

Tri-Rivers Adult Education Student Handbook

Appendix B

Patient Care Technician Program Handbook



This copy of the Adult Education Student Consumer Handbook is current as of the
Board Approval Date listed on the cover of the Handbook / Catalog.

PROGRAM DESCRIPTION	3
CERTIFYING AGENCY	3
PROGRAM GOALS	4
PROGRAM OUTCOMES	4
APPLICATION AND ADMISSION PROCESS	6
TRANSFER POLICY	7
FINANCIAL INFORMATION	7
ACADEMIC ADVISING	10
STUDENT INPUT REGARDING PROGRAM PROCESSES AND DECISION-MAKING	11
PCT STUDENT RESPONSIBILITIES	12
Classroom Rules	13
CLINICAL EXPERIENCE/EXTERNSHIP	15
EVALUATION	16
RULES FOR SKILLS LAB	22
ATTENDANCE	24
STUDENT PHYSICAL REQUIREMENTS	27
STUDENT HEALTH, ILLNESS, INJURY	27
MINIMUM ACCEPTABLE MENTAL AND PHYSICAL COMPETENCIES	28
ADMINISTRATIVE INFORMATION	29

Patient Care Technician (PCT)

Length: 8.5 months

Total # of hours: 718 hours Preparation: Entry-level employment

Credit awarded: Certificate

Quarter I : 144 hours

Quarter II: 208 hours

Quarter III: 205 hours

Quarter IV: 161 hours

PROGRAM DESCRIPTION

This program is designed to prepare students with a basic entry-level courses in health care in order to provide safe, direct care for clients in a variety of health care settings. The student will have direct supervision from an instructor who will be a registered nurse in long-term and assisted-living facilities. The EKG and Phlebotomy classes will be implemented with direction from the nurse education director who is a registered nurse. The successful candidate has the option to achieve certification in CPR, Phlebotomy, EKG, Nurse Aide, Home Health Aide, Coding & Billing, Patient Care Tech, Clinical Medical Assistant, and Clinical Administrative Assistant. Testing is provided by The National Healthcareer™ Association and is optional – see below for more detail.

RATIONALE FOR PCT PROGRAM – The Health Care Coordinator met and visited several other successful programs across the state. School officials met with area health care personnel to review and identify components to include in the program. Two advisory committees – nursing and the general adult indicated a need and have given their approval to this new program. School officials have also met with potential clinical sites. Personnel from all these institutions have identified the critical need for a person in this position. The local hospital identified more than 15 job descriptions which would benefit from hiring a completer and at a higher wage rate. With the shortage of trained employees in the healthcare field, many in the area are excited about this training option

CERTIFYING AGENCY

The National Healthcareer Association (NHA). Tri-Rivers is an approved NHA examination delivery site. The current certification examinations are: Patient Care Technician, Phlebotomy Technician, EKG Technician, Medical Administrative Assistant, Clinical Medical Assistant, Billing and Coding Specialist, and Electronic Health Record Specialist. The National Healthcareer Association was established in 1989 as an information resource network for today's active health care professionals. NHA, now part of Assessment Technologies Institute (ATI), in Stillwell, Kansas, is committed to serving the allied health community with certification programs that will make them more

competitive in the field. The NHA exams have been given in all 50 states throughout the country in over 300 testing locations certifying thousands of healthcare professionals each year. Upon successful completion of an exam, the graduates are recognized with a highly respected National Certification that immediately translates into improved job placement and increased career advancement opportunities. An NHA certification demonstrates to an employer that this individual is an ideal employee, serious and dedicated and desiring advancement in his/her chosen career field. Every person passing the exam will be Nationally Certified as recognized by the NHA, and shall receive a certificate appropriate for display, as well as a pocket ID certification card with a certification number. For more information about NHA call 1-800-499-9092.

PROGRAM GOALS

The goals of the Tri-Rivers Career Center's Adult Education Patient Care Technician Program are:

1. Develop Patient Care Technician competencies in the following areas in order to prepare students for gainful employment in entry-level (or higher) jobs in the Patient Care Technician field.
 - a. Developing the practical application of medical terminology
 - b. Developing skills as a Coder or Biller in a medical office or hospital
 - c. Performing basic laboratory procedures
 - d. Assisting with diagnostic test and examinations and procedures as instructed
 - e. Developing a practical application and knowledge of medical law, ethics and professionalism
 - f. Developing skills in communication; computerized (e-mail) or verbal
2. Develop students' competency in the academic areas of communication and behavioral science. Relating human body systems to disease and disorders.
3. Provide opportunities for students to develop employability competencies needed in the Patient Care Technician field.
4. To introduce the students to many facets of health care through classroom and multiple hands-on opportunities
5. To provide the student with a basic entry-level course in health care and assist them in determining if this will be a step on their health care career ladder.

PROGRAM OUTCOMES

The goal is to offer several career paths to the student including, but not limited to, Nurse Aide, Medical Assistant, Phlebotomy Tech, Electronic Health Records Specialist. The PCT Program also provides for completion of prerequisite courses for the Practical Nursing Program. An additional goal is to assist with the shortage of employees in the local health care field and provide students an opportunity to become employed at a higher wage rate than they would otherwise.

INDUSTRY CREDENTIAL/POST-ASSESSMENT

- State Tested Nurse Aide
- National Healthcareer Association (NHA) Certifications:

Certified Patient Care Technician

Certified Billing and Coding Specialist

Certified Phlebotomy Technician

Certified EKG Technician

Certified Clinical Medical Assistant

Certified Medical Administrative Assistant

Certified Electronic Health Record Specialist

METHOD OF INSTRUCTION – Area hospitals, physician offices, and pharmacies provide related shadowing, mentoring and clinical experiences. We have a skills lab maintained for our health care programs and this, along with our computer lab that is used. Many of the same instructors, who are currently employed full-time, have requested to work part-time on various aspects of the course.

SPECIAL NOTICE – Outside school access to a computer and internet connection is required. Certain classes in the Patient Care Technician Program have special requirements for testing or completion.

- **Phlebotomy** –In order to pass the phlebotomy course, the following criteria must be met:
 - Course work (theory) grade of 76% or higher.
 - Specific number of successful venipunctures and dermal punctures must be achieved, as documented on the course syllabus by the instructor.
 - Successful participation in phlebotomy clinicals.
- **EKG** – In order to pass EKG, the following criteria must be met:
 - Course work (theory) grade of 76% or higher.
 - Successful application of EKG (“hook-up”) and specific number of EKGs must be achieved, as documented on the course syllabus by the instructor.
- **Nurse Aide** – In order to pass the Nurse Aide course and be eligible for state testing, students must maintain 100% attendance and pass all portions of the program.

Patient Care Technician Certification Testing – Tri-Rivers Career Center’s Adult Education program is an approved National Healthcareer Association testing site. In order for the PCT student to be eligible to take the Certified Patient Care Technician exam, all courses must be successfully completed and students must be a STNA. If a student has not met the requirements for CPCT testing, then he/she may be able to choose to take a different certification examination. However, no refunds will be issued for students not taking a certification examination. If the certification fee is included with the cost of tuition, but the student decides to take an examination that costs less than that of the CPCT, a refund for the difference in the amounts will not be issued. If the student chooses to take more than one certification testing, the student is responsible for any costs associated with any additional examination.

APPLICATION AND ADMISSION PROCESS

PATIENT CARE TECHNICIAN PROGRAM

Application Procedures – Admission to our PCT program is dependent on an application review as well as an admission interview. Only complete applications will be reviewed.

1. Completion of application form. (If an applicant fails to truthfully answer questions on the application form and the information is discovered at a later date, the student may be dismissed from the program.)
2. Submission of \$95 application fee (fee covers application and pre-admission testing).
3. Submission of official transcripts from high school showing proof of graduation or successful completion of General Educational Development (GED).
4. Successful completion of WorkKeys® testing with a score of 4 or greater for each test.
5. Proof of citizenship or legal residency that establishes your identity and residency with one of the following documents from List A or one of the following documents from List B and List C:

List A List B List C

- U.S. Passport or U.S. Passport Card
- Permanent Registration Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 1.
Driver’s license or state issued ID card that contains a photograph with information such as name, date of birth, gender, height, eye color, and address.
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- Voter’s registration card
- U.S. Military card or draft record

- Social Security card
- Certification of Birth Abroad issued by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of birth certificate
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

Admission Requirements – The following program-specific requirements must be completed on admission, at student expense, prior to classes starting:

1. Pay admission and laboratory fees
2. Physical Examination with lab studies, titers, and vaccinations (see provided form)
3. Drug Testing (10-panel) – A positive drug screen or any attempt to provide a fraudulent specimen will result in the inability to progress in the nursing program. All such cases will be evaluated on an individual basis.
4. BCI/FBI Background check

TRANSFER POLICY

Students may opt to take one or all of the classes in this program. The student must meet with the program coordinator to outline a plan and course sequencing. Only students enrolled in all of the courses for one calendar years will be considered Patient Care Technician students and qualify for Title IV Financial Aid. A minimum of 400 hours must be completed at Tri-Rivers for issuance of a certificate of completion. Admission procedures are the same.

COMPLETION – Certificates will be awarded to students who satisfactorily complete the program requirements (attendance, academic progress, evaluation, and full payment of tuition and fees). Students receiving student loans are required to complete financial aid counseling.

FINANCIAL INFORMATION

Tuition is due BEFORE the first day of the quarter. Please refer to the Program Dates at the beginning of the handbook/catalog.

Financial Aid Information – If the student fails to attain 76 percent in each class and 95 percent attendance after probation, he/she will not receive any additional financial aid.

Appeal Procedure – Please refer to the Adult Education Grievance Procedure in the student handbook. Financial Aid recipients who fail to meet these standards will be notified by the Financial Aid office of the discontinuation of aid. Appeals can be made to Director of Adult Education within 10 working days after receipt of the discontinuance notice. The program administrator will respond in writing to denied appeals or award the recipient financial aid in the amount and the type deemed appropriate.

Curriculum Overview

The curriculum is divided into four quarters and is nine months in length. Typically, classes are held Monday thru Friday, 8:00am – 3:00pm. Class schedule will be provided in advance. Externship hours may vary.

Quarter I

Learning Strategies
TRCC ComTech
Medical Terminology
Microsoft Word
CPR/First Aid

Quarter II

Nurse Aide
Electronic Health Records
Microsoft PowerPoint
Anatomy and Physiology

Quarter III

Microsoft Excel
Pharmacology
EKG
Phlebotomy

Quarter IV

Health Care Skills
NHA Test Prep Review
Externship
Resume

Total Program Hours for PCT = 718

Program Options:

- Day Program = 9 months in length / Four (4) quarters

PCT COURSE INFORMATION

TRCC Comp Tech (for PCT) – This class is designed to teach the fundamentals of computer operation and introduce you to your Tri-Rivers accounts. Topics covered are working with the Windows operating system, managing files and folders, basic typing skills, learning internet and email skills.

Medical Terminology – Through the study of medical terminology the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations and pharmaceuticals applicable to each system will be integrated.

Learning Strategies – The Learning Strategies class is developed to help the students learn and apply essential reading, communication, organization and studying skills needed to be successful in their college education.

Math for Meds – Math for Meds is a course that progresses from basic to more complex math information. Students will learn knowledge of calculating dosages, reading dosage labels and syringe calibration, and much more to prepare the students for the future health care programs.

WORD – This class is designed to teach basic typing and word processing skills. We will be using Microsoft's Word to learn how to create various word processing documents.

Anatomy and Physiology – is a study of the structure and function of the human body, which forms a basis for understanding the ways in which the body maintains health, affects disease processes and principles of nursing care of adults and children. The course focuses on presenting basic anatomy and physiology. Students will gain an understanding of the structure and function of the human body.

Medical Administrative Assisting/Electronic Health Records – The Health Unit Coordinating class is designed to provide the students with information on how to manage a non-clinical task in a medical environment. This includes managing supplies and equipment, performing the receptionist role, protecting the confidentiality of patient information, setting priorities and organizing the workload. The Electronic Health Record portion of the class is designed to provide the students with information on how to navigate software and manage electronic health records.

Nurse Aide – The Nurse Aide course provides training in basic nursing care by the use of classroom instruction, lab practice, and actual clinical experience. The content follows guidelines mandated by the Ohio Department of Health and the Ohio Department of Education. Emphasis is placed on attitudes and behaviors of nurse aides working with the elderly and how to assist the elderly in maintaining the highest level of functioning possible.

CPR/First Aid – This course follows the guidelines set forth by the American Heart Association. CPR for the Health care provider and First Aid are taught by American Heart Association trainers and a card will be issued upon successful completion of CPR and First Aid.

PowerPoint – This class is designed to teach basic PowerPoint presentation skills. We will learn how to create PowerPoint slides, insert ClipArt, and set up transition and animation effects. Topics covered include adding and formatting text to slides, editing presentations, printing presentations, running slide show presentations.

Phlebotomy – This course is designed to provide the student with information on the proper technique to collect a quality lab specimen. Also it provides complete coverage of the most common CLIA waived tests in the ambulatory setting. The student will learn fundamental concepts of the basic knowledge related to the appropriate test and procedures. Students will be able to apply their skills in a clinical setting.

EKG – This course helps students, with no prior knowledge in the field of EKG interpretation, understand the placement and interpretation of cardiac rhythms. The course covers a straightforward overview of cardiovascular anatomy and physiology, and takes a step-by-step approach to teaching the basics of EKG interpretation.

Health Care Skills – The course focuses on skills commonly utilized in the office setting. With an increased responsibility for patient care technicians, comes a greater need for professional knowledge and skills. This class is designed to provide the basics of clinical competency combined with a background knowledge of anatomy and physiology.

Pharmacology – This course is designed to provide basic pharmacology knowledge including nomenclature, routes of administration, drug action, and the body's response with the focus in the medical office setting.

EXCEL – This class is designed to teach basic Excel spreadsheet skills. We will learn how to manage, analyze and present data in a spreadsheet environment. Topics covered include creating workbooks, entering and editing data, and formatting worksheets. We will also cover basic formula creation and working with charts.

NHA Test Prep Review This course is designed to provide review and preparation for end of course certification testing.

Resume – This course is designed to aid students in creating their own effective cover letter and resume or improving what they may already have. Students will be shown different formats and advantages and disadvantages to each. Students will be shown how to use templates, but most important, the skills to develop their unique resume.

ACADEMIC ADVISING

Individual – The faculty and nursing education manager are available for academic advising. Any problem affecting the student's performance may be identified and discussed. However, the student with social, emotional and/or psychological problems of an ongoing nature will be referred to community resources. Assistance may also be obtained through the designated school counselor.

Student / Faculty Sharing – If indicated, the total faculty will meet the class for an informal sharing of goals, issues and/or concerns. All students are encouraged to attend and share with fellow students and faculty.

Initial & Exit Interviews – An interview with the Director of Healthcare Education Programs and Public Safety Services or designee will be held early in the program to discuss progress and identify potential concerns. During the final week of the program, students will be scheduled for an exit interview with the program administrator /instructor. At this time, the student may discuss any concerns and/or suggestions regarding the program, employment and/or educational plans.

STUDENT INPUT REGARDING PROGRAM PROCESSES AND DECISION-MAKING

Student Council – Each cohort will nominate and elect members of the student council during the first quarter of each program. The student council will consist of a president, vice president, treasurer, recording secretary, class reporter, and student representative. The purpose of the student council is to act as a liaison between the class and the faculty and to facilitate the social and problem-solving functions of the class. Functions of the student council may include:

1. Serving as a liaison for communication between faculty and the student body.
2. Facilitating identification of problems and suggesting constructive alternatives/solutions.
3. Organizing various activities/committees (ex: Fundraising, Graduation, Social, Handbook).
4. Assisting faculty in promoting vocational growth.

Student Council funds may be expended for any purpose that further enhances the students' educational experience while at Tri-Rivers. The faculty are available to advise the student council on leadership and problem-solving skills. The president will meet with the nursing education manager as necessary to provide information regarding pertinent plans/issues. Within one week of any scheduled meeting, the student council will present the meeting agenda for approval to the Director of Healthcare Education Programs and Public Safety Services . A copy of the meeting minutes will be posted for class review and filed with the coordinator.

Student Representatives – Student representatives are elected for each cohort and provide a liaison role to faculty. The role of the student representative is to gather information from students about current issues or concerns and may attend selected faculty meetings to present the information and/or receive clarification. Representatives may also be asked to attend student conferences as an advocate or participate in student appeals hearings when appropriate.

PCT STUDENT RESPONSIBILITIES

Accountability – Students are responsible for their own actions and acting professionally at all times. Students are responsible to the instructors of the school, and are encouraged to approach them regarding any problem.

Class periods are scheduled for 50 minutes, and start promptly at the stated hour. Laboratory practice classes may be one and one-half to three hours in length. Students are expected to report to class on time.

When working in the clinical area, the student is entrusted with the care of the patients. Thus, it is expected that students come to the clinical area prepared for their clinical assignments and complete these daily assignments. Students and faculty must follow guidelines established by the health care facility and the physician's orders. Students must report in uniform to the assigned clinical area at least ten minutes before the time is scheduled. When students are assigned for clinical experience, they are to complete their assignment and report off duty at least ten minutes before post conference or as instructed.

Student Information – Students are required to keep their phone number, address, and emergency notification information up to date with the nursing office.

Confidentiality – Due to the nature of the learning and professional environment, confidentiality is required.

1. I understand that I have a professional responsibility to protect the client's rights to privacy.
2. I agree that I will not disclose any confidential information to any unauthorized person, make printed copies of any reports, documents, or on-line data that comes into my possession.
3. I must carefully protect information of a confidential nature.
4. I will not access confidential information without authorization from my clinical instructor/preceptor.
5. I recognize that unauthorized disclosure of confidential information is totally prohibited.
6. I recognize that the disclosure of or sharing of passwords, access codes, key cards assigned to me is prohibited, and that I am accountable for them and for any improper access to information gained with these privileges.
7. If I have reason to believe that the confidentiality of my access privilege has been broken, I shall immediately notify my clinical instructor/charge nurse on my assigned nursing unit.
8. I understand that if I violate any of the above statements, I will be requested to attend a hearing at Tri-Rivers Career Center.
9. I will be provided an opportunity to refute evidence of my breach of confidentiality.
10. Based on the evidence submitted at my hearing, a committee at Tri-Rivers Career Center may dismiss me from the Adult Education Program.

Background Checks and Drug Screens – Background checks and drug screens are a requirement of clinical facilities, in which, Tri-Rivers Career Center has a contract for nursing student clinical experience. If a student declines, or if the background or drug screen is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Current students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason. The student is financially responsible for background checks and drug screen.

Classroom Rules

1. All drinks must be in a spill proof container.
2. All cell phones must be turned off, no texting allowed
3. Students must arrive on time for class and sign in. No student will be admitted into class after the door is shut. Students arriving late must wait until break time to enter. Students must sign in at the time they enter the classroom, not the time they arrive at school.
4. If the student needs to leave class during lecture, he/she must wait until break to re-enter.
5. Be respectful of others, no talking during lecture.

Housekeeping – Each member of the class is expected to help keep our school neat and clean. Please check the skills laboratory rules posted each year by the skills lab. Instructors / Faculty / Students must leave their classroom neat and orderly for the next class.

Housing – No facilities are provided for the housing of students. This is seen as the student's responsibility. However, the program administrator will make every effort to assist students in locating housing or put incoming students with similar needs in touch with each other.

Smoking/Vaping – Students are not permitted to smoke while in uniform. Students will not be allowed to smoke on Tri-Rivers Career Center property. The Board of Education has mandated that the student/staff population may not sit in their automobiles on the school property and smoke.

Pregnancy – Pregnancy may pose special problems for female students. While the student's continuation in the program during pregnancy is not discouraged, it is necessary that the faculty be informed of the pregnancy as soon as possible. When a student becomes pregnant, she must notify the program administrator or designee and must submit a signed statement from her primary care provider verifying that the student may safely participate in the program with no restrictions. Students must also submit a written verification from her primary care provider following delivery that she may safely participate in the program with no restrictions.

Use of Medications – In order to protect yourself, should you become ill during class or clinical time or in the event that you should be requested to have a drug screening, please provide a list of any legally prescribed medication that you are presently allowed to take. Tri-Rivers Career Center - Adult Education will permit the legal use of medication of drugs prescribed by a licensed practitioner provided that such usage does not adversely affect the student's performance or endanger the health and safety of the student or others. All students must fill out a medication form and must be submitted with the required physical form. Each student is required to update his or her medication form as needed. Tri-Rivers Career Center reserves the right to define "adversely affects" and at its discretion, place on probation any student that it deems may be adversely affected by the use of legally prescribed medication or drugs.

Damages & Losses – There may be a time when students may need to borrow equipment. Once permission is granted, students using equipment belonging to the school must assume responsibility for its proper care and return. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of the equipment. Students must sign for equipment/audiovisual materials on the date they remove these items from the building and then sign on the date items are returned.

Bulletin Boards – Classroom bulletin boards will be for communications of interest to all students. Weekly schedules, observational experiences, clinical rotation, announcements are posted on these bulletin boards. Students must request permission to post items on the bulletin boards from the instructor.

Food & Beverages – On clinical days, lunch arrangements are per the instructor. On class days, students may bring covered drinks to class. Ample time is generally available to eat in local restaurants, or students may eat in the student lounge, if lunch is brought in from home or local carryout restaurant. No food is to be eaten outside of the designated eating areas.

Student Employment – In the interest of safety, a student may not work 11pm – 7am shift before clinical experience. As long as the student is meeting the objectives of the program, no other limits are placed on employment. If it becomes evident that the student cannot meet the objectives, it will be suggested that employment be curtailed.

Visitors

Classroom – Students may secure permission from the program administrator or instructors to bring an occasional visitor to class.

Clinical

1. Students are urged to make patients' visitors feel welcome.
2. Students are not permitted to have personal visitors while on duty.
3. Students are not to share their clinical rotation schedules with anyone outside the school population. This is important for security reasons.

CLINICAL EXPERIENCE/EXTERNSHIP

Clinical provides an opportunity where the student is expected to utilize all resources to enhance the learning experience. The following rules will be in place:

1. Students will be expected to function according to the respective healthcare partners' policies relating to parking, use of the cafeteria, measures, uniform requirements, and routines established for the respective department.
2. During some experiences, students may be expected to act as models. If a student has any objection to providing this experience, they should notify the instructor immediately so that an alternate experience can be provided.
3. As opportunity permits, instructors facilitate student responsibility for learning, encouraging or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping an "anecdotal" record of behaviors and skills, and self-evaluation of one's clinical performance. The instructor's anecdotal notes relating to an individual student are available to that student in the instructor's office.
4. Prior to each clinical rotation, students will be given specific instructions regarding preparation for the scheduled clinical
5. The clinical experience may begin with a pre-conference. During the pre-conference, general instructions may be given, and the student is assisted to plan or meet individual client needs. Student preparation for client care is also evaluated during the pre-conference.
6. Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.
7. Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately.
 - a. The instructor will then document behaviors/occurrence objectively. All specific data including date, time and place of occurrence is to be included.
 - b. When student clinical behaviors do not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary a written warning will follow.
 - i. The verbal discussion should occur as close to the time of the occurrence as possible.
 - ii. The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
 - iii. Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior. An action plan will be provided.
 - c. A counseling conference may be held. The student has the opportunity to respond to the instructor's warning and recommendation on the Official Reprimand form or Written Summary of verbal warning.

8. Clinical Faculty or designee must be present during any invasive procedure, sterile procedure, or wound management procedure. Students are expected to perform safely in all areas of client care. Any performance, which endangers a client's wellbeing, may result in the student's removal from the clinical field.
9. Any student who, in the judgment of the faculty, does not demonstrate appropriate preparation for client assignment will be directed to the skills lab or computer lab at Tri-Rivers Center for Adult Education for additional preparation and/or sent home and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors as needed to discuss their progress in the program. All faculty create and post a schedule office hours during which time they are available to assist students.
10. At the discretion of the instructor, any student who does not perform interventions safely, in accordance with instruction (for example, the administration of medication) may be considered unsafe and excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, or may withdraw, in accordance with policy.
11. Students are evaluated mid-way through each clinical rotation as well as at the conclusion of the clinical rotation. Final evaluations are written and signed by both the student and instructor. Signing this form indicates the evaluation has been read. Signing does not imply concurrence with the evaluation. Failure to keep an evaluation appointment at the end of each clinical rotation will result in the grade of "I" (incomplete) being assigned. It is the student's responsibility to be aware of the clinical objectives.

EVALUATION

Evaluation Philosophy – Evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

In order to promote self-understanding, every clinical evaluation by the faculty is accompanied by a student evaluation. All courses have specific objectives. These objectives are the outcome that you should achieve. The student will be tested and evaluated on the objectives of the course, specific units, and clinical objectives.

Evaluation of the Program – Ongoing evaluation of the programs is essential for the continued growth and excellence of the programs. The faculty conducts regular evaluation of the programs. Student input is utilized in this evaluation. Students are asked to complete an evaluation of the courses (classroom / clinical). At the end of each observational experience and each clinical rotation, students are expected to write a brief evaluation of the experience. Students also evaluate the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences.

Successful Progression – In course work, a student must maintain a 76% (C) or above in each class and a satisfactory rating in clinical to remain in the program. Reports from clinical instructors will be reviewed weekly and if an unsatisfactory evaluation occurs, the student will be advised. Academic warning or probation may result. Repeated unsatisfactory evaluations while in the clinical area may result in dismissal from the program.

A student's academic progress will be reviewed by the faculty at mid-quarter and at the end of each quarter to discuss the progress of each student in academic courses and clinical experience. A written progress report is given to the student at the completion of

each quarter. This includes the letter grades and percentages the student has achieved for the quarter in each course taken. At midterm or at the end of each quarter, students may be warned, put on probation or dismissed as a result of unsatisfactory progress. The student must be in attendance at least 90% of the scheduled time while enrolled in the program when financial assistance of any kind is used.

Each course syllabus defines the requirements for satisfactory course completion.

Grading Scale – The following grading scale is utilized:

93 – 100% = A

85 – 92% = B

76 – 84% = C

Below 76% = F

Probation – Probation is defined as a “trial period”. A student may be placed on academic and/or clinical probation by the Director of Healthcare Education Programs and Public Safety Services at the recommendation of faculty members. Probation is a measure utilized to encourage self-evaluation of progress in the program and adjustment of behavior accordingly. A student placed on probation will be notified in a conference with the Director of Healthcare Education Programs and Public Safety Services. A student council member of the student's choice may be present at the conference. At this conference, and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period. Reasons for probation include, but, are not be limited to:

1. Unsafe performance in the clinical area exhibited by behaviors that might prove injurious to self, clients, co-workers and/or visitors
2. Unsatisfactory performance in the clinical areas as measured by the clinical performance evaluation tool and documented by the clinical instructor
3. Unsatisfactory performance in course work as measured by a grade point average below 76% at midpoint of any quarter
4. Failure of the skills checks off at the end of each quarter
5. Non-compliance with regulations of the school

Dismissal – The student will be informed of dismissal in writing and verbally if possible. The student will be scheduled to have a conference with the program administrator and the faculty, to discuss the dismissal. The student may choose a student council member to be present for the conference. Also, students must see the financial aid administrator for a scheduled exit interview.

Dismissal from the program will occur for any of the following reasons:

1. Persistent unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor
2. A grade of “unsatisfactory” in the Clinical or Skills area at the end of the quarter
3. A grade point average below 76% in any one course at the end of the quarter
4. Failure to meet the objectives of the program
5. Proof of chemical / substance abuse
6. Breach of Confidentiality
7. Failing skills laboratory

Dismissal may occur for any of the following reasons:

1. Any absence or tardiness that is not reported according to policy
2. Total absenteeism of more than 10% per quarter
3. Absence from clinical more than one day in a single quarter
4. Absenteeism of 5% of total hours during the school year
5. Persistent tardiness
6. Violation of rules and regulations
7. Conviction of a felony
8. Falsifications of application materials
9. Cheating and/or plagiarism

Incompletes – Students who do not complete the course/clinical/skills requirements must have faculty approval to have extended time and to complete requirements, to continue to the next quarter, or repeat the courses.

Warning – Verbal warning and written warning (utilizing appropriate documentation) will be placed in the student's file and may result from infractions of classroom/clinical guidelines for the following reasons:

- Students who have an average grade less than 80 percent in any course at midpoint in any quarter
- One unsatisfactory clinical evaluation
- Receiving two unsatisfactory grades in clinical documents (Data collection book)
- Inappropriately dressed for classroom or clinical experience
- Inappropriate or unprofessional mannerisms or communication in the clinical area, classroom, or other connected facilities with Tri-Rivers Career Center
- Lack of motivation, uncooperativeness, unethical conduct, or poor personal appearance or cleanliness
- Inability to perform in classroom, clinical, or laboratory skills sessions

Testing – It is believed that a test or examination can serve as a teaching aid. Testing may occur in several ways including written, Scantron, and online versions.

- Scantron Sheet – Some courses utilize the Scantron Sheet as a source for testing. This is an optical scan sheet that is processed through the computer. No changes may be made on this scan sheet after it is submitted to the faculty member proctoring the test. Students need to make an appointment to see their test booklets with the faculty member responsible for the test.
- Online Tests – Some courses utilize a testing feature on the online platform. Students will have the ability to review the material during the week immediately following the online test.

Students will have the right to review tests so they can learn from the errors they have made. The following procedure will be applied:

1. The instructor may provide a copy of the test key for a period of time so the students can check their errors.
2. The instructor will do one of the following with the tests:
 - a. Give test back to the students for a designated period of time determined by the instructor.
 - b. Review the test during class time.
3. The final examination score cannot be recorded if the student fails to return the answer sheet or test papers as requested.
4. Students will not be permitted to write on graded tests/answer sheets during the review.
5. If there is a concern regarding any test question, the student
6. must submit a written request with rationale to the instructor to have the question reevaluated within 3 days after the test review. The instructor will then review and make a final determination regarding the test question.
7. Once students have had the opportunity to review a test and request reevaluation as stated above, no further credit will be awarded after that timeframe. Thus, it is the student's responsibility to ensure that he/she has thoroughly reviewed his/her tests.
8. Students are not permitted to copy test questions/answers. If proof that a student has copied test questions/answers, disciplinary action may occur and the student may not be able to review future tests.

Late Tests, Examinations and/or Assignments – All assignments are due on the date and time specified by the instructor and all assignments must be submitted to fulfill course requirements. A missed test/exam must be taken on the day the student returns to school unless other arrangements are made. There will be an immediate 5% reduction for missing a test/exam during the scheduled time or for submitting an assignment late. A student must see the instructor(s) upon returning to school.

Retesting – A student who is below 76 percent at the completion of a quarter and upon recommendation of the faculty may:

1. Be retested in a specified area
2. The following will be considered in arriving at that decision to retest a student:
 - a. The student's previous school record shows that the student has been making satisfactory progress and has not had academic difficulties in other courses, or
 - b. There have been extenuating circumstances that may have contributed to the failure of the student, examples: family illness, personal illness, personal or family problems requiring absence from school, and faculty have been aware of the problem prior to the test/exam

If retesting takes place, the following will be implemented:

1. The student will be retested only once.
2. The retesting will be arranged by the program administrator or designee, and will be completed as soon as possible after the faculty decision is made.
3. The student may be given the same test/exam, or the instructor of the course may choose a comparable test/exam.
4. The student will receive a maximum grade of 76% for the test. After retesting, the student must achieve a total of 76% or better for the course. The student will receive a maximum course grade of 76% even though the average may be higher with the retest.

Skills Check-Off & Skills Practicum – Skills is part of quarterly progression. The student must pass skills check-offs and practicum with a satisfactory grade, according to the criteria established by the faculty for the given skill.

For skills check-off, after 2 failed attempts, the student will meet the program administrator and faculty to discuss the performance. The faculty will discuss the options of allowing the student to complete one more attempt or to dismiss the student from the program, utilizing the student's performance history while in nursing school.

For skills practicum, the student will be tested on a randomly drawn skill from the current and previous quarters. If the student receives an unsatisfactory score, the student will be allowed one repeat attempt of that skill and will have to perform a second randomly drawn skill to be checked off by two different instructors on a different day. If the student fails the repeated skill, the second skill will not be performed. At that time, the student will meet the program administrator and faculty to discuss the performance. The faculty will discuss the options of allowing the student to complete one more attempt after remediation or to dismiss the student from the program, utilizing student's performance history while in nursing school.

Make-up Assignments for Missed Labs/Skills – Students who are absent from fundamental/skills laboratory classes must satisfactorily demonstrate those procedures practiced during their absence. It is the student's responsibility to contact the instructor to determine when and where the demonstration will be presented. The student may be required to attend extra fundamentals labs or perform individual lab practice when regular labs are not scheduled.

Clinical Evaluation & Grading – Clinical experiences provide students with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of basic nursing functions with individuals or groups across the life span. Clinical evaluation is carried out through the use of clinical performance evaluation tools. At the end of each clinical rotation, the student and faculty members each evaluate the student's performance using the tool. A conference is scheduled for sharing the evaluation. The faculty will have documentation of the evaluation. All evaluations will be placed in the student's file. Satisfactory completion of the clinical quarter is mandatory for progression to the next quarter.

Clinical progress is evaluated at each clinical experience each quarter and at the end of a clinical rotation. Clinical experience is graded as Pass or Fail.

Appeal Process for Clinical Failure (Withdrawal) – The student who has a clinical failure (withdrawal) for unsafe clinical practice, or violation of nursing practice may submit a formal appeal. The process is outlined below:

Step One – The student should submit a letter to the clinical faculty within 3 days of the occurrence. It is important that the letter includes a written statement of appeal. It is suggested that the student retain a copy of all correspondence. The letter should contain a clear outline of the history of the incident(s) including a review of the problem and actions taken to avoid or resolve it. The student will be notified of the decision in writing by the clinical instructor within 3 calendar days from the date of the letter.

Step Two – If the student is not satisfied with the decision of the clinical faculty, the student should submit the formal appeal in writing to the program administrator. The student will be notified of the decision by the program administrator within 3 calendar days.

Step Three – If the student is not satisfied with the decision of the Director of Healthcare Education Programs and Public Safety Services , the student may then submit the formal appeal in writing to the Director of Healthcare Education Programs and Public Safety Services and Public Safety

within 5 days of receiving the program administrator ruling. All materials and communications from previous contacts in the procedure should be assembled by the student and forwarded to the Director of Healthcare Education Programs and Public Safety Services and Public Safety. The letter should contain information which describes the situation in detail as well as the resolution sought.

The Director of Healthcare Education Programs and Public Safety Services will convene a committee composed of no more than 5 faculty members other than the clinical instructor/faculty. The committee should include at least one senior faculty. In addition, one student will be selected from those who have expressed an interest in serving on an appeals committee. The student will be from outside the clinical group. A graduate student may also be invited. He or she will be a voting member. The committee will provide the student and the clinical faculty an opportunity to discuss the circumstances surrounding the incident. The Director of Healthcare Education Programs and Public Safety Services and Public Safety will be a nonvoting member unless there is a tie. The committee will issue a decision following the meeting. Notification to the student will occur in writing within 7 calendar days from the meeting. The decision of the committee will be final.

The following sanctions may be imposed:

- Verbal reprimand without an entry on the student's personal performance record;
- Written reprimand with an entry on the student's personal performance record;
- "F" in the course on his/her permanent transcript;
- Such combination of sanctions or other sanction as may appear appropriate; or,
- Dismissal or denial of re-entry.

RULES FOR SKILLS LAB

The following rules will be in place for the skills lab:

1. Students are responsible for keeping the skills lab neat, clean and orderly.
2. Over the bed tables, bedside tables, and chairs must be returned to the correct place. All beds are to be left neatly made.
3. Equipment necessary for practice can only be removed and returned to the cupboards by an instructor.
4. Students must act professionally at all times in the skill lab.
5. No cell phones, extra books, book bags, purses or coats in skills lab.
6. No food or drink in the skills lab.
7. No photography in the skills lab without permission from the Director of Healthcare Education Programs and Public Safety Services .
8. No lounging on beds and/or no shoes on the beds.
9. Mannequins will be treated in a respectful manner.

SKILLS PRACTICE – Skills practice is required prior to skills check-off. This is the time to ask questions, clarify things, and do the skill repeatedly until the student feels confident in practice.

1. Students will be scheduled in the skills lab.
2. Students are welcome to use the skills lab for additional practice time when the lab is not in use by other programs and must check in with the reception desk prior to entry.
3. Students should bring current Fundamentals text. Other reference material is available for use in the skills lab.
4. Any supplies given to you must be brought back to your scheduled skills lab to practice, or students will receive an unsatisfactory.

SKILLS CHECK-OFF/PRACTICUM – During skills check-off, is the expectation for students to perform the skill independently and competently. Check-off is the instructor evaluation of the student's ability to complete the respective skill(s).

1. All required skills must be checked off by an instructor as provided on the skills check-off sheet.
2. The instructor may check off the skills during skills lab time or in clinical.
3. It is the student's responsibility to have their skills check-off list and skills sheets signed/initialed by the instructor.
4. Skills check-off list and individual check-off sheets will be kept in the Skills Lab file cabinet at all times.
5. Students will present appropriate skills check-off sheet signed and dated at the time of check-off.
6. No student will be checked off without appropriate skills sheet presented.
7. It is the student's responsibility to contact an instructor if he/she is behind in having the skills checked-off (due to absences, etc.) prior to skills testing day. It is an expectation that students are prepared for quarterly check-offs unless the student has contacted an instructor at least one (1) week prior to the scheduled testing day.
8. Students must complete all items as noted on the skills check-off sheet correctly to receive a satisfactory grade.

INCIDENT REPORTS – Incident reports are utilized to review situations that deviate from the expected and will be utilized for clinical evaluation purposes, up to and including determination that a student is unsafe in clinical practice. Unsafe clinical practice includes coming to the clinical unit unprepared to care for the assigned patient, or failure to complete assignments for the day. The incident will be reviewed by the program administrator and faculty and will aid in identifying potential errors.

Reasons for incident reports include, but are not limited to:

1. The student fails to follow good nursing practice which could have led to patient injury, medication error or any type of liability.
2. The student was injured.
3. There is a situation, in which, the clinical agency requires an incident report.

The process will be:

1. The student will complete the Tri-Rivers incident report form (available from the nursing office). Incident reports required/provided by the partnering agency will not be removed from the agency. If possible, the clinical instructor will obtain a copy of this incident report.
2. The clinical instructor reviews and signs the report and meets with the student.
3. The clinical instructor will notify the program administrator of the incident.
4. The program administrator reviews the incident and confers with the student as necessary.
5. The program administrator may require the student to appear in front of the faculty to determine status.

ATTENDANCE

The student's presence in all classes, labs, and clinical is required. Your attendance to class, skills lab, clinical, and any other mandatory activities is vital for your success in this program and is your responsibility. Students are required to sign in and out of class; hours will be deducted / counted as absent if students fail to sign in and out.

To graduate, you must have absence hours totaling no more than 10% of the total program hours. Additionally, for Nurse Aide, CPR, and First Aid 100% attendance must be met. Absence hours are cumulative and are not erased at the end of each quarter. The only hours that are scheduled as a clinical make-up day are at the end of each quarter. If total absence hours are more than the allowed 10% per quarter you will be required to attend clinical make-up. If the hours credited for clinical make-up do not result in reducing your absence hours to 10% or less, you may be dismissed from the program.

No absences/tardies are excused – Please keep this in mind when scheduling appointments and other activities that may affect your attendance. We are aware that situations arise, in which you have no control. You are strongly urged to save those hours of the allowed 10% absence for times when you are ill, a family member is ill, have car trouble, or other unexpected personal emergencies happen.

The following rules shall be utilized:

1. On clinical days, notify as directed by the instructor. A reason for the clinical absence must be given when calling. Absence without notification may be cause for dismissal from the program.
2. The student who has prior knowledge of absence from clinical practice must notify the instructor prior to the scheduled clinical.
3. Doctor appointments, dentist appointments, etc., should be scheduled for after school hours.
4. Absences will be dealt with on an individual basis, and the student may be subject to dismissal at the discretion of the nursing faculty.

5. A student may be required to bring in a physician excuse for time missed, or written permission to attend class or clinical lab after an illness or injury.
6. The faculty and program administrator will review the record of any student absent more than 5% of the total quarter hours. Students absent more than 10% of the total hours (theory and/or clinical) or who have missed any clinical time will be required to attend an entire session of clinical make-up. A clinical make-up day will be scheduled at the end of each quarter. Clinical make-up may be scheduled on a Saturday or during vacation time at the discretion of the faculty. Any student who has missed more than one clinical day will need to meet with the Director of Healthcare Education Programs and Public Safety Services .
7. Clinical make-up above the scheduled one at the end of the quarter may be available at the discretion of the program administrator and availability of a clinical instructor. Payment for one additional clinical make-up (\$30 per hour) will be the responsibility of the student.
8. Any student that expects to be absent from a class lecture may arrange to tape the class with permission from the class instructor.
9. Students receiving veterans' educational benefits will be terminated from these benefits when their absences exceed 10% in any quarter.

DRESS CODE – Students represent the school and will be expected to dress and groom themselves in a manner that reflects good taste, cleanliness, safety and professionalism.

Uniforms – The school requires that specific uniforms be purchased by students. Other requirements include regulation I.D. badge, and a watch that constantly displays seconds. The school uniform must be worn in the classroom and clinical areas. The following will be observed:

1. Uniforms must be clean, wrinkle-free and neatly mended.
2. If wearing a dress uniform, good personal judgment should be used in determining the length of the dress. The length must not be shorter than the top of the knee. Slips will be worn.
3. An approved warm-up jacket or lab coat may be worn with the uniform, when required for warmth and may not be worn when providing patient care or in the skills lab.
4. A plain gray or navy blue long sleeve shirt may be worn under the uniform.
5. Female Students: Plain white hosiery or socks, without designs, and free of runs will be worn. Full-length hose must be worn whenever uniform dress or scrub dress is worn. Male Students: White socks are mandatory when in uniform.
6. Black or white Shoes, leather or simulated leather, without open toes or heels, will be worn with the student's nurse uniform, unless otherwise directed. They should be clean, white, have soft soles, firm support and in good repair. Shoelaces will be kept clean and white.
7. Gum chewing will not be permitted in the clinical area.
8. Smoking/vaping is not permitted while in uniform.
9. No wearable technology (such as an Apple watch) may be worn during class, testing, skills lab, and clinical.

Personal Hygiene – Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, oral hygiene, and use of deodorants is necessary as a nursing student.

Hair – Hair should be clean and neatly arranged, and a natural color for a professional appearance, at the discretion of the student, within the following limitations:

1. Hair must be cut, fastened or arranged in such a manner that it does not hang below the eyebrow, fall in the face of the student, interfere with work or touch the patient (either in the classroom, laboratory, or the hospital).
2. Hair must be confined above the collar. No loose ponytails.
3. Hair fasteners must be plain and coordinate with the color of the uniform.
4. Wigs and hairpieces may be worn, as long as they conform to the hair regulations.
5. Male students may wear neatly trimmed beards and/or mustaches. Long hair must be confined per regulations.

Jewelry – Certain jewelry is permissible while in uniform. The following applies to all students:

1. All visible body piercing must be stud style and less than ¼ inch.
2. A watch, which constantly displays seconds, is a standard part of the uniform and should be worn at all times.
3. Rings may not be worn in the classroom, skills lab, & clinical areas.
4. Medic-alert necklace and/or bracelet may be worn.

ID Badges – Students must wear I.D. badges at Tri-Rivers, in the clinical areas, at observational experiences and tours, to be identified as adult nursing students. Students must wear the Tri-Rivers student I.D. at all times while in Tri-Rivers Career Center facilities. ID badges may also be assigned by affiliate clinical agencies.

Make-up – When wearing make-up:

1. A harsh or artificial look should be avoided.
2. Heavy perfumes should not be worn in the classroom or clinical areas
3. Fingernails should be well manicured, clean and kept short. Short finger nails must be worn in the clinical area. Short: when looking at the palm of your hand, the nails do not protrude over the tips of the fingers.
4. No nail polish.
5. Artificial fingernails may not be worn while in uniform.

Tattoos – All tattoos above the wrist must be covered whenever in uniform. Covering of tattoos can be by cosmetics, adhesive bandages, or approved clothing.

Community Observations / Clinical Agencies – All students are expected to be in full uniform when obtaining clinical assignments and assigned patient information. No student will be allowed to wear street clothes or non-uniform attire when completing assignments, patient information search, observations, etc. Behavior and appearance shall be appropriate to the student nurse role.

All students shall abide with the following:

1. Full uniform shall be worn.
2. Student I.D. shall be visible.
3. Lab coats can be worn over the Uniform. Tri-Rivers Nursing patch must be visible.

STUDENT PHYSICAL REQUIREMENTS

A physical examination is required for all students admitted into the nursing program and upon reentry into the program. Additionally, Tri-Rivers' affiliated nursing facilities require this information in order to guarantee the health and safety of those who care for patients and the patients themselves. The physical examination must be completed with a date no earlier than 6 months to the date that the student starts classes. The physical form may be obtained from the nursing office. Requirements are as follows:

1. A two-step PPD, with proof of annual every year since the two-step. If the student has had a past positive PPD, then a chest x-ray every 5 years is required. An annual PPD will be needed as long as the student is enrolled.
2. All copies of labs as indicated on the provided physical form.
3. Proof of positive titer for Hepatitis B or documentation that immunization series is in progress.
4. Proof of positive titer for Rubella, Rubeola and Varicella or proof of receiving respective vaccines 2 different times.
5. A 10-panel urine drug screen, a complete urinalysis and complete blood count (CBC) are required.
6. Students must provide proof of the Diphtheria, Tetanus, Pertussis immunization within 10 years.
7. Students will be required to fill out and maintain a current medication sheet with current medications and allergies noted.

STUDENT HEALTH, ILLNESS, INJURY

The student is expected to assume the initiative for contacting a physician in case of illness or injury. Illness or injury may interfere with the achievement of educational objectives and/or patient welfare.

1. Illness should be reported to the instructor.
2. The instructor will request for assistance and report the illness to the program administrator and/or Director of Healthcare Education Programs and Public Safety Services and Public Safety

3. The instructor and/or program administrator will evaluate the illness/injury. The student will be referred for medical attention as necessary.
4. For emergent medical attention the emergency medical services (EMS) will be notified. The EMS will transport the student to the local hospital for further evaluation.
5. The person listed as the student's emergency contact will be notified. Information regarding the incident will be provided.
6. The instructor will complete an incident report. The report will contain information about the event. A copy of the incident report will be filed in student's folder. The original report will be submitted to the Director of Healthcare Education Programs and Public Safety Services and Public Safety.
7. Students must provide information from a physician of his/her ability to return to the classroom.
8. Costs associated with emergency treatment of injuries to students that occur in the clinical facility and on-campus laboratory/class is the responsibility of the student.

MINIMUM ACCEPTABLE MENTAL AND PHYSICAL COMPETENCIES

Success as a student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most health care positions involve standing for long hours and performing activities that require mobility. Students may not have weight limitations in moving and lifting. Students with a history of musculoskeletal disorder are required to obtain medical clearance prior to attending clinical experience. A physician's statement (medical release) indicating that the student has no weight limitation or restriction must be submitted as part of the mandatory physical examination. This includes pregnant students. Applicants are responsible for determining their own eligibility in light of these competencies. Students with disabilities who enter the program do so with the understanding they will be expected to meet course requirements, with reasonable accommodation that may be provided by the school.

USE OF SOCIAL NETWORKING - The school recognizes that social networking websites and applications, such as Facebook, Twitter, or blogs are an important means of communication. The use of technology can be a valuable search tool for students and faculty when used appropriately. The exception is that these resources will not be used in patient care areas, but will be utilized in classrooms or conference rooms under the supervision and guidance of the course and clinical instructors.

The use of technology can create potential liability for the student, faculty, and the Career Center. Posting certain information is illegal, and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. The following actions are strictly prohibited:

1. Posting or communicating any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem – inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual. Violations of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA.
2. No posting or communicating private academic information of another nursing student, including but not limited to grades, narrative evaluations, or adverse academic actions.

The following actions are strongly discouraged. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:

1. Display of vulgar language.
2. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
3. Posting of potentially inflammatory or unflattering material, false or libelous statements regarding fellow students, faculty members, or TRCC administrators.

Any student or nursing faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. When using social networking websites, students and faculty are strongly encouraged to use a personal email address as their primary means of communication rather than their Tri-Rivers e-mail address. Students and faculty are expected to maintain professional standards of behavior at all times.

ADMINISTRATIVE INFORMATION

Mailboxes – A mailbox is provided for each student. Students should check their mailbox in the morning and in the evening before leaving, for messages, tests, etc. Students are to honor the privacy of the contents in faculty and classmates' mailboxes. Possible dismissal from the program will result if student takes items from another mailbox without permission. Material such as test grades, are to be considered confidential information.

Search and Seizure – Systematic and secretive searches of individuals and closed areas where students may keep personal items shall not be permitted. However, school officials shall have the authority to search and seize when it is believed necessary to maintain the education process, or to protect the health, safety, and welfare of students, school employees and other persons.

When criminal conduct is suspected, a local law enforcement agency may be called to participate in the investigation. Individuals may be searched without warning when there is sufficient reason to believe that potentially dangerous material or other contraband exists.

Parking – Adult students attending classes during the day / evening are asked to park their vehicles in the rear parking lots at both the main campus and at the 2227 Marion – Mt. Gilead Road facility. Parking in the front of the building is reserved for short-term visitors. Adult students are not permitted to park their vehicles in the reserved parking areas. Disabled parking spots are available in the front of both buildings. Parking at clinical sites will be announced in orientation at each site.

Inclement Weather – The school and/or instructor may make a decision to not penalize the entire group because of uncontrollable circumstances. Students will be notified of delays or cancellations no later than 90 minutes prior to scheduled start time of class, lab, or clinical.

Student Directory – Only after the students sign a release of directory information, the student council may prepare a student directory. The following categories have been designated as student directory information:

1. Name
2. Address
3. Telephone number
4. Dates of attendance

Students may have this directory information withheld from the public if so desired. A release form is provided for all students who would like directory information to be released when requested by appropriate persons.

Records Retention for Withdrawn or Dismissed Students – An individual file containing information concerning each withdrawn or dismissed student will be maintained in a locked file. These records will be available to faculty and authorized persons and will be on file. Correspondence and the following items are included in each file:

1. Application for admission
2. Transcripts (high school credits and/or record of G.E.D., post-secondary education)
3. Entrance test results
4. Directory information release form
5. Financial aid forms (as required)
6. Enrollment documents (acceptance letter, letter of intent, Enrollment Agreement)
7. Attendance record
8. Evaluations of clinical experience
9. Progress record (quarterly progress report)
10. Academic/disciplinary action forms
11. Complete transcript indicating the courses completed; the date enrolled and the date dismissed/withdrawn from the program.

All files containing information concerning each student/graduate/former student will be maintained in a locked file. The records will be available to the faculty and authorized persons for use in selection, evaluation, and guidance.

Students and applicants may request a review of their record, by submitting a written request to the Program Director or designee. An appointment, at a mutually convenient time, shall occur within two weeks after the request is received.

Record Retention Plan for Currently Enrolled Students – Three folders will be assigned to each student; Admission/Academic Folder, Physical Examination, and Clinical Folder

Admission Folder will contain the following documents:

1. Application for admission
2. Transcripts (high school credits and/or record of G.E.D.,
3. post-secondary education)
4. Entrance test results
5. Directory information release form
6. Enrollment Agreement
7. Enrollment documents (acceptance letter, letter of intent)
8. BCI & FBI results

All records in the Academic folder will be transferred to the Withdrawn/Dismissed or Graduate (whichever is appropriate) and will be maintained indefinitely.

Physical Examination Folder will contain the following documents:

1. Physical Examination form signed and dated by physician
2. Urinalysis
3. Complete Blood Count
4. Immunizations – Rubeola, Rubella, Varicella
5. Hepatitis B titer or documentation that immunization series is in progress
6. 10 Panel Drug Screen
7. PPD – 2-step and annual
8. Immunization record for Diphtheria, Tetanus, and Pertussis
9. Copy of CPR Card

All records in the Physical Examination Folder will be destroyed at the completion of the student's program of study.

The Clinical Folder will contain the following documents and will be kept for one year after student's final enrollment/completion of program.

1. Evaluations of clinical experience
2. Progress record (quarterly progress report)
3. Academic/disciplinary action forms

All records in the Clinical Folder will be kept in the nursing office for 2 years from the Graduation Date.

Graduate Record – An individual file containing information concerning each graduate will be maintained in a locked file. These records will be available to faculty and authorized persons. Correspondence and the following items are included in each file:

1. Application for admission
2. Complete transcript indicating the credential granted and the date of completion of the program
3. Transcripts (high school credits and/or record of G.E.D., post-secondary education)
4. Entrance test results
5. Post graduate information
6. Directory information release form
7. Signature/consent forms (technology, handbook, photos, drugs, FERPA, Enrollment Agreement)
8. Financial aid forms (as required)

All records in the Graduate Records will be kept in Adult Education indefinitely.