

WILCO AREA CAREER CENTER CLINICAL RULES AND GUIDELINES

Rule #1 Fingernails must be natural and short in length.

Elderly skin is fragile and extreme care is needed to prevent injury. Nails should be no longer than ¼ inch from edge of the nail plate. Per CDC guidelines, any artificial nail product, including fingernail polish, is prohibited in the clinical setting.

Rule #2 No jewelry may be worn at the clinical site.

To ensure resident and student safety, you may wear only a wristwatch with a second hand. No jewelry includes: all earrings, rings, necklaces, and any facial or visible body piercings.

Rule #3 Proper clinical attire is required for all clinical sessions.

The clinical uniform conveys a professional appearance and consists of a wrinkle-free khaki Wilco scrub top, wrinkle-free navy blue scrub pants, white socks, clean white leather/vinyl shoes and a gat belt (optional). All visible tattoos must be covered. A plain white shirt may be worn under the scrub top.

Rule #4 Cologne, after shave or any grooming product with a scent is not permitted to be worn at the clinical site.

Strong scents are a health risk to those with allergies and sensitivities and thus need to be avoided at the clinical site.

Violation of any of the above clinical rules may result in the student sitting out of clinical for that session. Each missed clinical session must be made up at the cost of \$20/hour. Saturday makeup sessions are scheduled according to instructor availability.

In the event an instructor is unable to attend a clinical session, every attempt is made to notify students of the cancellation. If a student arrives at the clinical site and no instructor is present, the student is to call Wilco for further instruction. 1 – 815 - 838 – 6941.

Attendance is an important part of the learning experience.

Students missing more than 12 school days for the entire year will be removed from the clinical portion of the class & will not be eligible for the State Certification Exam. Court dates or medical absences would not be counted against attendance provided official documentation of the appointment is provided to the Wilco Instructor **within 7 days of absence.**

To meet State requirements, any clinical absence **MUST** be made up by the student by the end of the semester the clinical day was missed. After four (4) hours of clinical absences, the student will be subject to withdrawal from the clinical rotation.

An 80% average must be maintained in all aspects of the class to remain eligible for clinical instruction and to qualify for the State Certification Exam. Evaluation will be done at the end of semester 1 (one) and prior to the State Exam.

Students removed from clinical may continue in the theory portion of the class and receive high school credit upon receipt of a passing grade.

CAUTION: Engaging in any of the following activities would result in removal from the clinical experience:

- Aggressive behavior either at Wilco or the home school
- Under the influence or in possession of drugs, alcohol, or any illegal substance or illegal paraphernalia
- Any violations of resident or student privacy, including and not limited to: social media, texting, e-mail or verbal communication
- Placing a resident in emotional / physical jeopardy or repeatedly disregarding the policies of the clinical facility. (Students will be given one warning regarding unsafe or unprofessional behavior. Students are removed from clinical if said behavior is repeated)