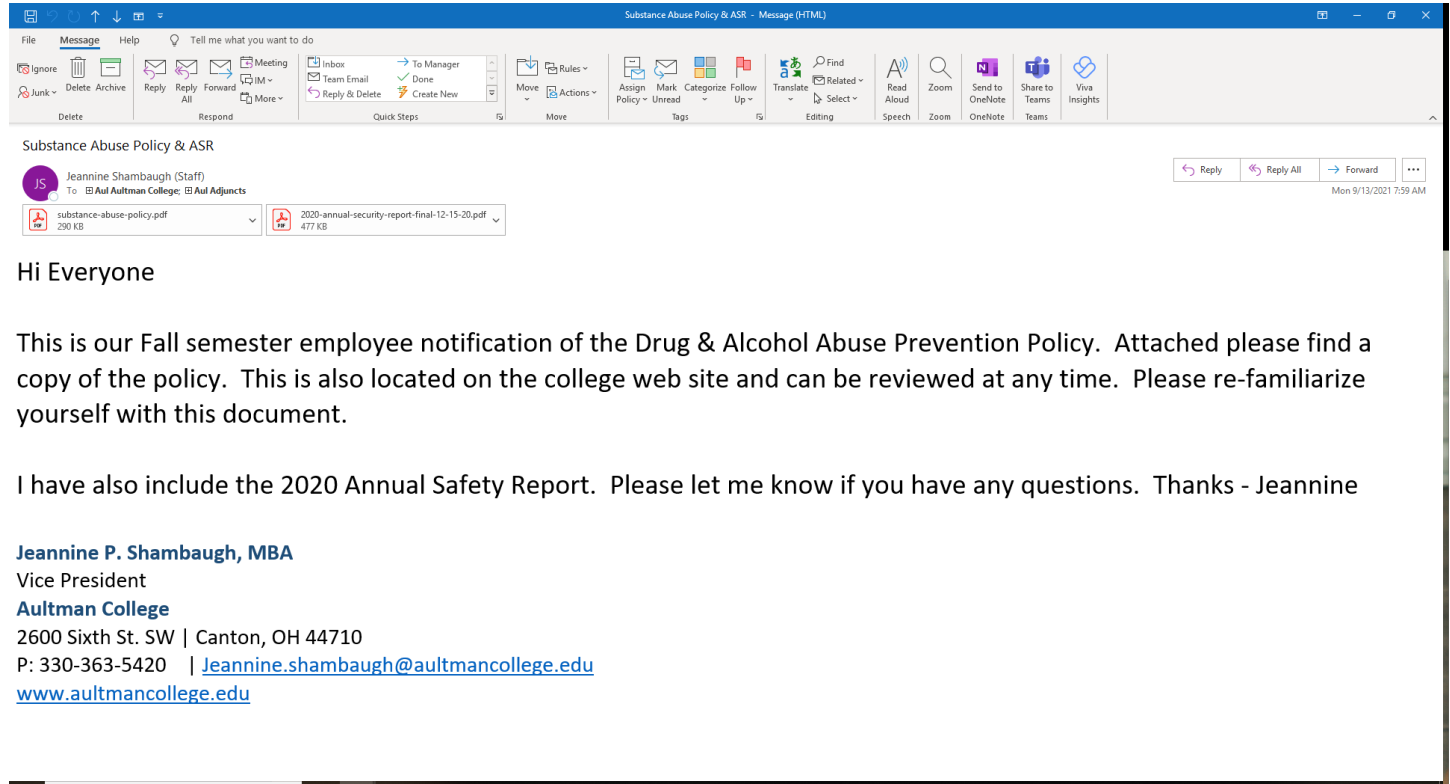
**Administrative Council:** 9/30/16

Reviewed by policy owner 01.28.20—removed reference to computer lab; sent to Admin Council for information.

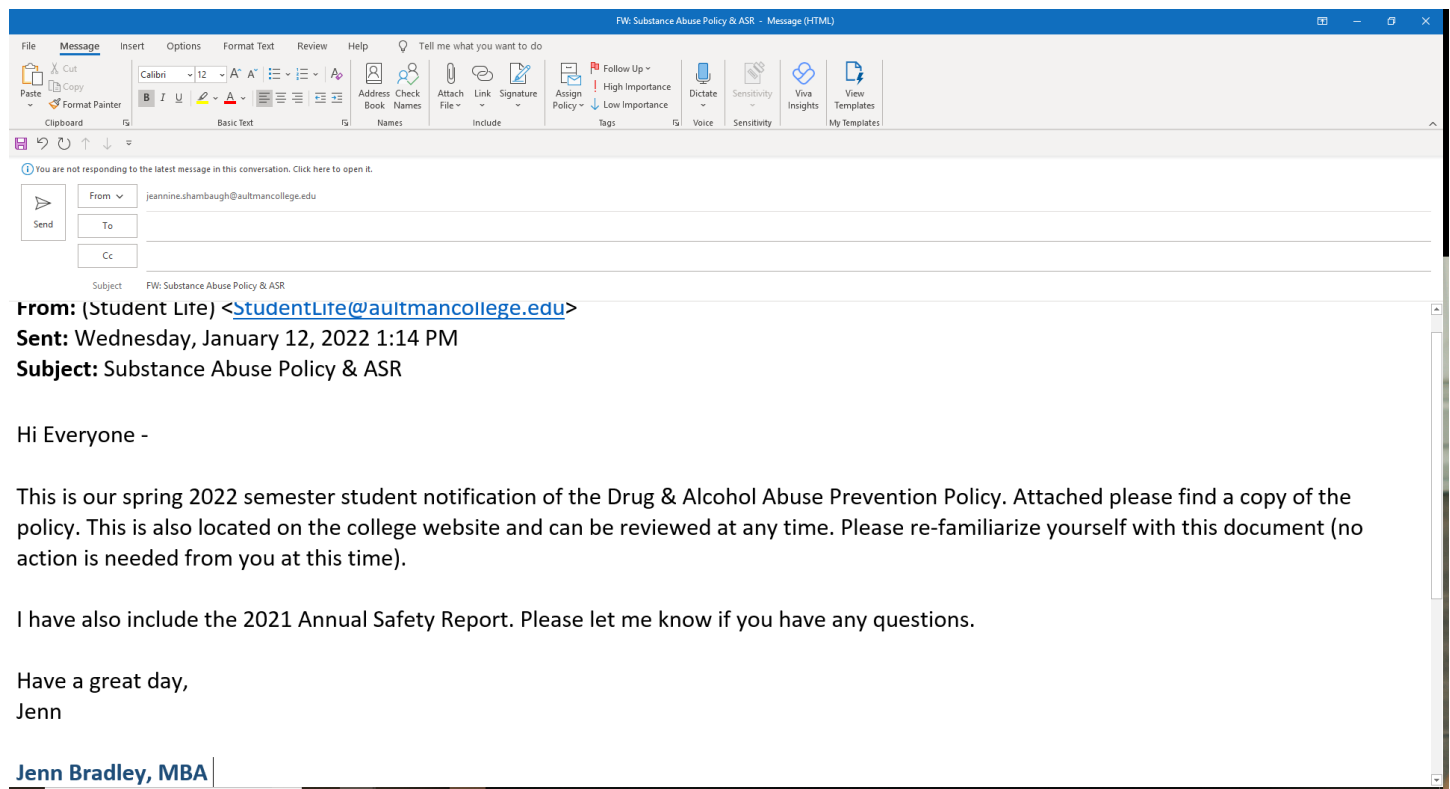
## **VI. Location:** [Please provide verbiage for the following required publications] [Include the entire document]

## Appendix H: AOD Notification Emails Sent to Students and Employees

The VP of human resources notifies college employees each semester of the Drug & Alcohol Abuse Prevention policy. Below is a sample of the notification.



The student affairs/student success coordinator notifies all students each semester of the Drug & Alcohol Abuse Prevention policy. Below is a sample of the notification.



## Appendix I: Student Orientation Materials



### **ACKNOWLEDGEMENT OF COLLEGE CATALOG RECEIPT INCLUDING THE SUBSTANCE ABUSE PREVENTION PROGRAM AND AGREEMENT REGARDING RETENTION OF STUDENT WORK PRODUCT**

I have been informed of access to the Aultman College Catalog on the college website at [www.aultmancollege.edu](http://www.aultmancollege.edu).

I understand that any updates to the college catalog will be communicated through my student email, *WiseLine* student portal, and/or the college website.

I acknowledge that I am responsible for reading and reviewing these communications. I am aware that I am responsible for the information the Aultman College Catalog contains and I have agreed to abide by all the policies that are contained therein.

I acknowledge that the Aultman College Catalog includes the college's Substance Abuse Prevention Program. I agreed to abide by the policy stated in the Substance Abuse Prevention Program.

I have given my permission for Aultman College of Nursing and Health Sciences to keep copies of my formal papers, clinical paperwork, and projects for educational purposes, governing body reviews, etc. I understand that this consent will be effective throughout the curriculum unless otherwise rescinded by me.

### **PERMISSION TO PUBLISH NAMES AND PHOTOGRAPHS**

I granted Aultman College of Nursing and Health Sciences permission to release my name and/or photograph to be printed in newspapers, newsletters, or any other publications. These include, but are not limited to *The Pulse*, *The President's List*, *The Aultman Connection*, scholarship announcements, student electronic bulletin boards, and the college website. I understand that this authorization does not require that my name and/or photograph will be used in any publication.

I hereby release and hold harmless Aultman College of Nursing and Health Sciences from any and all claims or actions arising from their publication of my name and/or photograph.



### **Confidentiality Release**

The medical record contains confidential information. You have a legal and a moral responsibility to maintain patient confidentiality at all times.

I will not release any patient information without their expressed consent.

As applicable, to access computerized information systems of Aultman Health Foundation, each user **MUST** have a (n) Identification (ID) Code (s). As an authorized user, you have a legal and a moral responsibility to maintain patient confidentiality concerning computerized information. The ID code (s) will only be known to the user. Only authorized system personnel will have access to your code for troubleshooting purposes.

I have signed an agreement to:

1. Memorize my ID code (s).
2. Only use my ID code (s) for obtaining patient information I am authorized to review.
3. Never share my ID code(s) with another user.
4. Never use my ID code (s) to disclose confidential information not authorized in the performance of duty.
5. Notify appropriate authorized system personnel if I believe there is any question of the confidentiality of my ID code (s).

I understand that any violation of the above agreements will result in disciplinary action.





### Student Acknowledgments and Agreements

- Acknowledgement of Aultman College Catalog and Substance Abuse Prevention program
- Retention of Student Work Product Agreement
- Student Permission to Publish Names and Photographs
- Aultman Health Foundation Confidentiality Release

I, \_\_\_\_\_, acknowledge and by initialing each statement agree to the following:

\_\_\_\_\_ I have been informed of access to the Aultman College Catalog on the college website at [www.aultmancollege.edu](http://www.aultmancollege.edu). I am aware that I am responsible for the information it contains and I agree to abide by all the policies that are contained therein. I understand that any updates to the catalog will be communicated through my student email, *WiseLine* student portal, and/or the college website. I acknowledge that I am responsible for reading and reviewing these communications. I acknowledge that the Aultman College of Nursing and Health Sciences Catalog includes the college's Substance Abuse Prevention Program. I agree to abide by the policy stated in the Substance Abuse Prevention Program.

\_\_\_\_\_ Permission for Aultman College of Nursing and Health Sciences to keep copies of my formal papers, clinical paperwork, and projects for educational purposes, governing body reviews, etc.

\_\_\_\_\_ Permission for Aultman College of Nursing and Health Sciences to release my name and/or photograph to be printed in newspapers, newsletters, or any other publications.

Circle one:

YES

NO

\_\_\_\_\_ Acknowledgement of the Aultman Health Foundation Confidentiality Release. I will not release any patient information without their expressed consent.  
I agree to:

6. Memorize my ID code (s).
7. Only use my ID code (s) for obtaining patient information I am authorized to review.
8. Never share my ID code(s) with another user.
9. Never use my ID code (s) to disclose confidential information not authorized in the performance of duty.
10. Notify appropriate authorized system personnel if I believe there is any question of the confidentiality of my ID code (s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## Appendix J: Employee Documentation Materials



### Orientation Checklist

The goal of this orientation checklist is to assist the new Aultman College colleague with (1) navigating the Aultman onboarding process, (2) meeting and greeting key members of the Aultman College team, (3) getting an introduction to key Aultman College concepts/creating a reference library for future use, and (4) familiarizing the new colleague with expectations, benefits, and how they can be #Aulln with us!

Managers, Section I must be completed first. You are free to organize the priorities in Section II according to what best meets the needs of the job. You may also add to this list as you see fit. New colleagues should complete this full checklist within 30-45 days of initial hire.

#### Section I

EMPLOYEE INFORMATION		
Employee name:		Manager Signature:
Position:		
Due Date:		Date Completed:

CORPORATE CHECKLIST		
<input type="checkbox"/>	Corporate LMS Modules: <ul style="list-style-type: none"><li><input type="checkbox"/> Armed Assailant</li><li><input type="checkbox"/> HIPAA</li><li><input type="checkbox"/> Safety Education</li><li><input type="checkbox"/> Workplace Violence</li></ul>	Date: Date: Date: Date:

COLLEGE CHECKLIST		
<input type="checkbox"/>	Campus Coordinator Overview <b>(Day 2 on campus)</b>	Date:
<input type="checkbox"/>	IT – Equipment for Home and Office Use <b>(Day 2 on campus)</b>	Date:
<input type="checkbox"/>	Staff/Faculty LMS Modules: <ul style="list-style-type: none"><li><input type="checkbox"/> Annual Safety Report</li><li><input type="checkbox"/> FERPA</li><li><input type="checkbox"/> Substance Abuse Prevention Policy</li><li><input type="checkbox"/> Title IX</li></ul>	Date:

COLLEGE PRESIDENT RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:		
<input type="checkbox"/>	Vision/Mission/Values	Date:
<input type="checkbox"/>	Aultman Corporate Overview/Organizational Structures	
<input type="checkbox"/>	College Culture/Rules of Engagement	Date:
<input type="checkbox"/>	Strategic Plan	Date:
<input type="checkbox"/>	Institutional Effectiveness	Date:

**HUMAN RESOURCES RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:**

<input type="checkbox"/> On-campus and home office expectations (i.e., meeting presence, dress code, weekly hours, etc.). Telework Agreement	Date:
<input type="checkbox"/> Benefit Package (i.e. health insurance, Vacation/PTO, logo wear, college perks)	Date:
<input type="checkbox"/> Evaluation Process	Date:

## Section II

**MANAGER RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:**

<input type="checkbox"/> Meet Employee on Campus minimum of 3 days week 1 of employment. Provide tour of college and Aultman.	Date:
<input type="checkbox"/> Governance	Date:
<input type="checkbox"/> Mentor Assignment	Date:
<input type="checkbox"/> College Publications & Email Signature	Date:
<input type="checkbox"/> Annual Requirements	Date:
<input type="checkbox"/> Glossary of Terms & Abbreviations	Date:
<input type="checkbox"/> Aultman Corporate Orientation Form	Date:
<input type="checkbox"/> Recruitment: Explain How All Employees Recruit – Give Examples	Date:
<input type="checkbox"/> Assign to meet with various personnel if needed: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date:
<input type="checkbox"/> LMS Training (If applicable): <input type="checkbox"/> Navigating the LMS <input type="checkbox"/> Designing a Hybrid Course <input type="checkbox"/> Teaching a Hybrid Course	Date: Date: Date:

**EMPLOYEE'S MENTOR RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:**

<input type="checkbox"/> Review Employee Portal and Self-Service <input type="checkbox"/> Kronos <input type="checkbox"/> Bee Healthy <input type="checkbox"/> Holidays <input type="checkbox"/> Misc.	Date:
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**DIVISION CHECKLIST****NURSING**

<input type="checkbox"/>	Accreditation-CCNE LMS Module	Date:
<input type="checkbox"/>	BSN Program Outcomes LMS Module	Date:
<input type="checkbox"/>	Course/Class/Clinical- Experience LMS Module	Date:
<input type="checkbox"/>	Needs Assessment: <input type="checkbox"/> Needed Training:  <input type="checkbox"/> Action Plan:	Date:

**\*Please email completed sheet to Aultman College Human Resources  
within 30-45 days of hire\***