

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

2016-2018

December 31, 2018

#### **Review Committee**

Jenn Bradley, Alumni and Student Affairs Coordinator Wendy Davis, Director of Finance and Financial Aid Lyn Sabino, Director of Institutional Effectiveness and Compliance Jeannine Shambaugh, Vice President, Business and Student Affairs Briana Williams, Financial Aid Administrator

#### **Departments**

The following departments provide information for the biennial review:

- Finance and Financial Aid
- Alumni and Student Affairs
- 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 evaluation the effectiveness of programs and practices from 2016-2018.

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. This review is to certify that the institution has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on its premises and as a part of any activities.

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.

2016-2017 Federal Dollars by Type		
Federal Grants \$545,493		
Federal Loans \$2,712,136		
Federal Work Study \$19,287		
Total \$3,276,916		

2017-2018 Federal Dollars by Type		
Federal Grants	\$598,034	
Federal Loans \$2,423,565		
Federal Work Study \$20,932		
Total \$3,042,531		

#### Materials Reviewed

#### Policies

- Alcohol and Illegal Drug Use During On- and Off-Campus Student Activities
- Substance Abuse
- Student Code of Conduct
- Student Activity/Event Travel
- Tobacco Policy
- Use of College Facilities

#### **Student Documentation**

- Acknowledgement of College Catalog Receipt Including the Substance Abuse Prevention Program and Agreement Regarding Retention of Student Work Product (Orientation)
- Student Acknowledgement and Agreements (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 and Events

- Title IX Campaign week (Spot the IX)
- Stress Less Week Activities held during finals week of every semester
- Graduation and Pinning Ceremonies
- Initial/Annual Requirement Fairs
- Lunch and Learn Seminars
- Trunk or Treat
- Baking/Cooking Competitions/Fundraisers
- Game Nights
- Golden Owl Student of the Month Program
- Welcome Week
- Constitution Day

#### Student Service-Learning Requirement

Students have opportunities for service learning activities sponsored by the college (including course-related activities), Student Life, and Aultman Health Foundation. While no formal service learning requirement exists, the college promotes demonstration of student competency in the core ability "Model Ethical and Civic Responsibility" and, to this end, it encourages student involvement in campus and community activities.

#### **Student Commons**

The Aully's Roost Student Commons features individual and group study areas and a lounge space with pool, foosball, and ping pong tables.

# Promotion of Non-Alcoholic Beverages

The college is committed to maintaining a safe and healthy environment free from substance abuse and establishing the expectation that those representing the college (on or off campus) conduct themselves professionally at all times. Underage drinking, illegal drug use, and inappropriate behavior caused by drunkenness or drug use are prohibited.

#### Normative Environment

Alcohol and Other Drug Abuse and Violence Prevention Practices include

- Initial and annual drug testing
- CommQuest presentation for students and employees
- COMPASS Sexual Assault Education, Prevention, and Support presentations for students and employees
- Human Trafficking presentations by Canton Police Department and Children's Network
- LGBTQ awareness presentation by Michelle Vaughn of Wright State University
- Domestic Violence Project presentation
- Self-defense course offerings
- Bystander training
- SANE/Serenity nurse presentation for students and employees
- Health Services on site
- 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 in a higher level of contact 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. Faculty also serve as academic advisors to meeting with assigned students as required to review their academic plans and goals. Additionally, staff members are available during regular business hours to assist students.

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.

# REPORTED CRIME STATISTICS

OFFENSE	YEAR	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
Arrests: Drug Abuse Violations	2015	0	0	0
	2016	3	0	0
	2017	3	0	0
	<u> </u>			
Disciplinary Referrals: Drug Abuse	2015	0	0	0
Violations	2016	0	1	0
	2017	0	0	0
Arrests: Liquor Law Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals: Liquor Law	2015	0	0	0
Violations	2016	0	0	0
	2017	0	0	0

# REPORTED SUBSTANCE ABUSE-STUDENT

Offense	2016-17	2017-18
Unsuccessful urine drug screen	0	0
Illegal drug use on campus	0	0
property (suspected)		

# REPORTED REFERRALS-STUDENT

	2016-17	2017-18
Substance abuse treatment or	0	0
counseling		

# STUDENT DISMISSALS

Offense	2016-17	2017-18
Unsuccessful urine drug screen	0	0
Illegal drug use on campus	0	0
property (suspected)		

# REPORTED SUBSTANCE ABUSE-EMPLOYEE

Offense	2016-17	2017-18
Unsuccessful urine drug screen	0	0

Illegal drug use on campus	0	0
property (suspected)		

#### REPORTED REFERRALS-EMPLOYEE

	2016-17	2017-18
Substance abuse treatment or	0	0
counseling		

# 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
- All employees and students only have access to campus buildings after hours through badge reader access
- We have consistent security on site
- 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 on site for testing purposes and easy access for drug testing
- Alcohol-free environment
- Required annual training

#### Weaknesses

Weaknesses identified in the previous (2014-2016) Biennial Review report included the following:

- Personal counseling services not available on campus
- Limited student and employee attendance at co-curricular presentations and events
- No way to verify that students and employees are reading the annual notice

Actions taken in 2016-2018 to address these issues include continued investigation of on-campus counseling services; and implementation of required attendance at co-curricular events for first semester students (SLS 106).

Weaknesses identified in this 2016-2018 Biennial Review include the following:

- Lack of on-campus personal counseling services
- Inability to verify that students read annual email notices
- Need to offer more programming related to substance abuse
- Continue improving student and employee attendance at co-curricular presentations and events

#### Recommendations

- Continued investigation of on-campus counseling services
- Expanding attendance requirements for co-curricular presentations and events
- Educate faculty and staff about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- Educate faculty and staff about behavioral indicators, student norms, and cultural attitudes related to high-risk or illicit drug use.
- Incorporate into campus presentations, activities, or events education for students about the misconceptions of drinking norms. See appendices for specific policies and sanctions.
- Provide opportunities for students to advise and mentor peers.
- Implement use of Constant Contact for electronic distribution of annual notifications. This system can verify read receipts.

# **Distribution of AOD Annual Policy Notification**

All employees and students receive an annual notification via email to which the Substance Abuse policy is attached. 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**

#### **Substance Use and Abuse**

Aultman has adopted a substance use and abuse policy to establish and maintain a safe, healthy working environment for all employees.

**Substance Use and Abuse Rules:** The following rules represent Aultman's policy concerning substance use and abuse:

- All employees are prohibited from working under the influence of alcohol or illegal drugs.
- ➤ The sale, possession, transfer, or purchase of illegal drugs on Aultman's property or while performing Aultman business is strictly prohibited. Aultman will report any such activities to the appropriate law enforcement officials.
- ➤ The use, sale, or possession of an illegal drug or controlled substance while on duty is cause for termination.
- Employees may not bring or consume alcoholic beverages on Aultman property except in connection with a company-authorized event.
- ➤ Only the employee for whom a prescription drug is issued may bring the medication to Aultman for his/her own use. The employee must use the prescription drug only in the manner and quantity prescribed. Such prescribed medications must not impair the ability of the employee to perform his/her job responsibilities in any manner.
- Any employee whose off-duty use or abuse of alcohol, illegal drugs, or prescribed drugs results in excessive absenteeism, tardiness, accidents, or job performance problems will face termination for refusal to seek and complete treatment, if requested by Aultman.

Aultman requires drug and alcohol testing to promote the safety of all patients, employees, contractors, subcontractors, volunteers, and others on or near property or involved in the operation of services provided by Aultman.

**Testing:** Drug and alcohol tests will be administered for the following reasons:

- ➤ When Aultman has reasonable suspicion that an employee may be using drugs or alcohol in violation of this policy;
- When an employee shows signs of impairment on the job;
- After any accident or occurrence that results in a significant injury to the employee or in damages caused by the employee while he/she is on the job;
- After any vehicular accident or other accident if it appears that the employee might reasonably have avoided the accident or minimized the consequences, but did not do so; and

At time of hire, when all applicants will be required to pass a pre-employment drug screening as a condition of employment.

Employees must sign an "Employee Consent and Release for Drug and Alcohol Testing" form before undergoing drug and alcohol testing. Employees who refuse to submit to drug and alcohol testing, when required to do so under this policy, will be terminated.

Employees who test or screen positive for drugs or alcohol in violation of this policy will be disciplined, up to and including termination. As part of the disciplinary process, Aultman may require the employee to enter and complete a treatment plan that is acceptable to Aultman. The employee is responsible for the expenses and costs for any treatment.

Before returning to work, the employee must provide documentation of his/her completion of a treatment program and undergo testing with negative results by a provider approved by Aultman. Failure to test negative at this point will result in termination. Employees who have tested positive, and who are permitted to return to work in accordance with this policy, will be subject to unscheduled re-testing during the two (2) calendar years following the date of their return to work. A positive test result during this two-year period will result in termination.

# **Appendix B: Alcohol and Illegal Drug Use Policy**

AULTMAN COLLEGE		
<b>TITLE:</b> Alcohol and Illegal Drug Use During On and Off-Campus Student	ORIGINAL EFFECTIVE DATE: 05.14.12	
Activities	REVISION DATE: VERSION: 3 11/29/2016	

(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:

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

Individuals are responsible to be aware of relevant college policies (e.g., Substance Abuse Policy, Student Code of Conduct, Aultman Employee Handbook, etc.).

Faculty, staff, and students must adhere to this policy, be aware of the risks, be cognizant of federal and state laws, and conduct themselves accordingly.

If individuals violate this policy, they will be subject to disciplinary action up to and including termination or expulsion according to the appropriate college policy.

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.

#### **III.** Definitions:

Illegal Drugs –Commonly used illegal drugs include but are not limited to marijuana, heroin, cocaine, amphetamines, methamphetamines, and club drugs. For the purpose of 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, combination, and quantity as prescribed.

#### IV. Procedure:

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

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

 When meeting with the students, the advisor or student life coordinator distributes the Substance Abuse Policy and Student Activity/Event Travel Policy to the individuals attending.

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

- Verify with the student life coordinator if the required meeting has taken place.
  - If a faculty advisor must meet with the participating students, he/she must clarify the requirements of this policy and distribute the Substance Abuse Policy and the Student Activity/Event Policy.
- 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 life coordinator upon returning to campus.

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

arrangements may be made for the student at his/her 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:

Student Affairs Council 05.09.2012; 10.21.15 Administrative Council 05.14.2012; 10.28.15

- VI. **Location:** [Please provide verbiage for the following required publications]
  - Catalog Policy and Procedure
  - Faculty Handbook Procedure

#### Source:

#### **Related References:**

- Substance Abuse Policy
- Student Code of Conduct
- Student Activity/Event/Travel Policy
- Aultman Employee Handbook 2016

# **Appendix C: Student Activity/Event Travel Policy**

TITLE: Student Travel Policy	ORIGINAL EFFECTIVE DATE:	
	12/19/2018	
	REVISION DATE: VERSION: 1	
	12/19/2018	

## (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 travel off-campus 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") travel 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, staff, and students) 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 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, all 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

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

- 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 D: Student Code of Conduct Policy**

AULTMAN COLLEGE	
TITLE: Student Code of Conduct  ORIGINAL EFFECTIVE DATE: 05/23/2016	
	REVISION DATE: VERSION: 1 05/23/2016

(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, and to outline an appeal process.

# II. Policy:

All members of the college community and each recognized student organization is 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 office of student affairs.

Note that proof of policy violations obtained via electronic media including but not limited to video, photographs, emails, or blogs found on social networking 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 that are essential to the core educational mission of the college:

- Cheating
- Plagiarism
- Academic Misconduct
- Falsification/Fabrication
- Multiple Submissions
- Knowingly providing false information to a college official
- Forgery, alteration, or unauthorized use of college documents, records, keys, or identification
- Creation or distribution of false identification

# 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
  - o Participate in threatening or harassing acts
  - o Making derogatory, defaming, threatening, or profane comments about campus community members on social media.
  - Violate copyright law
  - o Engage in commercial or illegal business

# 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.

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:

- 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.

Failure to follow these guidelines may result in additional sanctions.

#### Disciplinary Sanctions

Disciplinary sanctions will include conditions that are consistent with the nature of the offense at the discretion of the level one disciplinary committee. 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 by the student affairs administrator 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 program. 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 or 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:

Academic Misconduct - the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples of academic misconduct include but are not limited to stealing, buying, or otherwise obtaining all or part of a test or academic exercise; selling or giving away or engaging in bribery to get all or part of an academic exercise or any information about it; changing or altering a grade book, test, resources, or other official academic records of the college; or entering a college building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

**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

**Cheating -** the act of deception when a student misrepresents mastery of information on an academic exercise. These acts may or may not be

premeditated. Examples of cheating include but are not limited to copying or allowing someone else to copy from another student; unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; inappropriate use of electronic devices in violation of the Technology Resources Acceptable and Responsible Use Policy; and unauthorized use or possession of specially prepared materials, such as notes or formula lists, during an academic exercise.

Falsification/Fabrication - the intentional use of false information or the falsification of research, findings, data, and personal or college documents with the intent to deceive. Examples of falsification include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own work any academic exercise prepared totally or in part for or by another; taking a test for another student or permitting another student to take a test for oneself; and falsifying or misrepresenting information on résumés, documents, or college related forms.

**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

**Multiple Submissions -** a form of plagiarism that is the act of submitting work in whole or in part (including oral reports) previously used in a course without express permission of the current instructor. The current instructor is responsible for providing guidance to the student in this process.

Plagiarism - the intentional or unintentional presentation of one's own or someone else's actual works, ideas, or data as one's original work. Plagiarism includes the paraphrasing of someone else's works, ideas, or data and the use of someone else's words, ideas, or data without acknowledgment. It also includes using the student's own work (in whole or in part) submitted for another course without the express permission of the instructor. This means that sources of information must be appropriately identified and cited, whether published or unpublished, copyrighted, or uncopyrighted.

**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 Administrator/Designee** – these may include the VP of Student Affairs, the student affairs coordinator, the campus coordinator, or any other individual appointed by the VP of 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 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 administrator 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.

#### Level One

Academic Misconduct Discipline Process

If a faculty member knows or has reason to believe that a student(s) in a course may have been involved in academic misconduct, the faculty member shall contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within two (2) college business days of discovering the suspected misconduct. The faculty member may choose to have a witness present during this discussion with the student(s).

When meeting with the student(s), the faculty member shall objectively review the circumstances and evidence related to the suspicion of academic misconduct

and allow the student(s) an opportunity to provide his/her perspective on the suspicion. During the meeting, the faculty member will complete the Conduct Violation Form and take notes to document important information.

- a. If, based on the outcome of the meeting, the faculty member determines that an academic misconduct violation did not occur, the faculty member shall indicate this conclusion on the Conduct Violation Form. The faculty member shall inform the student(s) of this conclusion and forward the completed form to the student affairs administrator/designee.
- b. If, based on the outcome of the meeting, the faculty member determines that an academic misconduct violation may have occurred, the faculty member will inform the program/division director, the vice president of academic affairs, and the student affairs administrator/designee.

The student affairs administrator/designee shall provide written notice of the level one decision to the student(s) within three (3) college business days after the initial 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 including any academic penalty, and information regarding the student's option for a disciplinary hearing.

The written notice to the student(s) shall be copied to the appropriate administrative staff and faculty members. The student affairs coordinator/designee will compile a case file that includes the written notice and all supporting documentation (e.g., the completed Conduct Violation Form, exams/assignments involving cheating, crib sheets, initial committee meeting and investigation notes, witness statements, etc.).

Copies of the notice letter and completed Conduct Violation Form shall be kept in the student's(s') academic file in the registrar's office and in the student affairs files as a record of the violation.

#### Other Conduct Violation Discipline Process

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.

The charged student is notified in writing of the alleged violation and is required to have a sanction meeting with a level one discipline committee made up of the student affairs administrator/designee along with one or more of the following college officials, as notified: charging person and/or the direct supervisor of the charging person. During this meeting, the parties involved may come to an agreed upon resolution, which may include sanctions as described above.

If the level one disciplinary committee is unable to reach a resolution during the first meeting, the student affairs administrator/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 administrator/designee and the charged student, and the matter is deemed resolved.

The student affairs administrator/designee shall provide written notice of the level one disciplinary committee decision to the student(s) within three (3) college business days after the initial 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 including any academic penalty, and information regarding the student's option for a disciplinary hearing.

The written notice to the student(s) shall be copied to the appropriate administrative staff and faculty members. The student affairs administrator/designee will compile a case file that includes the written notice and all supporting documentation (e.g., the completed Conduct Violation Form, exams/assignments involving cheating, crib sheets, initial committee meeting and investigation notes, witness statements, etc.).

Copies of the notice letter and completed Conduct Violation Form shall be kept in the student's(s') academic file in the registrar's office and in the student affairs files as a record of the violation.

#### Level Two

#### **Appeals**

A student found responsible for a policy violation may appeal the disciplinary decision and/or the sanctions imposed. Appeals must be in writing (handwritten 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 ground 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.

Written appeals must be received by the student affairs administrator/designee within three (3) business days of the student's receipt of the original decision.

If the student(s) desires to appeal 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 receiving the written notice, 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 administrator/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 for student affairs forms the Appeals Committee, which is composed of the vice president for student affairs, two faculty members, a student senator, a representative of the student affairs council, and a member of college administration. The vice president of student affairs facilitates the appeal process and provides all documentation to committee members for review and evaluation, but the vice president of student affairs 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 appeals committee will consider the offense based on the following guidelines:

Car	s committee will consider the oriense 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 for student affairs will notify the parties involved in writing of the final decision within 14 business days of the student affairs administrator/designee's receipt of the student's written appeal. The decision of the appeals committee will be 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 in student affairs files as a record of the appeal and final determination.

# V. Approvals:

Policy Editor:

Student Affairs Council: 04.20.2016 Administrative Council: 05.16.2016

- VI. Location: [Please name the sections to be provided in the following publications]
  - Catalog [entire document]
  - Website
  - Faculty Handbook

#### **Source:**

Combining policies:

Student Conduct Violation Policy Conduct and Crime Policy Academic Integrity

#### **Related References:**

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 E: Substance Abuse Policy**

AULTMAN COLLEGE						
TITLE: Substance Abuse Policy	ORIGINAL EFFECTIVE DATE: 08/01/2005					
	REVISION DATE: VERSION: 2 10/11/2016					

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

# I. Purpose:

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.

#### II. Policy:

The college opposes substance abuse and will enforce its rules regarding alcohol and illegal drugs. The college also supports and will cooperate at the local, state, and federal levels regarding regulation of alcohol and illegal drugs. The college will not protect a student/employee in violation of the law from prosecution under federal, state, or local law. The college will not provide protection from the law, nor are the 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 or illegal drugs.
- All employees are prohibited from working under the influence of alcohol or illegal drugs.
- The manufacture, sale, possession, distribution, or use of illegal drugs on Aultman property or while engaged in official Aultman College educational activities is strictly prohibited and is cause for dismissal.

#### **Student Testing**

**Pre-Admission:** Upon acceptance to the college, all applicants/students must pass a drug and alcohol screening test as a condition for admission. Whether a student

passes is determined by the Medical Review Officer using federal guidelines in resulting.

**Reasonable Cause:** Students may be subject to drug and alcohol testing under reasonable cause when evidence indicates it is more likely than not that a student is under the influence of alcohol or illegal drugs in violation of college policy. Facts which could give rise to reasonable cause include but are 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 activities,
- evidence 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.

Students who test positive for drugs and/or alcohol will be dismissed from the college. Appeals may be made through the appeals process as defined 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 a 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 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 for

violation of the law can include imprisonment up to a term of life imprisonment, and/or fines as much as \$4,000,000, supervised release, and/or a combination of such penalties.

#### **Federal Penalties and Sanctions**

#### 21 U.S.C. 844(a)

<u>1st conviction</u>: Up to one year imprisonment and fined at least \$1,000, or both.

<u>After one prior drug conviction</u>: At least 15 days imprisonment, not to exceed two years, and fined at least \$2,500

<u>After two or more prior drug convictions</u>: At least 90 days imprisonment, not to exceed three years, and fined at least \$5,000.

<u>Special sentencing provisions for possession of crack cocaine</u>: At least five years imprisonment, not to exceed 20 years, and fined at least \$1,000, if:

- (a) First conviction and the amount of crack possessed exceeds five grams.
- (b) Second conviction and the amount of crack possessed exceeds three grams.
- (c) Third or subsequent conviction and the amount of crack possessed exceeds one gram.

#### 21 U.S.C. 853(a)(2)

Forfeiture of personal property used, or intended to be used, in any manner or part, to commit, or to facilitate the possession of a controlled substance.

#### 21 U.S.C. 881(a)(7)

Forfeiture of real property used, or intended to be used, in any manner or part, to commit, or to facilitate the possession of a controlled substance if that offense is punishable by more than one year imprisonment (see special sentencing provisions re: crack).

#### 21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used, or intended for use, to transport or conceal a controlled substance.

#### 21 U.S.C. 844a

Civil fine of up to \$10,000.

#### 21 U.S.C. 862(b) and (d)

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for the first offense, up to 10 years for a second offense, and permanent ineligibility for third or subsequent offenses.

#### 18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

#### Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

#### **State Laws**

The relevant Ohio statutes are contained in the Ohio Revised Code Chapter 2925 (drug offenses); 4301.63 (purchase of alcohol by a person under the age of 21); Chapter 2929 (penalties and sentencing); and Chapter 4723 (regulations on the practice of nursing).

#### **Section 2925.02**

Prohibits by any means administering or furnishing to another or induce or cause another to use a controlled substance, and thereby cause serious physical harm to the other person, or cause the other person to become drug dependent.

#### **Section 2925.11**

No person shall obtain, possess, or use a controlled substance.

#### **Section 2925.12**

No person shall knowingly make, obtain, possess, or use any instrument, article, or thing for which the customary and primary purpose is administering or using dangerous drugs.

#### **Section 2925.32**

No person shall dispense or distribute harmful intoxicants such as nitrous oxide to a person under the age of 18 or older than 18 years of age.

#### **Section 4301.631**

No underage person shall order, pay for, share the cost of, or attempt to purchase any low-alcohol beverage.

#### **Section 4301.63**

No person under the age of 21 shall purchase beer or intoxicating liquor.

#### **Section 4301.633**

No person shall knowingly furnish any false information as to name, age, or other identification of any person under the age of 21 for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age by purchase, or as a gift.

#### **Section 4301.636**

No person shall manufacture, transfer, or distribute in any manner any identification card issued for the purpose of establishing a person's age that displays the great seal of the state of Ohio.

#### **Ohio Criminal Sanctions:**

The court may institute prison terms up to 10 years, financial sanctions, such as fees up to \$20,000, or both, depending on the offense.

#### **Local Laws**

# Canton Ordinance 513.02 (marijuana offense—20 grams or less)

Violation of this section is a fourth-degree misdemeanor for the first offense, and for any subsequent offense, it is a misdemeanor of the third degree.

#### Canton Ordinance 513.03 (drug abuse; controlled substance possession or use)

No person shall knowingly obtain, possess, or use controlled substances. Such an offense is punishable by sanctions, including the loss of the offender's driver's license for not less than 6 months or more than five years. (The drug and the amount of that drug determine the offense.)

#### **Drug Convictions and Financial Aid Eligibility**

Under the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs. Federal Aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Work Study, and Perkins Loans.

## Free Application for Federal Student Aid (FAFSA)

Question 31 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Failure to answer the question will automatically disqualify the student from receiving Federal aid. Answering this question falsely, if discovered, could result in fines up to \$20,000, imprisonment, or both.

#### **Convictions During Enrollment**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify Financial Aid Services immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

#### **Penalties for Drug Convictions**

# Possession of Illegal Drugs:

- First offense: One year from the date of conviction
- Second Offense: Two years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

#### Sale of Illegal Drugs:

- First Offense: Two years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

#### How to Regain Eligibility

If a student successfully completes a drug rehabilitation program, he or she can regain eligibility for federal student aid funds as of the day the student successfully completes the program.

To be sufficient to reinstate financial aid eligibility, the program must:

- Include at least two (2) unannounced drug tests AND
- Be recognized as a federal, state, or local government agency program.

#### Health risks associated with the use and abuse of alcohol and/or illegal drugs

The abuse of chemicals (alcohol and illegal drugs) adversely affects almost everybody's system. In many pathological conditions, chemical abuse is considered as either a contributing factor or a complicating factor. Excessive use of alcohol and/or drugs can produce numerous syndromes that are the result of damaging effects to the brain, liver, pancreas, gastrointestinal tract, heart, muscles, the endocrine system, the respiratory system, the reproductive system, and the psyche. Alcohol has been proven to affect an unborn fetus and may result in a variety of physical and/or developmental defects. Only small quantity dosages of alcohol and certain drugs are needed to produce mind-altering and mood-altering effects on individuals, causing an impairment of intellectual functioning and depression. Over a period of time, large quantities of alcohol and/or drugs can lead to physical and/or psychological dependence. A high rate of illness and death has been implicated with dependence upon the excessive use of alcohol and/or drugs when compared with the general population.

The following link provides access to a U.S. Department of Justice Drug Enforcement Administration (DEA) publication entitled *Drugs of Abuse*, 2011 Edition, A DEA Resource Guide. The publication is an educational tool that gives clear, scientific information about drugs and their effects. <a href="http://www.dea.gov/docs/drugs\_of\_abuse\_2011.pdf">http://www.dea.gov/docs/drugs\_of\_abuse\_2011.pdf</a>

The chart below lists effects of some drugs and alcohol, but the list is not all inclusive. The effects of drugs and alcohol can vary from individual to individual depending on quantity and situation.

Drug	Physical	Psychological	Possible Effects	Effects of
	Dependence	Dependence		Overdose
Alcohol	Yes with repeated use	Yes with repeated use	Impaired mental function, effects ability to learn, decreased judgment,	Respiration depression and death
Cocaine/Crack	Yes – High	Yes – High	Dilated pupils, increased heart rate, elevated blood pressure, runny nose, violent behavior	Cardiac arrest
Marijuana	Possible – long term	Yes - long term	Blood shot eyes, impaired short-term memory, altered sense of time, reduced ability to perform tasks	Capable of causing serious damage
Narcotics (Heroin, codeine, morphine)	Yes	Yes	Drowsiness, nausea, vomiting constricted pupils, watery eyes	Slow shallow breathing, convulsions, death
Amphetamines/ Other stimulants	Yes - possible	Yes	Increase heart rate, respiration rate dilated pupils, blurred vision, headache, sleeplessness,	Loss of coordination, stroke, irregular heartbeat, hallucinations
Barbiturates/ Other Depressants:	Yes – possible	Yes	Altered perception, staggering, restlessness	Respiration depression, convulsions
Hallucinogens (PCP, Angel Dust)	Yes	Yes	Unpredictable, Time and body movements are slowed, dulled senses	Violent behavior, convulsions, death
Lysergic acid (LSD, mescaline)	Yes	Yes	Dilated pupils, increased heart rate and respirations, loss of appetite	Bad psychological reactions
Inhalants (laughing gas, Whippets)	Yes	Yes	Nausea, sneezing, nosebleeds,	Unconscious, stop breathing

#### TREATMENT RESOURCES

The chart below lists a number of local substance abuse treatment resources available to people seeking assistance.

**Quest Recovery and Prevention Services** 

1341 Market North

Canton, Ohio 44702 330-453-8252

**Crisis Intervention Center of Stark County Inc** 

2421 13th Street NW

Canton, Ohio 44708 330-452-6000

**Neil Kennedy Recovery Clinic** 

2151 Rush Avenue Youngstown, Ohio 44507

1-800-228-8287

**ADM Crisis Center/Oriana House** 

15 Fredrick Avenue

Akron, Ohio 44310 330-996-7730

St. Thomas Ignatia Hall Detox Program

444 North Main Street

Akron, Ohio 44310 330-379-5257

Edwin Shaw Hospital for Rehabilitation Dobkin Center for Addiction Services

1621 Flickinger Road Akron, Ohio 44312 330-784-1271 ext. 5151 Tuscarawas County Alcohol and Drug Addiction

**Program** 

897 East Iron Avenue Extended

Dover, Ohio 44622

330-343-5555 Ext. 183

**Community Health Center Community Drug Board Inc.** 

725 E. Market Street

Akron Ohio 44305 330-434-4141

Alcoholics Anonymous 330-588-5206

**Al-Anon** 330-438-9511

**SUMMA Ignatia Hall of Canton Dependency Svc** 

3730 Whipple Ave NW #5

Canton, Ohio 44718 330-491-9215

**Quest Recovery and Prevention Services** 

245 2<sup>nd</sup> Street NW

Carrollton, Ohio 44615 330-627-0087

#### ENFORCEMENT OF POLICY

**Distribution.** The college is committed to enforcing this policy and to making sure that students/employees understand its contents and requirements. For this reason, a summary of the policy is published annually in the college catalog, and the full policy is available on the college web site and in the Health Services offices. All college employees receive an annual notification of the policy.

**Review.** The college reviews its drug and alcohol abuse program and policy bi-annually, or as otherwise required, to determine its effectiveness, to implement any changes as needed, and to help ensure the disciplinary sanctions described in this policy are enforced consistently.

The Drug-Free and Campus Schools and Campuses Act (DFSCA), codified as Part 86 of EDGAR, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The DFSCA requires the IHE to review their policies and programs on a biennial basis.

Other Applicable Laws. All applicable laws pertaining to alcohol consumption, including laws relating to the sale of, purchase by, or use by underage persons of alcohol, will be enforced on the college campus. Similarly, all applicable federal, state, and local drug laws are enforced on the college campus.

#### **III.** Definitions:

**Illegal drugs**—Commonly used illegal drugs include but are not limited to marijuana, heroin, cocaine, amphetamines, methamphetamines, and club drugs. For the purpose of 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, combination, and quantity as prescribed.

#### IV. Procedure:

#### **College Procedure**

Biennial reviews are conducted in even numbered years and copies are kept in the college office.

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

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

**Drug testing prior to admission:** Students selected for admission are notified of the procedure to follow for the drug test. Students are required to follow college established procedures 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 will follow the guidelines used by Aultman Health Services. Tests will be 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 given a final dismissal.

#### Faculty/Staff Procedure for Suspicion of Alcohol and/or Illegal Drugs

If a faculty or staff member has reasonable suspicion to believe a student is using alcohol and/or illegal drugs while in the classroom, clinical setting, or at an Aultman College sponsored event, the faculty/staff member will:

- Follow the protocols of the clinical site
- Inform the appropriate program director of the suspicion
- Request the student to submit to alcohol/drug testing with Health Services or the Emergency Department after hours. (Security will escort the student

- when at an Aultman facility. If off-site, contact Security to see if someone is available or utilize a taxi company).
- The student may not continue in class, clinical or Aultman College events during the investigatory process
- See Student Code of Conduct for additional information.

# V. Approvals:

**Administrative Council:** 09/30/2016

- VI. **Location:** [Please provide verbiage for the following required publications]
  - **Catalog** [entire policy]
  - **Website** [entire policy]
  - Faculty Handbook [entire policy]

## **Related References:**

Student Code of Conduct Policy

# **Appendix F: Tobacco Policy**

AULTMAN			
<b>TITLE:</b> Tobacco Free Environment	ORIGINAL EFFEC	TIVE DATE:	
	<b>REVISION DATE:</b> 06/10/2015	<b>1</b> : 1	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

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

- I. **Policy:** In keeping with Aultman's mission to "Lead our Community to Improved Health", all Aultman buildings, grounds, and campuses are tobacco free. Tobacco use in, on, or around, or within view of Aultman 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 Aultman facilities.
- II. **Purpose:** To outline guidelines for tobacco free environment. Aultman recognizes the health hazards of tobacco use and the potential fire hazards related to smoking at a healthcare facility.
- III. **Definitions:** Tobacco is defined as smoking and smokeless (snuff, chewing tobacco products and electronic cigarettes as well as other vaping devices).

### IV. Procedure:

- A. This policy applies to: employees, physicians, patients, students, contractors and visitors.
- B. Aultman employees are not permitted to use tobacco during their assigned work time including breaks.
- C. Employees should not smell of tobacco/smoke/vaping odor.
- D. Employees who do not comply with this policy may be subject to disciplinary action according to Aultman Human Resource policies and procedures.
- E. It is the responsibility of Aultman employees and Medical Staff members to follow policy and to make visitors and patients aware of Aultman's tobacco free environment.
- F. If an individual refuses to comply with Aultman's tobacco free policy, Security should be contacted for further follow up and enforcement.
- G. Violations of this policy shall be documented on a variance report.
- H. Strategies increasing compliance with this policy will be:
  - 1. Education on Tobacco Cessation for employees, 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, employee and Medical Staff awareness
- I. Variance reports and matters regarding compliance with this policy will be reviewed and evaluated by the Safety Subcommittee on a regular basis with recommendations as appropriate.

Source: ORC Chapter 3794, the Joint Commissions Standards 2015 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

# **Related References:**

NONE

# **Appendix G: Use of College Facilities Policy**

	MAN
TITLE: Use of College Facilities	ORIGINAL EFFECTIVE DATE: 04/05/2010
	REVISION DATE: VERSION: 2 10/11/2016

(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 computer lab or any of 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

- VI. **Location:** [Please provide verbiage for the following required publications]
  - A. College Catalog [Include the entire document]

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**Related References:** 

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

From: Jeannine Shambaugh (Staff) Sent: Friday, August 17, 2018 10:05 AM

To: (All Aultman College Adjuncts) <AllAultmanCollegeAdjuncts@aultmancollege.edu>

Subject: Safety Report and Drug & Alcohol Abuse Prevention Policy

Hi Everyone

This is our annual employee notification of our Safety Report and the Drug & Alcohol Abuse Prevention Policy. Both of these are located on the college web site and can be reviewed at any time. Please re-familiarize yourself with these two documents.

https://www.aultmancollege.edu/annual-security-reports

https://www.aultmancollege.edu/drug-and-alcohol-abuse-prevention-programs

Please let me know if you have any questions. Thanks - Jeannine

Jeannine P. Shambaugh, BA, MBA Vice President Aultman College 2600 Sixth Street SW Canton, Ohio 44710

Email: Jeannine.Shambaugh@aultman.com

T: (330) 363-5420 F: (330) 580-6654

From: Jeannine Shambaugh

Sent: Friday, August 17, 2018 10:03 AM

To: All Aultman College <AllAultmanCollege@aultman.com>; (All Aultman College Adjuncts)

<AllAultmanCollegeAdjuncts@aultmancollege.edu>

Subject: Safety Report and Drug & Alcohol Abuse Prevention Policy

### Hi Everyone

This is our annual employee notification of our Safety Report and the Drug & Alcohol Abuse Prevention Policy. Both of these are located on the college web site and can be reviewed at any time. Please re-familiarize yourself with these two documents.

https://www.aultmancollege.edu/annual-security-reports

https://www.aultmancollege.edu/drug-and-alcohol-abuse-prevention-programs

Please let me know if you have any questions. Thanks - Jeannine

Jeannine P. Shambaugh, BA, MBA Vice President Aultman College 2600 Sixth Street SW Canton, Ohio 44710 Email: Jeannine.Shambaugh@aultman.com T: (330) 363-5420

From: (Student Life)

Sent: Thursday, September 20, 2018 10:16 AM

To: 'allstudents@aultmancollege.edu' <a listudents@aultmancollege.edu' >

**Subject:** Clery Report

Hello!

I hope your semester has gotten off to a great start. It's hard to believe we're finishing the fourth week and "pumpkin spice" everything has arrived! In my world, pumpkin spice time means Annual Security/Clery Report time, so I've attached it for your convenience. It will also be posted on the college website for public access.

We compile the report each year to inform the college community about our compliance with Clery Act safety/security regulations, crime reporting, and other Title IX requirements. We take pride in creating a safe campus environment and meaningful programming for students, faculty, and staff and hope your experience is enhanced by our efforts.

I'd love to meet you during our *Spot the IX* campaign week in October or at one of several excellent programs offered during the school year. Feel free at any time to call, email, or stop in to see me with questions or feedback on the Annual Security Report or any of our Title IX services and programming activities.

Best wishes for a very successful fall semester!

# Lyn Sabino

Assistant Professor
Director Institutional Effectiveness and Compliance
Title IX Coordinator
Aultman College
2600 Sixth St. SW
Canton, OH 44710-1799
www.aultmancollege.edu
(330) 363-4227; (cell) 330-705-2819



Lyn.Sabino@aultman.com



Please consider the environment before printing this email

# **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.

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.





# Aultman Health Foundation

#### 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).
- 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	d by initialing ea	ach statement agree to the follow	ving:
-	agree to catalog college commu Catalog	ultmand o abide will be website inication of includ	college.edu. I a by all the police communicated e. I acknowled ns. I acknowled es the college's	om aware that I a ies that are conta I through my stud ge that I am resp dge that the Ault	m responsible for ained therein. I undent email, Wise consible for read man College of se Prevention Pr	og on the college website at or the information it contains an inderstand that any updates to the Line student portal, and/or the ing and reviewing these Nursing and Health Sciences ogram. I agree to abide by the	d I e
						es to keep copies of my formal ses, governing body reviews, ex	2.
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# **Appendix J: Employee Documentation Materials**

# **Orientation Checklist**

EMPLO	OYEE INFOR	MATION	V					
Employ	yee name:		Manager Signature:					
Position:								
Due Da	ate:			Date (	Con	npleted:		
CORP	ORATE CHE	CKLIST						
	Corporate C	Orientatio	on Checklist			Date:		
	□ HII	med Ass PAA Ifety Edu	ailant			Date: Date: Date: Date:		
COLLE	EGE CHECK	LIST						
	Campus Co	ordinato	r Overview			Date:		
	□ FE	nual Saf	odules: ety Report Abuse Prevention Policy			Date:		
COLLE	EGE PRESID	ENT RE	SPONSIBLE TO COVER THE FOLL	OWING COM	1PC	NENTS:		
			Mission/Values/Core Abilities		_	ate:		
		Organiz	zational Structure		D	ate:		
		Strateg	ic Plan		D	ate:		
		Instituti	onal Effectiveness		D	ate:		
HUMA	N RESOURC	ES RES	PONSIBLE TO COVER THE FOLLO	WING COM	POI	NFNTS:		
		Dress C					Date:	
		PTO					Date:	
		Evaluat	ion Process				Date:	
MANA	GER RESPO	NSIBLE Govern	TO COVER THE FOLLOWING COM	IPONENTS:			Date:	
		Mentor	Assignment				Date:	
			Publications				Date:	
			Requirements					
		Aultmar	Corporate Orientation Form				Date:	
		Assign t	to meet with various personnel if need	led:			Date:	
		LMS Tra	aining (If applicable):					

		<ul><li>□ Navigating the LMS</li><li>□ Designing a Hybrid Course</li><li>□ Teaching a Hybrid Course</li></ul>	Date: Date:	
FMPI	OYEE'S MENT	OR RESPONSIBLE TO COVER THE FOLLOWING	COMPONENTS.	
	☐ Kro ☐ Bee	e Healthy idays	Date:	
	Review Loca	ations of Supplies and Ordering Process	Date:	
	Tour of Heal	th Foundation	Date:	
ואואום	ION CHECKLIS	ST.		
DIVIO	NURSIN			
		Accreditation-CCNE LMS Module	Date:	
		BSN Program Outcomes LMS Module	Date:	
		Course/Class/Clinical- Experience LMS Module	Date:	
		Needs Assessment:  ☐ Needed Training:	Date:	
		☐ Action Plan:		

## **Employee Expectations - 2019 Annual Tracking Form**

Name: Employee Number:

Reminders for annual requirements as administered by Aultman Health Foundation (AHF)
☐ Annual TB - if required for your role in clinical patient care (available year-round through health services)
☐ Flu shot or waiver (typically occurs in September)
☐ HIPAA and Safety Annual Training (typically occurs in October)
It is of note that any employee may be selected at any time for a random drug screen and other AHF required training
could arise throughout the year.

### **College Regulatory Requirements:**

All listed sessions are required

Requirement	Title and Date of Event Attended
Participate in 1 FERPA training event	
(TBD)	
Participate in 1 Title IX training event as communicated by J Bradley i.e.	
Human Trafficking, Domestic Violence	
(TBD. It is of note that all Title IX coordinators/deputies, program directors,	
deans/directors, VPs, and President must complete the full Title IX module.)	

### **College and Community Participation:**

A college activity is defined as any event that is student-focused, uses Aultman College employees to staff it, and is not already required by your role.

A community activity is defined as any event wherein service to the community (NOT an Aultman entity) is provided where your participation is dependent upon your profession or your status as an Aultman employee. This may include volunteer time, organization of, or preparation for a community activity.

Event	Title(s) and Date(s) of Events
Volunteer at two college activities	
(e.g., Open House, Welcome Week, etc.)	
An hourly employee may adjust his/her hours to volunteer at an after-hours event.	
Overtime can be paid with management approval.	
Volunteer at two community activities	
(e.g., taking blood pressures at the local YMCA as part of a health drive, participating in	
the Aultman bike helmet program, packing backpacks with food, Relay for Life, marathon	
volunteer, participation on a board of directors, etc.)	
In order for Aultman Health Foundation to maintain its not-for-profit status, community	
activity service hours must be reported.	
Please report ALL of your hours on the T:Drive T:\Aultman College\College\2018	
Service Hours.xlsx	
If your hours take place during work time, please additionally enter these hours on the	
Aultman Employee Portal (Tools -> Forms -> Other Forms -> Community Benefit Form)	

### **LEADERSHIP TEAM**

Requirement	Title and Date of Event Attended
Participate in 1 community event as a rep for AC, AHF	
(TBD – MLK Breakfast, Angel Auction, community awards, etc))	

### **Professional Development:**

2 sessions minimum required which include any specifically listed below. It is preferred that you spend your time split between Aultman offerings (e.g. College CTL Day, AHF Leadership Academy) & external offerings (e.g. conferences).

Training	Title and Date of Event
High Reliability Finances – offered through the AHF Leadership Academy	

### **CLINICAL REQUIREMENTS:**

It is of note that these are determined in negotiation with Aultman Health Foundation. At times, training may arise midyear that would need to be added to this list.

Training	Applicable to	Date Completed
CPR	NRS, RAD	
Restraints and Patient Rights Education	NRS, RAD	
Personal Protective Equipment	NRS	
Hand Hygiene	NRS	
Point of Care Testing Glucometer	NRS	

## **DIVISION SPECIFIC REQUIREMENTS:**

Training	Applicable to	Date Completed
Quality Matters Reviewer Certification	NRS, RAD, FE	
2019 Copyright Education	NRS, RAD, FE	
Certified Nurse Educator (CNE)	NRS	

Employee Signature:	 Date:
Manager Signature:	 Date:

It is of note that if any employee does not complete these annual requirements the non-compliance will be noted on their annual evaluation AND a wage increase is NOT eligible to be granted for the 1<sup>st</sup> 6 months of the following year. That wage increase can be granted in the 2<sup>nd</sup> 6 months of the following year if the employee is making progress on that year's requirements; however, that wage increase would not be retroactive.