

**CENTER FOR ADULT EDUCATION**



**TRI-RIVERS**

**STUDENT HANDBOOK**

**2011 – 2012**

Tri-Rivers Center for Adult Education  
**Student Handbook 2011-2012**

TRCC  
2222 Marion – Mt. Gilead Road  
Marion, OH 43302  
Phone 740.389.4682  
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Board Approved: 9/21/11



## GREETINGS FROM THE DIRECTOR

Welcome to Tri-Rivers Center for Adult Education,

We look forward to serving your educational needs. Tri-River's offers career and technical education programs designed with the adult student in mind. We work closely with local business and industry to develop classes that meet the needs of the world we live in today.

Our instructors are knowledgeable experts in their field. They have chosen to share that knowledge with our students to enable you to develop life-long skills to assist you in a new career or to give you enhanced skills in your current occupation.

We are accredited by NCA ~ the North Central Association Commission on Accreditation and School Improvement in addition to program specific accreditations and approvals for our Nursing and Public Safety Service classes.

Since 1976, we have trained thousands of adults from the central Ohio area. We are proud of our alumni! You'll see them on the street as firefighters, EMTs, and Paramedics. You meet them at work in nursing homes, hospitals, doctor's offices, industrial plants, running their own small businesses, even at play, as adults who have taken a digital photography or computer class just for the fun of it.

We thank you for choosing Tri-Rivers Center for Adult Education as your training provider. We look forward to assisting you in reaching your goals. You can rest assured that our number one goal is your success! Tri-Rivers, Your Future, Your Choice.

Sincerely,  
Richard C. George, BA, MBA  
Director, Adult Education

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## **Introduction**

This 2011–2012 Student Handbook has been developed to guide and assist adult students in achieving their educational and professional goals. Students may also receive specific program information from their respective programs which supersedes the Adult Education Department's general information. The administrator, instructors, and support staff of Tri-Rivers Center for Adult Education are ready to assist you in any way possible to attain your goals and leave Tri-Rivers for gainful employment. Our best wishes to you as you begin your training.

## **Adult Education Mission**

*We, the adult education staff strive to work as an effective team. We are an integral part of education that links business/industry and agencies with our community. We provide lifelong, continuous learning for a diverse adult population enabling students to overcome barriers and enhance the quality of life for themselves and their families. We utilize practical skills with an eye toward technological advancement.*

## **Philosophy and Objectives**

**Philosophy** – The overall goal of the Tri-Rivers Joint Vocational School is to continue the task of the home schools in preparing youth and adults to become economically, socially, emotionally, and physically competent adults as they assume family, job and citizenship roles in our democratic society. This means that Tri-Rivers must not only prepare its youth and adults for useful and satisfying employment by providing technical knowledge and work skills necessary for employment; it must be involved in the development of the whole student. This shall be accomplished by:

**Intellectual Aptitude** – Challenging each student with basic vocational and academic skills planned for his/her needs, abilities and interests, so that under the direction of the teacher and by his/her own self-achievement and creativeness, the student may become a responsible member of society able to make, by critical thinking, adjustments to changes by developing skills necessary to make career decisions and be qualified for career choice.

### **Social Behavior**

- Teaching each student to orient himself/herself to society and to participate in its improvements.
- Encouraging each student to practice self-direction and accept personal responsibility.
- Helping each student recognize the importance of proper attitudes toward home, school and country.
- Teaching our students the finest work habits.
- Instructing our students in the importance of respect for individuals, for property, and for authority.
- Instilling in our students a sense of loyalty to their school, to their country, and to their employer.
- Instilling in our students an appreciation and sense of pride in work well done.

**Moral Values** – Instilling in each student a deep respect for and appreciation of the high moral, ethical and spiritual values of diverse cultures, especially fairness and honesty. Inspiring in each student an abiding faith and respect for our American democracy.

## **School District Goals and Objectives**

*Adapted date: June 1986, LEGAL REF: State Board of Education, Minimum Standards 3301-35-02 (A)*

**Develop Mastery of Basic Skills** – The Board of Education will promote the acquisition of basic comprehension, communication and computation skills to the greatest extent possible for each student. Every effort will be made to offer each student the opportunity to master the basic skills needed to pursue his/her chosen goals.

**Gain Knowledge and Experience in Field of Study** – The Board of Education will provide, on a continuing basis, the opportunity and encouragement for each student to gain knowledge and experience in field of study.

**Develop a Positive Self-Image** – The Board of Education will respond to each student's need to develop a positive self image and will cultivate within students the ability to determine, understand and examine their own capabilities, interests and goals.

**Develop Skills of Constructive and Critical Thinking** – The Board of Education will foster skills of constructive and critical thinking in order to enable each student to deal effectively with situations and problems in an independent, self-fulfilling and responsible manner.

**Develop Skills Appropriate to a Technological Society** – The Board of Education will provide to each student knowledge necessary to function in a rapidly changing workforce.

**Develop Respect for Others and the Law** – The Board of Education will promote the development of students who are mature, responsible citizens with respect for the rights of others and the law.

**Gain Understanding of Value Systems, Cultures and Heritage** – The Board of Education will provide for each student knowledge and understanding of social skills, so that he/she is prepared to participate responsibly and successfully in an ever-changing society.

**Gain Understanding of Economic Roles in Society** – The Board of Education will help each student gain a critical understanding of his/her role as a producer and consumer of goods and services and of the principles involved in the production of goods and services.

**Gain Knowledge and Understanding of the Environment** – The Board of Education will develop within students respect for an appreciation of the maintenance, protection and improvement of the physical environment.

**Develop Within the Community a Sense of Pride in their Schools** – The Board of Education will provide communication with the community highlighting the strengths of the education program and inviting the community to participate in school functions.

**Continual Evaluation and Revision of Curriculum** – The Board of Education will provide through constant evaluation, curriculum that is pertinent to student needs.

## **Accreditation**

Tri-Rivers Center for Adult Education is accredited by the North Central Association of Colleges and Universities. Accreditation by the NCA/AdvancED means the school has met the high standards for membership which signify our school has the resources, personnel, and leadership necessary for effective education. Career Development Programs also have program specific accreditation/certification by the appropriate regulating body (i.e. Ohio Department of Health, Ohio Board of Nursing, Ohio Department of Public Safety). We are a member of the University System of Ohio.

## **TRI-RIVERS BOARD OF EDUCATION**

Charles Speelman	Superintendent
Steve Earnest	Treasurer
Mickey Landon	President (NCOESC)
Gene Wiley	(NCOESC)
Jim McFarland	Vice President (NCOESC)
Jim Clinger	(Cardington-Lincoln)
Rocky White	(Marion City)
C. Gary Iams	(Marion City)
Bryan Bumgarner	(North Union)
Carl Layne	(Elgin)
Gary Sims	(Pleasant)
Keith Rogers	(Mt. Gilead)
Dennis Leader	(Mid-Ohio ESC, Morrow County)
Bob Haas	(River Valley)
John Thompson	(Ridgedale)

### **STAFF DIRECTORY - *Administrative Team***

Superintendent, Charles Speelman	Ext. 442
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Director, Guidance & Counseling, Jodi Gaietto	Ext. 404
Director, Curriculum & Prof. Delv., Bill Karcher	Ext. 405
Discipline & Attendance, Jeff Williams	Ext. 270
Nursing Education Programs Manager, Emeline Kelly	389-4682 Ext. 514
Community Relations Director, Ellen Messenger	Ext. 409

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### **CAREER PLANNING**

1. **Career Counseling** – Are you undecided about your next career move? Tri-Rivers offers career counseling services to help you make a change or find a new direction. This service includes an assessment of your interests, values, and abilities. You will explore careers that match your interests and abilities, your values and your current lifestyle. Call Marion Connections at (740) 382-0076 to set up an appointment for the initial assessment or contact Amy Pirnstill, (740) 389-4681 ext 353 for a one-on-one assessment. There is no fee for the first session.
2. **Individual Career Plan** – All students in career development or full-time programs will be asked to complete an individual career plan upon entering the program. The counselor, instructor and/or job placement coordinator will meet with each student at mid-term and then again at the end of the program to make recommendations and modifications and to ensure successful completion of the plan.

3. **ABLE/GED (Adult Basic Literacy Education / General Education Development) –**
4. Free ABLE/GED training! ABLE/GED classes are for adults who may need to improve their general education for employment, high school equivalency, or preparation for further training. Students new to the program should start on a scheduled orientation date. Individuals enroll in ABLE to prepare to take the GED test and improve their basic skills. Individuals, even those with a high school diploma, can attend ABLE to improve their skills to the level needed to enter college or other advanced training.
5. All ABLE students must complete an orientation session. Orientations are scheduled at various times and various locations. Call Cheryl Hagerty, ABLE Coordinator, at 740-389-4636 ext. 223 to schedule an orientation session or 888-389-ABLE (2253) you can also contact Cheryl by E-mail at [hagertyc@mtc.edu](mailto:hagertyc@mtc.edu).

**Resume Development Policy** – Resumes will be prepared in the following classes as a part of the course curriculum: Transitions, Practical Nursing, LPN to RN, Industrial Maintenance, Fire Rescue 101, Paramedicine, Patient Care Technician, and Pharmacy Technician. Resumes will be done by the STUDENTS in the computer lab. Each student will be provided a copy of their resume on electronic media. Once resumes have been initially developed, a staff member will approve them. Students will receive 5 professionally printed copies of their resumes. These copies and their original media will be given to the student. For individuals who have not been enrolled as students in our full-time programs, the development price of a resume is \$60. This includes 1 hour consultation, typing and 25 copies. This process may take ten days to two weeks. Additional consultation will be charged at the rate of \$30/hr. Copies of a disk can be obtained up to one year from the time of class for \$10 and with a 48 hour notice.

**Job Placement** – Job placement is critical to the success of full-time training programs in Adult Education. The Placement Coordinator contacts business and industry representatives to inform them of available candidates and to encourage employers to call the center when openings exist. The placement coordinator works closely with other student services personnel and maintains placement follow-up data. The goal of job placement services is to maximize student opportunities for gainful employment. Upon completing a full-time training program, each student will have an opportunity to discuss the best ways to find and keep a job.

**Career Passports** – Career passports are awarded to all graduates of career development or full-time programs: Industrial Maintenance, Paramedicine, Practical Nursing, LPN to RN, Patient Care Technician, and Pharmacy Technician. A graduate is defined as one who satisfactorily completes the hours, meets the grade requirements and pays all fees due the particular program. The passport may include such information as a letter of support, personal resume and transcripts, honors, diploma, or certificate of completion, competences attained, or other pertinent information the student wishes to include.

## Labor Market Information

**Ohio Industry Employment** – Over the 2008-2018 periods the Ohio economy is projected to create more than 250,000 new jobs, primarily in service providing industries.

**Major Industries**—The number of jobs for Ohioans is anticipated to rise from 5.726 million in 2008 to 5.975 million by 2018. Service-providing industries will account for almost all of the job growth; construction is the only goods-producing industry expected to add jobs. Education and health services will add 45 percent of the new jobs, while more than one in four new jobs will be gained in professional and business services. Large numbers of new jobs are also projected in construction, leisure and hospitality, and other services. Transportation and utilities and financial activities are each projected to add more than 10,000 new jobs by 2018. Also growing are government; and wholesale and retail trade.

In Ohio, over two-thirds of manufacturing employment is in production of durable goods, such as machinery, motor vehicles, and steel. Ohio also has a higher concentration of employment in manufacturing than most other states.

**Specific Industries' High Growth:** At a more detailed level, the fastest growing industry is expected to be individual and family services with a 50 percent growth expected between 2008 and 2018. The next two are healthcare-related. Demand for health care and social assistance will increase because of the growth of the older population. Unlike in some past projections, only one of the top ten fastest-growing industries is computer related.

**Most New Jobs:** Industries with rapid job growth offer good job prospects. For example, nursing care facilities and employment services both employ more than 100,000 people are projected to grow more than 15 percent. Large industries with more moderate growth may also offer many job opportunities. This can best be illustrated by private hospitals, which employ over 225,000 but have a projected growth rate of less than 8 percent less and are expected to added 18,000 new jobs between 2008 and 2018. Hospitals are part of the almost 150,000 new jobs being added in private health care, which also includes 22,900 jobs in the offices of physicians, 21,900 jobs in nursing care facilities, 19,600 jobs in individual and family services, and 18,700 jobs in home heal care services.

**High Growth Rates:** Home health aides top the list of fastest growing occupations. Overall healthcare occupations are projected to grow by 20.7 percent. Personal care and service occupations also are projected to grow at a high rate—14.5 percent. Personal and home care aides and skin care specialist are both in the top ten fastest growing occupations.

For more Ohio Labor Market projections, please go to [www.ohiolmi.com/proj/ohiojoboutlook](http://www.ohiolmi.com/proj/ohiojoboutlook)

### Day Care Centers

Facility: **Amerikid Day Care** Address: 180 Fairfax Road Marion, OH 43302 Phone: (740) 387-9963 Description: State licensed and approved. Bus service is available to some

Marion Public Schools. Hours: 6:30am – 6:00pm Monday – Friday Ages: 6 weeks – 11 years

Facility: **Epworth Cooperative Preschool** Address: 249 East Center Street Marion, OH 43302 Phone: (740) 387-1062 Fax: (740) 387-1689 Description: State licensed and approved. Quality preschool education daily. Accredited by National Association for Education of Young Children (NAEYC)

Hours: 6:00am-6:00 pm Monday-Friday Ages: Infant-12 years during school year. School age during summer (up through 12 years of age).

Facility: **Tri-Rivers Career Center** Address: 2222 Marion-Mt. Gilead Road Marion, OH 43302 Phone: (740) 389-4681 Description: Childcare can be provided whether you are attending full-time or part-time classes, during the day. There are a limited number of spaces available. All necessary forms must be completed and on file before a child can attend. Hours: 6:30am – 5:30pm Monday – Friday Ages: Pre-schoolers.

**Marion General Hospital** – When your child isn't feeling well and you need to be at work or school, use Marion General Hospital HUG service – Healthcare for under-the-weather girls and boys. Operated by Marion General Hospital's Pediatric Unit, HUG offers quality, child oriented care from MGH pediatric nurses and nursing assistants. Care is available 24 hours a day, seven days a week. To use this service, call Marion General Hospital Pediatric Department at (740) 383-8754. At least one hour advance notice preferred. HUG is offered on a first-come first-serve basis. Children six weeks and older are eligible. They are unable to accept children exposed to or recovering from chicken pox. HUG is a community service of Marion General Hospital and is provided at cost.

**Department of Human Services Child Care** – There are Certified Family Day Care Providers through the Department of Human Services. These providers can have up to 6 children in their home at one time, including their own, under the age of 6. School age children are not included in this count as they would not be there full time. Department of Human Services also contracts with other child care facilities. The fee for these services is based upon size of family and amount of income. These facilities are Epworth, Berean Preschool, Head Start, YMCA School Age, Emmanuel Lutheran, Tri-Rivers Career Center, Amerikid and OSUM. If you feel you qualify for this assistance you need to contact the Department of Human Services and ask for the Social Services Unit. You will be assigned to a caseworker who will set up an appointment with you. The caseworker may ask you to bring pertinent information with you to the interview, such as social security card, child's birth certificate and medical records.

Check website for contact info— [www.childcarechoices.com](http://www.childcarechoices.com)

## **FINANCIAL AID**

Financial aid is available for qualified students for **Paramedicine, Fire/Rescue 101, Patient Care Technician, Practical Nursing, LPN to RN Diploma Program, Pharmacy Technician and Industrial Maintenance**. Once accepted into these programs, you can apply for aid.

**PELL (Federal Grant)** – A Federal grant based on financial need. Maximum amount available depending upon program hours is \$5,550 for full-time students. Monies do not need to be repaid.

**Federal Direct Loan** – A low interest repayable loan administered by the US Department of Education. Repayment does not begin until six months after your schooling ends. The current maximum request amount for a subsidized loan is \$3,500 based on total hours in program.

**BVR (Bureau of Vocational Rehabilitation)** – Disabled persons may qualify for training monies.

**WIA (Workforce Investment Act)** – Go to your local Job and Family Services office for specific information.

**TRA / TAA (Trade Readjustment Assistance)** – Assistance available to workers who lose their jobs or whose hours and wages are reduced as a result of increasing imports.

**Veterans Assistance** – Veterans can log onto [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL1 to find out more information about eligibility requirements. These benefits are available for Nurse Aide, Practical Nursing, Basic EMT, Paramedicine and Industrial Maintenance.

For more financial aid information contact:

Nikki Barnhart  
Financial Aid Administrator  
(740) 389-4682 Ext.524

**Financial Aid Disbursement Policy** – Students will receive a copy of how monies will be applied to their accounts. Pell and student loans will be drawn down / disbursed four times during the course of the year – equally divided by hours – not quarters.

**Direct Loan** – All monies will be applied to a student's account. When the account is paid in full, a refund will be issued for any excess monies. A financial aid award letter must be signed prior to applying the full or partial amount to a student's account.

Enrollment verification and satisfactory academic progress are federal regulations and must be checked before money is issued. Other funding sources may have guidelines on the amount of refunds that are specific to each county. Students will be required to complete an entrance interview for student loan before their first disbursement is made and an exit interview before their final draw will be made.

**Pell** – All monies will be applied to a student's account. When the account is paid in full, a refund will be issued for any excess monies. A financial aid award letter must be signed before applying the full or partial amount to a student's account. Students are entitled to a refund for living / educational expenses, if all fees are covered for the payment period. A student may receive no refund at all, if fees are due and no other payment method is possible.

**TRA (Trade Readjustment Act)** – TRA monies will be applied directly to the student's account as they are received.

### **Financial Aid Recipient Overpayment / Refund Policy for Title IV Programs**

Whenever a student withdraws or is dismissed, the amount of any refund due to the student or the Title IV Federal Program will be calculated according to the Federal Withdrawal Policy. The School policy will follow the Federal Policy so all students are treated equally.

## **Refund**

**All Courses** – There are no refunds on any class of less than 300 hours. Student's dismissed from the school or withdrawing at the school's request for non-academic reasons are NOT entitled to a refund. Fees, books and supplies are non-refundable items. Persons requesting a refund for extenuating circumstances must ask for the request in writing to the Adult Education Director. If a refund is issued, a 25% administrative fee may be charged.

**Statistical Information** – "Some private organizations use Social Security numbers for record keeping purposes. Such use is neither required nor prohibited by Federal law. The use of a person's Social Security number by such an organization for its own records is purely a private matter between the organization and the person. Knowing your number does not allow these organizations to get information from your Social Security records. *Any Federal, State or Local government agency that asks for your number must tell you whether giving it is mandatory or voluntary, tell you its authority for requesting the number, and tell you how the number will be used*" . . . *Social Security Administration*.

A social security number is required for: 1) returned checks; 2) proof that a person exists for audit purposes. Certain statistics are required by Federal law. If a student does not complete the information, an instructor must do so based on observation.

## **Satisfactory Academic Progress (SAP)**

Quantitative Measure: A maximum timeframe in which the student must complete his or her educational program. The timeframe must be: (1) based on the student's enrollment status; (2) for an undergraduate program, no longer than 150 percent of the published length of the educational program for a full-time student; and (3) divided into increments of equal size, not to exceed the lesser of one academic year or one-half the published length of the educational program;

Federal regulations require that Tri-Rivers Joint Vocational School establish policies to monitor the academic progress of student who apply for and/or receive federal financial aid. To remain eligible for financial aid, recipients are required to show satisfactory progress toward a degree according to the guidelines listed below:

**Criteria / Guidelines** – Undergraduate students' progress will be evaluated each

payment period on the basis of the following criteria: GPA as monitored by Program Manager or Program Coordinator according to their standards of acceptable performance.

Successful completion of a program within a specified maximum time frame expressed as hours attempted. See specific program for “successful completion policy.”

## Registration and Payment

**Registration** is required for all adult courses. Admission requirements vary according to the program. To enroll in one of our training programs students may: stop by – 333 East Center Street, Marion, OH 43302 call us (740) 389-4682, or enroll by mail, 2222 Marion-Mt. Gilead Road, Marion, OH 43302

**Courses requiring application** – Students enrolled in Nurse Aide, Home Health Aide, Patient Care Technician, Pharmacy Technician, Practical Nursing, LPN to RN, Basic EMT, Firefighter, Fire Rescue 101, EMT Intermediate, Paramedicine, and Industrial Maintenance must complete an application form. **Non-refundable** application and admissions fees must also be paid before being admitted to the program. Please request a specific program packet for complete details.

**Part-time Courses** – To ensure a place in class, pre-registration and payment is required for all adult students at least 2 weeks prior to the start of class.

**Pre-requisites and Course Requirements** – To ensure successful completion of the course and entry-level employment, students must meet course pre-requisites and complete all required enrollment procedures before being admitted to class. These requirements and procedures are listed with the course description in the program specific packet.

## Entrance Tests

### Procedure for test and retest - TEAS V®

Our programs require that a minimum score of 50% or higher be achieved in each category of the TEAS V® test for Reading, Mathematics, and English and Language Skills.

To qualify to re-test, that is for your first retake, which would be the second time TEAS-V® testing with us, you must:

1. Purchase a TEAS® study guide. They are available at our Adult Education office at a cost of \$52.00.
2. Read through and study the guide and when you have completed the guide and feel comfortable to retest, you must stop in, or call the Adult Education office, pay a \$30 re-test fee and schedule a re-test date.

To qualify to re-test, that is for your second retake, which would be the third time taking the TEAS-V® testing with us, are:

1. Make sure that you have purchased the TEAS-V® study guide. They are available at our Adult Education office at a cost of \$52.00.
2. You must call and schedule an appointment with our Vocational Evaluator, Amy Pirnstill (740-389-4681, extension 353) to review the study guide with you. Amy

will review your study guide workbook and help you understand area of confusion. Amy will work with you and will document approval to re-test.

3. Provide proof of approval to retest, and must stop in, or call the Adult Education office, pay a \$30 re-test fee and schedule a re-test date.

If a student already attempted the TEAS-V® test **three times** and has not met the minimum score then the following steps must now be completed in order to be permitted to re-test:

1. You must show proof to our Vocational Evaluator that you have attended a skill enhancement or a remedial class designed to help you improve your skills in the corresponding TEAS® subject area that was not passed: Reading, Mathematics, or English and Language Skills.
2. Skill enhancement training is available at no cost through the ABLE program administered at Marion Technical College, 740-389-4636 extension 223, with locations in Marion and surrounding counties. For more information visit their website at [www.mtc.edu/able](http://www.mtc.edu/able). As part of their program, you are required to attend a free orientation session; and we recommend that you take a copy of your test results with you to the orientation.
3. Submit proof of completion of the training to Tri-Rivers; and upon approval, you will be allowed to re-test. You would then pay the \$30.00 re-test fee and schedule a re-test date.

#### **Procedure for test and retest - WorkKeys®**

Our programs require that a minimum score level (that has been pre-determined for each program and can be found in our program specific packet information) be met on the WorkKeys® tests. If the minimum level is not achieved for the WorkKeys® test(s) listed below, then the test(s) must be retaken.

Applied Math                       Reading for Information                       Locating Information

To qualify for a first time re-test you must:

1. Purchase a study guide for the corresponding WorkKeys® test. They are available at our Adult Education office at a cost of \$17.00 for each category not passed.
2. Read through and study the guide; and when you have completed the guide and feel comfortable to retest, you must stop in or call the Adult Education office, pay a \$15 re-test fee (per category) and schedule a re-test date.

If the minimum level is still not achieved for the WorkKeys® test(s), you may re-test again.

To qualify for a second time re-test you must:

1. Make sure that you have purchased the study guide for the corresponding WorkKeys® test. They are available at our Adult Education office at a cost of \$17.00 for each category not passed.
2. You must call and schedule an appointment with our Vocational Evaluator, Amy Pirstill (740-389-4681, extension 353) to review the study guide/workbook with you. Amy will work with you and will document approval to re-test.

3. Provide proof of approval to retest, pay the \$15.00 re-test fee (per each category re-tested) and schedule a re-test date.

If our records show that you have already attempted this WorkKeys® test three times and have not met the minimum score, then the following steps must now be completed in order to be permitted to re-test:

1. You must show proof to our Vocational Evaluator that you have attended a skill enhancement or a remedial class designed to help you improve your skills in the corresponding WorkKeys® subject that was not passed: Applied Math, Reading for Information, or Locating Information.
2. Skill enhancement training is available at no cost through the ABLE program administered at Marion Technical College, 740-389-4636 extension 223, with locations in Marion and surrounding counties. For more information visit their website at [www.mtc.edu/able](http://www.mtc.edu/able). As part of their program you are required to attend a free orientation session; and we recommend that you take a copy of your test results with you to the orientation.
3. Submit completion of the training to Tri-Rivers; and upon approval, you will be allowed to re-test. You would then pay the \$15.00 re-test fee (per each category re-tested) and schedule a re-test date.

## Payment Policy

**All fees are paid in advance of the class in order to be enrolled and reserve a seat for that student. To clarify: Short-term or part-time classes:** Fees must be paid in full two weeks prior to the start of the class date, so that books and supplies may be ordered. Other students may sign up later, **if** there are spaces available, and students understand that their books or supplies may not arrive on time.

**Full-time classes:** (EX: - Practical Nursing, LPN to RN, Paramedicine, Industrial Maintenance, Patient Care Technician, Pharmacy Technician) students must pay all fees in full for a quarter, **BEFORE** the first day of the quarter or students will not be permitted to attend class and are counted absent (unexcused) until fees are paid in full. Application and admission fees are due before a student is reserved a seat in class. Enrollment should be accepted based upon the date of payment of fees and completion of other pre-requisites. PELL or Federal Stafford Loans will be honored as payment as long as all paperwork is on file. Where applicable, books are not to be disbursed to students until textbook fees are paid in full. If a company is paying for a student and cannot pay until the class is over, then the student must pay the fees in full and request reimbursement from the company. ALL fees must be paid up front, before services are delivered. Students may make partial payments ahead of time, as long as the amount is paid full before the due date. Full payment and VISA / MasterCard are preferred over many small payments.

Contracts that will be honored as payment include: TAA, Job and Family Services contracts, WIA, State Workforce Development Contracts, VA to the school, BVR. No other contracts will be honored. Individual company/agency contracts will only be accepted under our department workforce development contracts, where customized training is being done or a special request for a nonscheduled class, (not training for one or two students), has been made. Once the contract is signed, if a company/agency cancels a class within thirty days of the start date, all consultative fees, preparation time,

cost of materials and supplies and 15% of the total instruction times are due. No future contracts will be accepted with a specific company/agency until cancellation fees are paid in full.

**Payment of Fees** – Students who are enrolled in a full-time program but are taking classes on a less than the complete full –time schedule will be billed the following:

PN Program	\$782	30% or fewer of the hours in a given quarter
	\$1,564	31% - 59% of the hours in a given quarter
	\$2,345	60% or more of the hours in a given quarter
LPN to RN Program	\$830	30% or fewer of the hours in a given quarter
	\$1,660	31% - 59% of the hours in a given quarter
	\$2,491	60% or more of the hours in a given quarter
PCT Program	\$544	30% or fewer of the hours in a given quarter
	\$1,088	31% - 59% of the hours in a given quarter
	\$1,630	60% or more of the hours in a given quarter
Pharmacy Tech Program	\$413	30% or fewer of the hours in a given quarter
	\$826	31% - 59% of the hours in a given quarter
	\$1,238	60% or more of the hours in a given quarter
Industrial Maintenance Program	\$688	30% or fewer of the hours in a given quarter
	\$1,376	31% - 59% of the hours in a given quarter
	\$2,065	60% or more of the hours in a given quarter
Fire Rescue 101 Program	\$488	30% or fewer of the hours in a given quarter
	\$976	31% - 59% of the hours in a given quarter
	\$1,464	60% or more of the hours in a given quarter
Paramedic Program	\$525	30% or fewer of the hours in a given quarter
	\$1,050	31% - 59% of the hours in a given quarter
	\$1,575	60% or more of the hours in a given quarter

In recent years, we have accepted contracts from JFS, WIA, TRA/TAA, BVR, etc. as payment on a student's account and we waited until we received the payment, sometimes as much as nine months later. Given the current concerns within our State and our need to meet payroll, etc. a student's account must be current from the previous quarter before beginning another quarter. Students are advised that their accounts are their responsibility. If an agency or organization cannot pay in a timely manner, the student must pay for the quarter's fees, until money is received from the contractual agreement and then a refund will be issued.

**Texts and Supplies** – Textbooks, manuals, and supplies are utilized in most classes. Such supplies vary in cost and may or may not be included in the price of tuition. Carefully check the course description in the course catalog for textbook information pertaining to your course.

### **Customer Service**

**Copying** – Full-time students currently enrolled in classes may have a copying of notes from time to time. Copying can be done by a secretary in the office at the rate of \$.10 per side. Depending on the work load and the request, it may take 24 hours to process your request.

**Printing at Computers** – A “normal” amount of paper will be no charge. Any printing done for personal use or in excess will be charged at \$.10 each.

**Certificates** – Students receive a certificate upon completion of the course. An additional original on parchment paper can be requested for \$5 each. Please allow five working days to process the request.

**Transcripts** – An official transcript of grades, for classes completed, may be requested. Requests may be made in person at the adult education office, or by mail. If requesting the transcript by mail, please enclose your social security number and your signature. There is a fee of \$5 for each transcript requested. Once paid, please allow up to 10 working days to receive your transcript. Due to the right of privacy, transcripts may only be given to the former student.

**Seek Input and Alternatives** – Students in the practical nursing program also have the opportunity to address concerns to the student council class reps or present issues at a faculty meeting by giving the manager advance notice. See Student Council Section.

**Suggestions** – All students can place requests or suggestions in a suggestion box in the Adult Education office. Customer satisfaction survey cards may also be used. These comments may be made anonymously. Both of these will be checked on a daily basis with appropriate action taken where possible. Complaints will be maintained on file.

## **Students’ Obligations**

**Instructional** – See specific program handbook rules and regulations for additional requirements, too.

**Pre-requisites are required in some classes** – Prerequisites or classes may be waived by showing evidence of approved successful training (official transcript) at another institution, testing out and evidence of skills competencies. Call the coordinator of the program to arrange an appointment if you are choosing this option.

In order for a transfer student to be issued a certificate for this course from our school, a student must have completed a minimum of 400 hours at this school in this program. Transfer students must follow the same procedures for admission as other students entering the full-time program.

**Satisfactory Progress** – Part-time students taking classes for personal interest have the option of taking the class for a grade or on a pass/fail basis. The grading policy used for the part-time students will be the same as for the full-time students. Full-time students must maintain an accumulative grade of “C” average or 70 percent, the student will be placed on probation and will be informed by the program coordinator or counselor. The student will then have six weeks to bring their grade average up to a “C” (70 percent). If the student is unsuccessful in raising his/her cumulative grade point

average to 70 percent, the student MAY be dismissed from the program.

Tri-Rivers Center for Adult Education will use the following grading scale for its students:

A = 90% - 100% Excellent

B = 80% - 89% above Average

C = 70% - 79% Average

D = 60% - 69% below Average

F = 59% or below Failure

The Paramedicine, Practical Nursing Program, LPN to RN Diploma Program, Pharmacy Technician, and Patient Care Technician programs have separate grading and progress policies.

**Field Trips** – Adult students may be involved in field trips to sites or to business/industry. The student should realize that such a field trip will be made at his/her own risk and that the instructor, administration, and board of education of Tri-Rivers Career Center will not be held liable for losses, damages or accidents incurred by the student on the field trip. The instructor is required to complete the appropriate form prior to field trips, to notify staff whenever a class will not be in the building.

**Breaks** – are limited to 10 minutes for every hour of classroom instruction.

**Certificates of Completion** – Certificates will be awarded to students who satisfactorily complete minimum requirements for the class, including 90% attendance and academic achievement or skilled proficiency, and payment in full of all fees.

**Change of Status, Address & Telephone Number** – Once enrolled in a program, students are responsible for notifying the Adult Education office if status, address, or telephone number changes for any reason: moving, job placement, name change, or leaving the program. It is very important that our records are correct so that you may be contacted in case of a schedule change, job recommendation, etc. Please keep your instructor/coordinator informed if you become employed or if anything is interfering with your completion of the program objectives.

## **Attendance Policy**

Ninety (90) percent attendance is mandatory for the satisfactory completion of all classes. In order for a student to be eligible to receive financial aid or a certificate of completion for the program, 90 percent attendance is required for each quarter/part-time class time the student is enrolled. LPN to RN Program, Paramedicine, Practical Nursing, Patient Care Technician and Pharmacy Tech. have separate policies. Attendance is recorded daily and on an hourly basis. When classes missed total 10 percent in one quarter, the student may be placed on probation. Extenuating circumstances must be documented and will be reviewed on an individual basis. Any deviation from the attendance policy must be approved by the coordinator or the Adult Education director. A written documented waiver will be signed. Students in Patient Care Technician and Industrial Maintenance must maintain 90% attendance in each portion of the course in order to receive a certificate of completion for the program.

As a courtesy and good business, any student who will be absent should call the

appropriate instructor and inform them. Refer to program rules for clinical sites or exceptions.

## **Safe Campus Atmosphere**

**Security Cameras** – are located throughout the main Marion – Mt. Gilead road building and parking area for your safety.

**Name Badges** – All staff and daytime students are to wear name badges. This helps with security in the building.

**Visitors** – All visitors should check in at the front desk. Any school personnel have the right to exclude all uninvited or unauthorized persons from the school building and/or grounds.

**Appearance** – There is a definite relationship between good dress habits, good work habits, and proper school behavior. Our main concerns are with conditions affecting health, safety, and dress standards that might affect the future employment of the individual. In the best interest of our students, industrial safety standards and procedures will be closely adhered to. Students will be required to wear the appropriate protective shoes. In many lab areas, jewelry is not acceptable. Lab regulations will be reviewed by the lab instructor and must be followed. In general, student dress should be acceptable for the type of job for which the student is training. Any clothing which attracts undue attention to the wearer and thus causes a disturbance in the school is in bad taste and not acceptable. Hats and coats are not to be worn in the building.

**Student Conduct** – All students in the class have a right to an optimum learning environment. Disruptive behavior, theft, damage, dangerous weapons, and substance abuse will not be tolerated and is cause for removal and/or dismissal. Tri-Rivers reserves the right to remove any student from class who is interfering with the learning process. Depending on the nature of the offense, a student may be placed on probation, dismissed, and/or referred. A conference will be held and documented.

**Student Conduct and Discipline Code** – The classroom and/or lab is a simulation of business and industry expectations. The instructor is considered the “employer” and the student the “employee”. Every student is expected to display maturity by making appropriate decisions based on available facts and to carry through those decisions, develop self-confidence and self-control. Students are expected to display a courteous and cooperative attitude. This includes a respect for all students and staff. Falsifying information, cheating, forgery, gambling and/or extortion will not be tolerated at school or any school-related activities and may be cause for dismissal.

**Disruption of School** – A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction to the normal operation of the school. Such disruptions shall include, but are not limited to, false fire alarms, false bomb threats, false natural disaster alarms, and student disturbances.

**Theft or Damage to School Property** – A student shall not steal or damage nor attempt

to steal or damage any property belonging to an individual. Such activities may place student on probation or be dismissed.

**Attack** – a student shall not verbally or physically attack a board of education member, employee of the board of education, or another student, nor shall a student behave in such a manner as to cause physical injury to any person on the school premises.

**Dangerous Weapons and Instruments** – A student shall not possess, handle, transmit, or conceal any object which could cause damage to any person or the property of the board of education, any of its employees, or any student or person on the school premises. The same is true during any official school-organized and sponsored activity that takes place off the school grounds.

**Repeated Violations (Insubordination)** – A student shall not repeatedly fail to comply with the direction of teachers, adult education director, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

**Profane, Vulgar, or Improper Language or Gestures** – Students shall not speak, write, or gesture profane, vulgar, derogatory, demeaning or other improper or inappropriate language.

**Other Acts** – A student shall not commit any act that poses a danger to any person or property or causes disruption of the academic process.

## **Health Care Services Provided**

### **(Procedures for student illness in the classroom and clinical settings).**

**Students are responsible** for completion of their physical forms before they are allowed on any clinical unit. **Students are responsible** for informing faculty about health alterations which may affect safety and competency in the clinical setting. Students are required to submit a faculty-specified doctor's/health professional's statement on appropriate letterhead regarding status of this health condition before participating in clinical experiences to her/his instructor. **Students are also responsible** to inform clinical instructors about any condition (e.g. pregnancy, skin not intact, or immunocompromised condition) which may affect their clinical assignment to clients with serious communicable diseases. If student is uncertain, the student should discuss question(s) with faculty. Confidentiality of information will be maintained. The student is expected to assume the initiative for contacting a physician in case of illness.

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

#### Procedures for student illness in the classroom:

1. Illness should be reported to the nursing instructor.
2. The nursing instructor will request for assistance and report the illness to the nursing manager and/or Director of Adult Education.

3. The nursing instructor and/or nursing manager will evaluate the illness/injury. The student will be referred if medical attention as appears necessary.
4. For 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 nursing instructor or nursing manager will contact the person listed as the student's emergency contact. Information regarding the incident will be provided.
6. Students are responsible for all expenses generated from emergency care rendered at a health care facility including the ambulance fee.
7. The nursing 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 Adult Education.
8. Students must provide information from a physician of his/her ability to return to the classroom.

#### Procedures for student illness in the clinical setting:

1. The clinical instructor will evaluate the student who becomes ill or injured during nursing clinical experience.
2. The student may be sent to a private physician for further care or if immediate medical attention is needed, the EMS will be notified and the student will be sent to the emergency room for further evaluation.
3. The clinical instructor will contact the nursing manager regarding the illness/injury.
4. The clinical instructor or nursing manager will contact the person listed as the student's emergency contact. Information regarding the illness/accident will be provided.
5. Students are responsible for all expenses generated from emergency care rendered at a health care facility including the ambulance fee.
6. The clinical instructor will complete an incident report.
7. A report of the illness/ accident is filed in the student's clinical folder. The original report will be submitted to the Director of Adult Education.
8. Illness may interfere with the achievement of educational objectives and/or patient welfare. Instructors may require that the student provide information from a physician of his/her ability to return to the clinical area relative to the attainment of educational objectives.

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.

## **Grievance Procedure**

In the interest of effective relationships with students, a procedure is necessary, whereby the student can be assured of prompt and systematic hearings on their grievances.

**Grievance Defined** – A grievance is a complaint involving the violation, interpretation or application of any of the rules and/or regulations of a program in the school.

### **Steps**

1. Any student having a grievance shall first **discuss such grievance** with the coordinator/manager within five (5) working days of the act or condition, which

prompted the complaint.

2. If the discussion does not resolve the grievance to the satisfaction of the student, the student shall have the right to lodge a **written grievance** with the coordinator/manager. Such written grievance shall be lodged within ten (10) working days following the act or condition, which is the basis of said grievance. The written grievance shall contain a concise statement of facts upon which it is based with reference to the specific provision of the rule or regulation allegedly violated, administered or misapplied. It shall state the remedy requested and shall be signed. A copy of such grievance shall be filed with the adult education director.
3. The student shall have the right to request a hearing before the director of Adult Education. Such a hearing shall be conducted within five (5) working days after the receipt of said grievance, or if a hearing is requested, within five working days after said hearing. The medical director may be included in this hearing, if it is a paramedic student. The action taken and the reasons for the action shall be written and copies sent to the student and to the superintendent.
4. If the action taken by the director of Adult Education does not resolve the grievance to the satisfaction of the student, such student may appeal in writing to the superintendent within five (5) working days. The superintendent shall take action on the appeal of the grievance within five working days after receipt of the appeal, or if a hearing is requested, within five (5) working days after receipt of the appeal, or if a hearing is requested, within five working days after the hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the student and the director. This decision is final.

## **SAFETY**

Safety rules vary depending on the course, but are enforced for a students' protection. Students enrolled in programs using power tools and equipment will observe the following rules:

- Frayed, torn, unpatched holes or dangling type clothing is prohibited.
- Proper uniforms, safety glasses, safety shoes, and protective clothing shall be worn in laboratories where specified. Clothing used in laboratories where dirt and/or grease are prevalent should not be worn in hallways or classrooms
- Jewelry, neckties, and loose or full long shirt sleeves shall not be worn when operating equipment where there is a possibility of entanglement.
- Tennis shoes, sandals, moccasins, or other soft-topped, thin-soled footwear will not be permitted in labs where safety is a factor
- Safety glasses – Ohio law mandates that students in public schools wear safety glasses in designated areas. Many areas within our school are designated to wear safety glasses at all times. It is imperative that students, instructors, and visitors abide by this law. Noncompliance may result in a student's dismissal.

**Parking** – Adult students attending classes during the day are asked to park their

vehicles in the northwest parking lot, marked Adult Education. In the evening, adult students may park in lots on either the east or west side of the building. Parking in the front of the building is reserved for short-term/visitors. Adult students are not permitted to park their vehicles in the compound area or those areas designated for visitors. Parking stickers are not required for adult students. Other disabled parking and wheelchair ramps are available various places on the school grounds. Students attending classes at the 333 East Center Street location should park in the back.

**Fire and Tornado Drills, Lock-Down** – Each classroom and lab has a fire and tornado plan posted. Students should study the plan and become familiar with the proper procedure. When a fire alarm sounds, students are to leave the room using the described route. Students are to refrain from loud talking and remain a minimum of 100 feet away from the building until signaled to return. For tornadoes, students are asked to move to an inside wall, kneel or squat and cover their heads. If present in the multi-purpose room or auditorium, exit immediately to a classroom area. For lock down, lights are to be turned off, doors locked and students are to remain quiet.

## **Environment**

**No Smoking Building** – Tri-Rivers Career Center is a tobacco-free campus. The tobacco free environment is to comply with Federal Law.

### **Drug-Free Environment Policy**

Purpose: Tri-Rivers Center for Adult Education has an ethical and professional duty to our student and to the community to provide an environment which maintains high standards of safety, health, and efficiency. The use, sale, transfer or possession of controlled substances or alcohol by students creates a potential for harm. This policy provides guidelines to deal with actual or potential situations in a systematic manner. A signed agreement to abide by this policy constitutes a condition of admission by the Tri-Rivers Center for Adult Education for full-time students. This policy is in accordance with Tri-Rivers Career Center Substance Abused and Alcohol Policy for Employees and Students.

Furthermore, the Tri-Rivers Center for Adult Education will assist in referring the chemically dependent or abusive student to rehabilitation. The school acknowledges chemical dependency (alcoholism and/or drug addiction) as a treatable disease and takes a supportive stance in dealing with students so impaired.

It is the responsibility of all students to conduct themselves in a manner consistent with Tri-Rivers Career Center's standards promoting an environment free from any threat to person, property, or reputation as a result of drug or alcohol use, sale, transfer or

possession.

### **STATEMENT OF POLICY REGARDING ADULT STUDENTS**

1. Students shall not possess, use, transfer, sell, conceal, or consume any alcoholic beverage or intoxicant or any controlled substances while attending school. Likewise, students shall not be under the influence by having consumed any alcoholic beverages or intoxicant or drug of abuse or controlled substance at a time before the students' arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse or controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, or other substances that could modify behavior. Drugs of abuse are more or other substances that could modify behavior. Drugs of abuse are more clearly defined in Chapter 3719 of the Ohio Revised Code under narcotics (3719.30 – 3719.36), hallucinogens (3719.40 – 3719.49) and glue (3719.50). Alcohol abuse is defined as any use of alcohol under the age of 21, unless meeting one of the exceptions provided under Ohio law, or the presence of a positive alcohol level of 0.02 grams per 210L of breath while attending Tri-Rivers.
2. Student shall not possess, use, transfer, sell or conceal any drug of abuse instrument of paraphernalia (for example, hypodermic needle, syringe, water pipe, roach clip, etc.)
3. Students shall not possess, deliver, attempt to deliver, or cause to be delivered and counterfeit (look-alike) drug and/or non controlled substance which resemble a controlled substance or drug of abuse.
4. Tri-Rivers Center for Adult Education will permit the Legal use of medication or 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. Tri-Rivers Center for Adult Education reserves the right to define, "adversely affect" and may at its discretion place on probation any student that it deems may be adversely affected by the use of legally prescribed medications or drugs.
5. All staff members shall immediately report to the appropriate law enforcement agency, any time said staff member has reasonable suspicion of any inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug.
6. A violation by a student of the Student Drug-Free Environment Policy may result in the decrease or suspension of financial aid and/or affect certification.

### **Adult Education Staff Member's Plan for Drug/Alcohol Abuse for Clinical Training Programs**

Tri-Rivers Center for Adult Education provides a variety of programs in the health care and public safety services area. Because students in programs like LPN to RN Diploma Program, Practical Nursing, Nurse Aide, Home Health Aide, IV Therapy, Paramedicine, EMT Intermediate, EMT Basic, Patient Care Technician, Pharmacy Technician are required to participate in clinical settings as a part of their curriculum, safety of the patient, high quality care and compliance of the clinical site rules/regulations is our first and foremost obligation. This policy coincides with the guidelines of our malpractice insurance.

In these programs, primarily due to patient safety, we reserve the right to:

- (1) Drug test students where there is a reasonable suspicion of improper use or
- (2) To institute a random drug testing program.

Reasonable suspicion may be a person who:

- (1) Exhibits some of the behaviors identified on the instructor referral form;
- (2) Is witnessed using drugs or in possession of drug paraphernalia;
- (3) Publicly makes statements about his/her drug use.

Testing may be done immediately at the local facility of the school's choice. If students are suspected of abuse and have been sent for testing, these students will be removed from clinical until the test results are returned to the school. These students will be given the opportunity for make-up in both grades and attendance *unless* the test results are *positive*.

If the results are positive, all grades will become zeros and no attendance will be recorded for the period from which the student was sent to testing through the time that the test results are received. If a student's drug test results indicate a positive, it will mean automatic removal of the student from any clinical participation with no alternative for make-up until a second test produces negative results. If a second test produces positive results, the student may be offered the opportunity to withdraw from the program or the student may be dismissed.

In the interim, because we are also concerned for students' safety and well-being, the student will be referred to rehabilitation and be required to provide proof of attendance and participation in that program. Further, the student may attend and participate in the classroom portion of the program, as long as the student is not involved in any way with the care of patients AND the student meets the grades and attendance requirements of the particular program.

**Refusal** of a student to participate in requested drug testing by the director of Adult Education or manager of a program area will mean automatic removal from clinical until a drug test is completed and results are negative. No credit for attendance or grades will be given during this period.

**On any incident of chemical abuse:**

- A. The student will be removed from the classroom, laboratory/clinical site and/or related classroom activities.

- B. Students who have been removed from the educational setting will be required to have an immediate drug and alcohol screening done at the facility of the school's choice. For the purpose of this paragraph, **immediate** means within one and a half hour from the time the student was removed from the classroom, laboratory/clinical site and/or related classroom activities.
- C. The program coordinator (preferably), along with one other staff member will inform the student that the drug policy has been enacted. A support staff member will secure PO # from the main office. An analysis form will be completed.
- D. The person listed as student emergency contact will be notified and be requested to drive the student to the facility of school's choice for drug and alcohol screening. In the event that the student is unable to reach his or her emergency contact person, the EMS will be notified for transport. Students will be advised against operating a motor vehicle. In the interest of safety, local authorities will be notified if the student to do so.
- E. The Tri-Rivers staff member will meet the student at the facility. A copy of the *analysis form* will be given to the personnel of the facility performing the drug and alcohol screening.
- F. Upon completion of the test, the designee (emergency contact person, family member/ friend) will transport the student home. If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities will be notified.
- G. The program coordinator will document the incident on the behavior referral form and provide the director with a copy, also detailing course of action taken.
- H. The student may return to class on the next school day, but may not return to any part of training involved with patient care until the test results return with a negative result. Instructors will only be given information needed to deal with safety issues, or the student's attendance or grades
- I. When the program coordinator or school official receives the results, the information will be shared with the student, with at least one other school official present.

Based upon the test results and the student's standing in the class, the appropriate action will be taken and documented, with a copy given to the director. Positive results will be placed in the student's file. This may include, but not be limited to, academic probation/warning, opportunity to withdraw or dismissal, referral to a treatment center, report to the local law enforcement authorities and loss of financial aid by the student.

## **Adult Education Staff Member's Action Plan for Drug Abuse for Non-Clinical Training Programs**

**Step 1** – On the first instance of chemical abuse:

- A. The student will be removed from the classroom, laboratory and/or related classroom activities.
- B. The instructor will inform the student the drug policy has been enacted. The instructor will seek safe transportation home for the student (family member, friend). If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities – (sheriff or police) will be notified.
- C. The instructor will document the incident on the appropriate behavior referral form and provide the manager, counselor, or director with a copy.
- D. The counselor, manager or director will arrange a student conference to discuss the situation.
- E. The student may return to class only after the conference is held. The instructor will only be given information needed to deal with safety issues, or the student's attendance or grades. Any time missed in school work is a routine absence and may effect certification and/or financial aid.
- F. If the student does not comply with the procedure, he/she will be placed on probation until which time he/she complies.

**Step 2** – On the second instance of chemical abuse:

- A. The student will be removed from the classroom, laboratory and/or related classroom activities.
- B. The instructor along with one other staff member, preferably the counselor, manager or director who was involved the first time, will inform the student the drug policy has been enacted. The instructor will set-up a referral assessment appointment at a rehabilitation facility of the student's choice. This and all other treatment will be done at the student's expense. The date and time of the appointment will be documented by the instructor on the referral form. The instructor will seek safe transportation home for the student (family member, friend). If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities will be notified.
- C. The instructor will document the incident on the appropriate behavior referral form and provide the program manger and director with a copy.
- D. In order to return to class, the student must comply with the referral agency's intake assessment. The student must sign a release with the referral agency to provide information to the program manager, counselor, and director. If an agency recommends inpatient, the student cannot return to class until he/she is released by the facility. If outpatient or a support group is recommended, a student may return to class as long as attendance is maintained as an outpatient or with a support group.
- E. The counselor, program manager, or director will maintain contact with the agency and document progress.
- F. If a student fails to comply with any of the above procedures in Step II, he/she will be placed on automatic probation until which time all steps are completed.
- G. Any time on probation is a routine absence and may decrease or suspend financial aid and/or effect certification.

**Step 3** – Given that the referral agency has assessed a problem of substance abuse or chemical dependency, in the third instance of substance abuse of any student, it means

automatic dismissal from the program.

- A. The student will be removed from the classroom, laboratory and/or related classroom activities.
- B. The instructor and one administrative personnel will again inform the student the drug policy has been enacted. An immediate conference will be held. The dismissal form will be completed and placed in the student's file.
- C. The student will not be allowed to return to that program or class. He/She will not be admitted to any other adult program at Tri-Rivers at any time, until written proof has been given by a rehabilitation facility that the student has completed a treatment program recommended by the facility, since the student's dismissal date at Tri-Rivers Career Center.

In any instance of chemical abuse, whether first, second, or third, the instructor has a duty to report any felony behavior to the proper law enforcement officials. This includes trafficking or possession of scheduling I and II controlled substances.

Tri-Rivers reserves the right to conduct drug testing if there is a reasonable suspicion of the inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug, in any of the three steps outlined in non-clinical training programs.

#### **CONSENT FOR DRUG AND ALCOHOL SCREENING POLICY**

The form is to be completed and signed by all students enrolling in Full-time training programs for employment, Health Care programs with clinical components, Public Safety Services Programs with clinical components, OR students who are eligible to receive any kind of financial aid.

#### **CONSENT FOR DRUG AND ALCOHOL SCREENING POLICY**

I acknowledge that I have received, read and understand the Tri-Rivers Center for Adult Education substance abuse/alcohol policy and I agree to abide by this policy. I realize that this policy and signed consent of this policy is a condition of admission and is mandatory before receipt of any financial aid monies.

Consent for Drug/Alcohol analysis – I have been informed that a drug and/or alcohol test will be performed and I certify that I agree to provide this specimen and that I have not altered it in any way to effect the test results.

I give my consent to Tri-Rivers Center for Adult Education, their designated representative – the director of adult education, the manager of the respective program, or the adult education counselor – and any laboratory that might be used, to perform the necessary tests or examination for drugs and/or alcohol. I further give my permission to the school's representatives and any such laboratory to release the results of the tests and/or examinations to the appropriate representative at the school.

I understand that this testing will be done through Occupational Health. The initial requested testing will be done at the school's expense. Any future or subsequent tests requested by the school will be done at the school's expense, if the initial test was negative. If the initial test was positive, any future or subsequent tests will be

paid by the student. I also understand that the person I listed as emergency contact and will drive me to the test site and transport me home. In the event that my emergency contact person is unavailable, a member of the law enforcement or EMS representative will drive me to the test site and return me to Tri-Rivers.

---

Student Signature/ Date

## **ANTI-HARASSMENT POLICY**

SEXUAL / RACIAL AND ALL FORMS OF HARASSMENT BY SCHOOL EMPLOYEES, STUDENTS, OR THIRD PARTIES (Regardless of race, color, national origin, sex, age, disability and sexual preference) Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

### **SEXUAL HARASSMENT**

- A. Verbal: The making of written or sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other persons associated with the district, or by third parties.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the district, or by third parties.

### **RACE, COLOR, NATIONAL ORIGIN AND DISABILITY HARASSMENT**

- A. Verbal: Written or verbal innuendoes, slurs, comments, jokes, insults, threats or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff

- member, or other persons associated with the district, or by third parties.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties.
  - C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the district, or by third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the district, or by third parties should promptly take the following steps:

- a) If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the district other than the Director of Adult Education, the affected students should, as soon as possible after the incident, contact the Director of Adult Education. (The Director of Adult Education must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint).
- b) If the alleged harasser is the Director of Adult Education, the affected student should, as soon as possible after the incident, contact the district's Title IX coordinator or if the student is disabled, their Section 504 Coordinator at the schools administrative board office.

The student may make contact either by a written report or by a telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the district's Title IX Section Coordinator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released by anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files complaint;
  - B. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment.
  - C. Protect the reputation of any party wrongfully charged with harassment.
- Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All students and other involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

Determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they

present harassment allegations or charges against school employees, other students, or third parties.

504 Services – Section 504 of the Civil Rights Act protects all disabled students, defined as those having any physical or mental impairment that substantially limits one or more major life activities including learning. Section 504 covers all students who meet this definition even if they do not fall within the IDEA (Individuals with Disabilities Education Act) enumerate categories. The students do not need to be in a special education program.

### **TRI-RIVERS CAREER CENTER TECHNOLOGY / ACCEPTABLE USE POLICY**

Tri-Rivers Career Center provides an electronic network with Internet access to its students. This access is provided solely for the purposes of education and educational research.

Tri-Rivers will exercise reasonable effort to limit student access to inappropriate materials. Appropriate use of the electronic network is the ultimate responsibility of the student. Access to the electronic network is a privilege that will be lost in the event of failure to comply with any terms of the Tri-Rivers Career Center Technology Acceptable Use Policy. This policy must be read and approved in writing by each student.

**Acceptable Use** – Access to the electronic network is made available for educational purposes and will be consistent with the school’s mission, curriculum and goals. All electronic network usage must conform to these purposes as well as all provisions of the law. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are expected to comply with these rules and all specific instructions from the supervising staff member when accessing the school’s computers, networks and Internet services.

**Uses Not Acceptable** – The user is responsible for his or her actions and activities involving Tri-Rivers’ computers. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following: Illegal activities – using the school’s computers, networks, and Internet services for any illegal activity or activity that violates board policies, procedures, and school rules; Violating copyrights – copying or downloading copyrighted materials without the owner’s permission; Software – copying or installing software without the express authorization of the system administrator; Non-school-related uses – using the Tri-Rivers’ computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation, or for any other personal use; Misuse of passwords/unauthorized access – sharing passwords, using other users’ passwords, and/or accessing other users’ accounts; Hacking or otherwise trying to gain access to another person or organization’s computer system; Spamming (sending an e-mail to more than 10 people at the same time), participating in chain letters, or sending mail bombs (sending the same person multiple copies of an e-mail); Modifying computer files – changing backgrounds, screensavers, passwords, system files without permission; Downloading items from the Internet to either the hard drive, server, or a floppy disk without permission; Printing materials without permission; Accessing the Internet without permission; Copying school files onto personal disks; Harassing, insulting, or attacking others; Damaging computers, computer systems or computer networks; Changing or disrupting system performance; Listening to audio CD’s without permission; Downloading or playing games without permission.

**Privacy** – Tri-Rivers Career Center reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All files shall be and remain the property of Tri-Rivers Career Center and no user shall have any expectation of privacy in such material. Note: Electronic mail (e-mail) and other files are not private. People who operate the system do have access to all mail and may read what is sent or received. Illegal messages or activities will be reported to law enforcement authorities. **Warranties / Liability** – By signing this agreement the user agrees not to hold Tri-Rivers Career Center liable for any and all loss, cost or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

Tri-Rivers Career Center will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk.

The student shall be responsible for compensating Tri-Rivers Career Center for any losses, costs, or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.

Tri-Rivers Career Center assumes no responsibility for unauthorized charges, costs, or illegal use made by students including but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**Security** – A password may be provided to individually login. A user with an assigned password agrees not to disclose his or her password to any person. Users will notify a Tri-Rivers Career Center staff member of any improper password use on the part of any person and other security problem observed in connection with the electronic network usage.

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify a Tri-Rivers staff member immediately. The user shall not demonstrate the problem to others.

**Vandalism** – Vandalism is an unauthorized attempt to harm, modify, or destroy data of another user, the electronic network or any computer system connected to the electronic network. This includes, but is not limited to hacking activities and the creation/uploading of computer viruses.

**Plagiarism** – All communications and information accessible via the electronic network should be assumed to be private property. Plagiarism is representing any materials obtained on the Internet (such as term papers, articles, etc.) as one's own work. When Internet sources are used in student work, the author, publisher, and Web site must be identified or accurately cited as a source.

**Controversial or Offensive Material** – Access to the electronic network is provided for educational purposes only. Students are advised that access to the electronic network may include the potential for access to materials that are inappropriate. Users must avoid access to or use of inappropriate material. Network users may not access Web sites that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a Tri-Rivers Career Center staff member

**Safety** – All users are expected to abide by the generally accepted rules of network safety. These rules include, but are not limited to, the following: Do not reveal your last name, address, phone number, social security number, or other personally identifiable information or that of any other student. Do not arrange a face-to face meeting with anyone you meet on line.

**Termination of User Privileges** – Violation of any of the terms in the Tri-Rivers Career Center Acceptable Use Policy will result in the reduction, limitation, or termination of the user privileges.

### **Adult Education Computer Lab Guidelines**

- No student is to be in the lab unsupervised. An exception is: if the student has completed computer training here at TRCC in our lab, the student may use the lab, 1) when it is available, 2) upon approval of the appropriate program coordinator, 3) having signed in and out for the time in the lab AND denoting the specific computer used and by 4) following all computer lab rules.
- Food is not permitted. Covered beverages are permissible. There is a great deal of money invested in the equipment and this will keep the equipment in good working order.
- Students are not permitted to install personal software on the computers. New viruses are always a problem and we need to ensure that our training programs are operational.
- Leave toolbars, etc., the way you found them. If you move them, return them to the original set-up. Do not take your frustration out on the equipment by hitting or kicking the computers!
- When the computer is turned on, a “Login Screen Appears” screen appears. Enter your user name and password. Be sure to Log out when you are finished using the computer.
- To close out of a program, click on file and click on exit. To shut down the computer, click on start, click on shut-down and then check “shut down computer” and then click OK. Computers are to be shut-down when you are done.
- Any student who does not follow these guidelines may be denied future access to the lab. If there is abuse of the lab, access to the lab will become more difficult. Please do your part to keep the lab open and available by being a good citizen! We thank you for your cooperation.

### **SPECIAL CONDITIONS**

**Cancellation** – Our business is to educate, provide quality instruction and train students for successful employment. **We seldom cancel classes in adult education.** Because we serve students from a large geographical area, it is often impossible to make a decision that best effects all involved. In case of poor weather, students are asked to use their best judgment in deciding whether to attend class.

Daytime classes, 8am – 4pm and evening classes, 4pm – 10pm are two separate issues. Just because one may be closed, does not mean the other is. Weather can change greatly in a matter of hours. Daytime classes at the Marion – Mt. Gilead Road location are generally canceled if the high school is closed, because of the communications problem and the confusion that results.

If evening classes are canceled, generally, a decision is made by 2pm in the afternoon. We make every attempt to call students and instructors. Many classes

have call chains. A voice mail message at the adult education office will also indicate cancellations. Students should call the adult education office or the program extension for the latest information or cancellations. Please note if this is for daytime or evening classes. It is the students' responsibility to check this before venturing out. Due to state guidelines, time missed from Practical Nursing and Public Safety Services classes must be made up. It is not easy to reschedule rooms and make time in everyone's schedule to make up missed days. Although, in some classes, an instructor may choose to give make-up work for one class missed, since we are technical in nature, more than one class missed, will be rescheduled and made up.

**Canceled Classes** – Tri-Rivers reserves the right to cancel classes due to low enrollment, teacher illness, inclement weather, or emergencies. If a class is canceled, we will attempt to contact students by telephone or voice mail before the class is to begin. If you want to confirm that a class is going to run before the first night of class, you may do so by calling the Adult Education Office.

**Student Make-up Policy** – Make-up should not exceed the general adult education guidelines – no more than 10% total in any one class will be made up for any one student. There are no exceptions.

A make-up policy has been detailed mainly for:

**Nurse Aide Class and Clinical Hours** – 100% state attendance rule in nurse aide classes. (See appendix b for complete Nurse Aide Class Policy)

The state wide Public Safety Services rule for mandated make-up of anything under 10%. Due to the extenuating circumstances in these classes and state guidelines, we feel we must provide an alternative for our student in the areas listed. It is not our intention to provide students in all classes' make-up for any reason whatsoever. In all cases, a manager/director has the right to deny the request for make-up. Staff is not obligated to do this. The class has already been taught once. It depends on the reason why the student was absent and the length of time of the absence. Staff will be consistent with students.

The current hourly rate for make-up is \$30. This is what each students pays per hour. If more than one student needs make-up, it should be done at one time and the instructor selects the time. Each student pays the \$30/hr fee – hourly rates are not to be shared / pro-rated among students. Students must make payment in the adult education office IN ADVANCE of the make-up. Instructors should request the receipt given the student by our office as an admission slip for make-up. Money should NEVER exchange hands between teacher and student.

**Students Called to Active Duty** – Reservists called to active duty after enrolling in a class are eligible for a full refund (tuition only) up to the midpoint of the total hours for that particular class. After that time, students will be granted certificates for the hours attended in the course with a statement explaining the reasons for the shortened hours, but will not receive any monetary compensation. In either case, the

student must provide written documentation from the government regarding active duty status. This only applies to the person who is reporting to active duty, not the spouse or relative. Effective December 17, 1990.

## **OFFICE OPERATIONS**

### **Regular Hours**

August 15 – June 7 Monday – Thursday 7:30am – 7:00pm\* \*(Closing time varies to correspond to existing evening classes.) Friday 7:30am – 3:30pm

### **Quarter Dates: Nursing Programs**

PN Day Class and LPN to RN Day Class

Quarter I	August 15 to October 21
Quarter II	October 24 to January 13
Quarter III	January 17 to March 23
Quarter IV	April 2 to June 8

PN Evening Class

Quarter III	August 15 to January 13
Quarter IV	January 17 to June 8

Graduation	June 15, 2012
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### **Closed**

#### ***Holidays***

September 5	Labor Day
November 24	Thanksgiving Day
January 1	New Year's Day
January 16	Martin Luther King Day
May 28	Memorial Day

#### ***Non-School Days***

November 25	Thanksgiving Vacation
December 21- January 2	Christmas Vacation
February 20	President's Day
March 26- March 30	Spring Break (limited office hours may be held)
April 6	Good Friday

### **Summer Hours**

Monday – Thursday 7:30am – 4:00pm Closed on Fridays

**Technology Resource Center** – The Technology Resource Center is designed and maintained to provide an organized and readily accessible collection of support materials, equipment and services to students, faculty and staff. In this time of constant technological advances, the Technology Resource Center has been updated to create an environment that provides programs and services which effectively prepare lifelong learners.

**Restrooms** – Restrooms are located at all three main hallways at the Marion-Mt. Gilead Road building and on the first and second floors of our Center Street location.

**Vending Machines / Lounges** – Vending machines are available in the staff lounge (main hallway) at the Marion-Mt. Gilead Road location and on the first floor of the Center Street location. These areas are for the use of adult students before class, for dinner, and for break periods as given by the instructors. It is the responsibility of the adult students to throw away all trash and clean up after themselves.

**Food / Beverages** – No food or beverages are allowed in any lab setting. Food and beverages may be allowed in other adult education classrooms, upon the discretion of the instructor and if cleaned up appropriately. Instructors need to ensure that classrooms are left in good condition.

**Use of Telephones** – The telephones located in the offices are for staff use only. Phones in the classrooms may be used for local calls. Students will not be called to the telephone except in an emergency. A message may be taken for later delivery to a student. Only emergency messages will be delivered immediately to students.

**Cell Phones and Pagers** – All cell phones and pagers must be turned off during class time. It is not acceptable for a student to leave class to answer a call unless prior arrangements are made regarding an emergency situation. Calls from work are not considered an emergency situation. **No texting is permitted during class time.**

**Return calls must be made at break of after class is over.** Cell phones and pagers are not allowed in the clinical setting.

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### **The Nurse's Pledge**

*I solemnly pledge myself before God and in the presence of this assembly, to faithfully practice my profession of nursing. I will do all in my power to make and maintain the highest standards and practices of my profession. I will hold in confidence all personal matters committed to my keeping in the practice of my calling. I will loyally assist the physician in his work and will devote myself to the welfare of my patients, my families and my community. I will endeavor to fulfill my rights and privileges as a good citizen and to take my share of responsibility in promoting the health and welfare of my community. I will constantly endeavor to increase my knowledge and skills in nursing and to use them wisely. I will zealously seek to nurse those who are ill wherever they may be and whenever they are in need. I will be active in assisting others in safeguarding and promoting the health and happiness of mankind.*

## **INTRODUCTION**

This handbook has been compiled in an effort to assist and guide you in your adjustment and study throughout the coming school year.

### ***Practical Nursing Program***

Tri-Rivers Practical Nursing Program is ten months in length, beginning in early fall of each year. The curriculum includes courses in Anatomy & Physiology, Introduction to Nursing, Fundamentals of Nursing, Nursing Care of Adults and Children, Mental Health Nursing, Human Growth & Development, Pharmacology, The Family in Reproduction and Birth, and Ethics, Issues and Trends in Nursing. Nutrition is integrated throughout the program.

The focus of study is the correlation of knowledge gained in the classroom to application of the nursing process in administering nursing care to a variety of patients. Classroom instruction takes place at Tri-Rivers Center for Adult Education and clinical instruction at Marion General Hospital, Inc. and area nursing centers in Marion, Morrow, and Delaware counties. Each student works under the supervision of an instructor and has experiences in caring for the following type of patients: medical, surgical, pediatric, geriatric, maternity, and newborn infants.

Upon satisfactory completion of the program, the student receives a diploma and is eligible to sit for the examination to practice practical nursing as a Licensed Practical Nurse in the State of Ohio. A license to practice as a Licensed Practical Nurse in the State of Ohio will be issued when a graduate attains a satisfactory score.

### ***LPN to RN Diploma Program***

Tri-Rivers LPN to RN Transitions program is an intensive ten months in length, beginning in early fall of each year. The program builds on the student's practical nursing education and work experience, enhancing and bridging the gap from practical nurse to the new role of registered nurse. The curriculum includes the following courses: LPN to RN Transitions, Clinical Nursing I, Clinical Nursing II, Clinical Nursing III, Mental Health Nursing, Community Health Nursing, and Professional Transitions.

The program is a "hybrid" course in which the students are expected to participate in both the classroom and on-line. Classroom instruction takes place at Tri-Rivers Center for Adult Education and on-line learning is asynchronous allowing students to participate according to their schedule with specified due dates. Clinical experiences occur at a variety of agencies including Marion General Hospital, Inc. and other agencies in Marion, Morrow, and Delaware counties. Additionally, students have the opportunity for formal preceptorships during the final quarter.

Upon satisfactory completion of the program, the student receives a diploma and is eligible to sit for the examination to practice nursing as a Registered Nurse in the State of Ohio. A license to practice as a Registered Nurse in the State of Ohio will be issued when a graduate a satisfactory score on the examination.

## **SCHOOL OF PRACTICAL NURSING INFORMATION**

**History** – The origin of the Marion General Hospital School of Practical Nursing parallels the increase of formalized schools in the 50's. Cities across the nation were feeling the urgency of a shortage of trained nursing personnel.

Recognizing its responsibility to the citizens of the City and County of Marion, the Marion General Hospital Administration and Board of Governors established the school of Practical Nursing. The first faculty consisted of a director, a nursing arts instructor, a clinical instructor and a home economics instructor.

Seven students enrolled in the first class, January 1957. Classes of approximately 20 students were later admitted in September each year. In 1974, due to the growing need for nurses, the class enlarged to 33. Three hundred and sixty-five persons had been graduated from Marion General Hospital School of Practical Nursing by June 1977.

The program was transferred to Tri-Rivers Center for Adult Education on July 1, 1977, and remains essentially unchanged, except for the controlling agency. At that time the name of the school became Tri-Rivers Marion General Hospital School of Practical Nursing. In August 1986, the school name was changed to Tri-Rivers School of Practical Nursing.

**State Board Performance** – The percentage of passing the exam on a first time attempt has been 90 – 100%, a record in which the school takes much pride.

**Approval** – The Ohio Board of Nursing approves the pre-licensure nursing educational program. Graduates of the program are eligible to take the examination to practice as licensed practical nurses. The individual who is licensed in Ohio is entitled to licensure by endorsement in other states, which accept the graduate's credentials.

**Advisory Committee** – The advisory committee is composed of persons who are interested in Practical Nursing Education. This committee is advisory only in nature, but may make recommendations to the coordinator, superintendent and Board of Education.

Specific purposes include:

1. Maintenance of the current high standards and excellence in the educational program
2. Insurance of continued excellence in nursing care by the program's graduate.
3. Provision of clinical input to the nurse educators from nurses in clinical settings.
4. Discussion of curriculum decisions which affect both the school and clinical facilities.

**Practical Nursing Philosophy** – The faculty of the Tri-Rivers Practical Nursing Program believes in a concomitant relationship between vocational education and professional education. The faculty accepts the philosophy of the vocational education program at Tri-Rivers. The vocational education curriculum is designed to provide technical knowledge and work skills necessary for employment. The vocational education philosophy is to establish attitude, work habits, and appreciation for a productive life. The curriculum prepares students to become economically, socially and emotionally competent in assuming their roles.

The faculty believes the focus of professional nursing is the **person**. The person has dignity and worthy by virtue of being human, has intellect, and the ability to reason and make choices. The person is unique, a growing organism with the potential for self-actualization.

The faculty views the person as a social being interacting within society. **Society** provides the environment for the implementation of nursing. Society expects high moral, ethical and spiritual values: expects fairness and honesty to be implemented in the practice of nursing. Society is a reflection of the changes and adaptations of the person and his/her interaction with family, groups and community.

The faculty believes health encompasses the **entire being** (physical, emotional, spiritual, social and cultural). Health is a continually changing balance of the person attempting to meet basic human needs on a wellness to illness continuum. Health is the fundamental right of every person and access to adequate health services should be available to all, regardless of race, creed, color, or financial status. Most people require assistance with health care at some point in their life cycle.

The faculty believes nursing is a **caring profession**. Nursing is an interpersonal process through which the nurse assists the person to meet health needs. This process progresses with a set of actions used to assess, plan, implement, and evaluate nursing care for persons of all ages. **Nursing** is an interpersonal process through which the nurse assists the person and family to cope with the experience of illness.

Practical nursing is an integral and essential part of all nursing. Practical nursing is client-centered and focuses on identifying and meeting the person's needs in the following areas; 1) daily living needs common to all people; 2) assistance in the establishment, maintenance, and improvement of personal health; 3) assistance based on personal needs arising from health deviations; 4) assistance with the medical care plan and specific medical orders of the physician. Practical nursing is based on technical bedside competence consisting of knowledge and skill implemented by safe practitioners. Practical nursing is the performance of nursing services at the direction of a licensed physician, licensed dentist, or registered nurse. The faculty, as nursing educators, believes we have a responsibility to be sensitive and responsive to the needs of society, and that the preparation of tomorrow's nurse must be a mutual concern of all who provide or receive health care.

The faculty believes learning is change in behavior exhibited when an individual has acquired new knowledge, attitudes, insights, or skills. The teaching-learning process is

dynamic, with teacher-learner interaction for the specific purpose of meeting the educational needs of the learner. In a nurturing environment learning progresses from simple to complex and builds on the student's previous knowledge. The learner must accept responsibility for his/her own learning, with the teacher as facilitator. Learning experiences focus on nursing care, and effort is made to arrange experiences in logical sequences that demonstrate continuity of care. The opportunity for learning is available to qualified students with no distinction made because of sex, age, race, creed, or marital status. The adult learning process involves active participation of the student with continuing challenges to increase knowledge. The learner is made aware that the practice of nursing requires one to continue to participate in learning as a life-long process.

**Practical Nursing Purpose Statement** – The purpose of Tri-Rivers School of Practical Nursing is to provide the foundation in academic knowledge and clinical skills needed to become a practical nurse, while assisting students to assume responsibility for individual learning. There is emphasis in the program that each student is to function in a mature, responsible manner accepting personal responsibility and accountability for his/her actions. Upon completion of the program, graduates will use the nursing process to provide care in a competent, safe, and caring manner to clients in a variety of settings.

**Program Goals** –The goals of the Tri-Rivers Center for Adult Education Practical Nursing program is as follows:

- I. To develop competencies in the following areas in order that individuals may be prepared for gainful employment in entry-level (or higher) jobs.
  - a. Apply scientific principles to provide safe, direct care for clients in various health care settings within the scope of practice.
  - b. Utilize the nursing process to plan and provide nursing care that is appropriate in assisting clients to meet human needs necessary for optional levels of health.
  - c. Utilize communication skills to promote therapeutic relationships.
  - d. Serve as a client advocate, collaborating, communicating, and working collegially with other members of the health care team.
  - e. Function in a mature, consistent manner that reflects an understanding of ethical conduct, personal responsibility, and accountability for behaviors and actions.
  - f. Employ an understanding that learning is a life-long process and that maintaining currency of practice is a career-long process.
  - g. Prepare the student to be eligible to take the licensing examination for practical nursing
- II. To provide opportunities for the development of personal competencies needed by individuals through participation in leadership and community activities.
- III. To promote awareness that political involvement can influence health care.

## ADMISSION – PRACTICAL NURSING PROGRAM

**Acceptance** – Once you have completed the admissions process and been accepted, you are a practical nurse student. During the time you are here, the faculty will make available to you various learning opportunities. You will be expected to take an active part in your education and make the best possible use of each opportunity. You have made a commitment to ten months of intensified educational experience. Nursing school will entail hard but satisfying work and some fun time also.

The members of the school faculty, the superintendent, and the Tri-Rivers Board of Education extend a warm welcome to you and are looking forward to a pleasant and successful year. We challenge you to make the most of the time you spend with us for your continued growth as a persona and as a practical nurse.

**Admission** – If an applicant fails to answer the questions truthfully on the application form for admission to Tri-Rivers School of Practical Nursing and the information is discovered at a later date, the student may be dismissed from the program.

### **Admission Requirements:**

1. Completion of pre-requisite support courses
2. Proof of State Tested Nurse Aide, or proof of successful completion of Nurse Aide class within 3 years, or employer statement with proof of 12 months of full time employment as a nurse aide or orderly within the last 3 years
3. Transcript from high school and/or approved college/s
4. Application and admission fees
5. WorkKeys with the score of 4 or greater in each of the category; locating information, reading and math.
6. TEAS V with the score of 50% or greater in each of the category; Math, Reading, and English.
7. Physical requirements (see physical requirement section)
8. Proof of citizenship or legal residence that establish 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
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Registration Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. 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</li> <li>3. Voter's registration card</li> <li>4. U.S. Military card or draft record</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Security card</li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID card (Form I-197)</li> </ol>

9. Proof of Current Cardio-Pulmonary Resuscitation (CPR) Certification – Acceptable class titles are American Red Cross: “CPR for the Professional Rescuer” or American Heart Association: “CPR for the Health Care Provider”. Call (740) 389-4682 for more information.
  - a. American Heart Association, BLS for the Healthcare Provider (good for two years)
  - b. American Red Cross, CPR for the Professional Rescuer (good for two years)

**Practical Nursing Readmission/Advanced Standing** – An applicant may be considered for readmission/advanced standing if the applicant meets the curriculum requirements effective at the time for readmission, and:

- Withdrew from a previous class at Tri-Rivers School of Practical Nursing and had been advised by the faculty and manager of the possibility of readmission at a designated point in the program; or
- Is a direct transfer from another program and has completed previous education in a practical or professional nursing program, meets the program’s curriculum requirements for currently enrolled students.

The process for determining the amount of credit granted to an applicant for readmission or advanced standing shall be determined by the Admission Committee/ Administrator of Nursing Programs only after a review of prior class/clinical evidence comparing prior course work with the current curriculum.

**Tri-Rivers School of Practical Nursing requires that students be enrolled in course work on a full-time basis for a minimum of two quarters prior to graduation.** The Admissions Committee and the Nursing Education Manager shall determine the amount of credit granted to an advanced standing applicant.

To apply for admission with advanced standing, the applicant:

1. Will be required to complete WorKeys testing.
2. Must provide all information necessary for application as determined by the Admissions Committee.
3. Must supply record from previous nursing program.
4. May be required to take written and practical examinations, as determined by the manager, to receive credit for course work. Fees for these tests will be in compliance with the current schedule.
5. Will be evaluated by the Admissions Committee.
6. The Admissions Committee may request waiving Anatomy/Physiology I, II, Growth & Development, if the applicant provides evidence of a grade of “C” or higher. Maternity Nursing and Mental Health may be waived if the applicant can provide evidence of satisfactory completion of the course content. The Admissions Committee will review each student individually and notify the applicant of their decision.

Upon admission to the program, the following documentation will need to be submitted by the first day of classes:

1. WorkKeys with a score of 4 or greater in each of the three categories: Locating Information, Reading, and Math (must be completed no later than June 30<sup>th</sup> prior to the first day of class)
2. Background check\*
3. Drug testing\*
4. Current cardiopulmonary resuscitation (CPR) certification with proof of certification (copy of card) – Acceptable courses include the American Heart Association “CPR for the Health Care Provider” (good for two years) and the American Red Cross “CPR for the Professional Rescuer” (good for one year)
5. Physical exam within the six months prior to the first quarter of enrollment
6. Admission fees paid in full
7. Lab fees paid in full

**\*Requirement for Licensure: Background checks and drug testing will be completed on all pre-licensure students. This should be completed the first week of August prior to the first quarter of enrollment.**

**\*A urine drug screen (10-panel)** is required of all students, at the student expense, prior to admission to nursing programs. The results are sent directly to the department of nursing. A positive drug screen will result in an inability to successfully progress in the nursing program. Any attempt to provide a fraudulent urine specimen will result in an inability to successfully progress in the nursing program. Subsequent drug screening may be requested by nursing faculty, failure to comply with such requests will result in an inability to successfully progress in the nursing program. All such cases will be evaluated on an individual basis.

## **FINANCIAL INFORMATION – PRACTICAL NURSING PROGRAM**

### Estimated Expenses for the 2011-2012 School Year

Application Fee (non-refundable)	\$ 95
Admission Fee (non-refundable)	\$500
Physical Exam	\$441 (Estimate only)
Textbooks	\$800 (Estimate only)
Lab Fees	\$150

#### **Tuition Fees Date Due Amount**

Quarter	Due Date	Amount
1	08/12/11	\$2,345.00
2	10/21/11	\$2,345.00
3	01/13/12	\$2,345.00
4	03/30/12	\$2,345.00

#### **State Board & NCLEX** \$275

Students will be responsible for sending their own applications and fees to the appropriate agencies.

Students are to provide their own textbooks. (Price is an estimate) ATI – Required supplemental learning materials for PN will be provided.

All fees are subject to change.

**CURRICULUM**  
**PRACTICAL NURSING PROGRAM**

**Pre-Requisites – satisfactory grades required**

1. Learning Strategies for Health Care Professionals Class
2. Math for Meds Class
3. Nurse Aide Class
4. CPR (Adult / Child / Infant)
5. Medical Terminology Class
6. ComTech – Tri-Rivers Computer Tech Class

**Curriculum Overview** – The curriculum is divided into four quarters. The day program is ten months in length, and the student's day is usually 7:30 – 8:30am to 3:30 – 4:00pm. Time for lunch, clinical practice and classes are provided within this time. Students will be provided class and clinical schedules each quarter.

**PRACTICAL NURSING CURRICULUM**

***Quarter I*      321 hours**

Anatomy and Physiology I  
Introduction to Nursing  
Pharmacology I  
Fundamentals of Nursing I

***Quarter II*      352 hours**

Anatomy and Physiology II  
Growth and Development  
Pharmacology II  
Fundamentals of Nursing II

***Quarter III*      356 hours**

Nursing Care of the Child and Adult I  
Pharmacology III  
Mental Health Nursing  
The Family in Reproduction and Birth

***Quarter IV*      358 hours**

Nursing Care of the Child and Adult II  
Pharmacology IV  
Ethics, Issues and Trends

**Total Program Hours for Practical Nursing = 1387**

## **LPN to RN DIPLOMA PROGRAM INFORMATION**

**LPN to RN Program Philosophy** - The faculty of the Tri-Rivers Nursing Programs believes in a concomitant relationship between vocational education and professional education. The faculty accepts the philosophy of vocation and professional education programs at Tri-Rivers. The vocational education curriculum is designed to provide technical knowledge and work skills necessary for employment. Vocational education philosophy is to establish attitudes, work habits, and appreciation for a productive life. The curriculum prepares students to become economically, socially, and emotionally competent in assuming their roles.

The faculty believes the focus of professional nursing is the person. The person has dignity and worth by virtue of being human, has intellect, and the ability to reason and make choices. The person is unique, a growing organism with the potential for change adaptation, and development in an ever-changing environment. The person has individual perception, expectations, and reactions, is a growing organism with the potential for self-actualization.

The faculty views the person as a social being interacting within society. Society provides the environment for the implementation of nursing. Society expects high moral, ethical and spiritual values; expects fairness and honesty to be implemented in the practice of nursing. Society is a reflection of the changes and adaptations of the person and his/her interaction with family, groups and community.

The faculty believes health encompasses the entire being (physical, emotional, spiritual, social and cultural). Health is a continually changing balance of the person attempting to meet basic human needs on a wellness to illness continuum. Health is the fundamental right of every person and access to adequate health services should be available to all, regardless of race, creed, color or financial status. Most people require assistance with health care at some point in their life cycle.

The faculty believes nursing is a caring profession. Nursing is an interpersonal process through which the nurse assists the person to meet health needs. This process progresses with a set of actions used to assess, plan, implement, and evaluate nursing care for persons of all ages. Nursing is an interpersonal process through which the nurse assists the person and family to cope with the experience of illness.

Nursing is client-centered and focuses on identifying and meeting the person's needs in the following areas: 1) daily living needs common to all people; 2) assistance in the establishment, maintenance, and improvement of personal health; 3) assistance based on personal needs arising from health deviations; 4) assistance with the medical care plan and specific medical orders of the physician.

The faculty, as nursing educators, believes we have a responsibility to be sensitive and responsive to the needs of society, and that the preparation of tomorrow's nurse must be a mutual concern of all who provide or receive health care.

The faculty believes learning is change in behavior exhibited when an individual has acquired new knowledge, attitude, insights, or skills. The teaching-learning process is dynamic, with teacher-learner interaction for the specific purpose of meeting the educational needs of the learner. In a nurturing environment learning progresses from simple to complex and builds on the student's previous knowledge. The learner must accept responsibility for his/her own learning, with the teacher as facilitator. Learning experiences focus on nursing care, and effort is made to arrange experiences in logical sequences that demonstrate continuity of care. The opportunity for learning is available to qualified students with no distinction made because of sex, age, race, creed or marital status.

The adult learning process involves active participation of the student with continuing challenges to increase knowledge. The learner is made aware that the practice of nursing requires one to continue to participate in learning as a life-long process.

**LPN to RN Purpose Statement** – The purpose of the LPN to RN Program is to:

- Avoid unnecessary gaps and validate prior learning
- Provide quality learning that is accessible, convenient, student-centered and cost-effective program.
- Increase educational opportunities and facilitate educational mobility for LPNs
- Provide alternative nursing program for qualified licensed practical nurse applicants.
- Allow the LPN to complete a program in professional nursing and thus not be delayed admission to nursing for 2-3 years
- Motivate LPNs to continue to pursue their career in nursing rather than selecting an alternative career option.

#### **LPN to RN Program Objectives**

- Incorporate knowledge from the biological, physical, behavior and nursing sciences, and general studies in providing comprehensive nursing care in a variety of healthcare settings.
- Utilize a holistic approach to assist individuals of all ages and varying cultural backgrounds to meet their basic needs and attain/maintain homeostasis.
- Provide a safe environment which will facilitate the individual's ability to adapt/cope with internal and external stressors.
- Provide nursing care that reflects the dignity and worth of all clients within the legal, ethical, and social obligations of nursing practice.
- Assist individuals with common health problems to attain/maintain a position of optimum wellness on the wellness-illness continuum.
- Utilize therapeutic communications, nursing skills, and client/family teaching to manage health care for individuals within the legal and ethical framework of the nursing profession.
- Utilize the nursing process of assessment, nursing diagnosis, planning, implementation, and evaluation to administer nursing care.
- Appraise the impact of both the internal and external environment on client health.
- Assume responsibility for own personal and professional development.
- Demonstrate professional accountability and responsibility.

## ADMISSION – LPN to RN DIPLOMA PROGRAM

**Admissions** – Admission to the program is competitive. All applications and application fees for the LPN to RN Program are due: March 1<sup>st</sup> prior to fall admission. Only complete applications will be reviewed and students will receive notice of admission status by May 1<sup>st</sup>. If the applicant is unable to obtain official transcript(s) for currently enrolled pre-requisite support course(s), the applicant must submit documentation of registration for the course(s).

If an applicant fails to answer the questions truthfully on the application form for admission to Tri-Rivers School of Nursing and the information is discovered at a later date, the student may be dismissed from the program.

### **Admission Requirements:**

1. Hold a current, valid licensure to practice as a Licensed Practical/Vocational Nurse in at least one U.S. state or territory and the ability to obtain endorsement by the Ohio Board of Nursing.
2. Hold a current certificate to perform limited intravenous therapy.
3. Official transcripts from all post-secondary institutions (colleges/universities) sent to the attention of the LPN to RN Program Administrator. If you are using a high school chemistry course to meet the pre-requisite support course requirement, you will also need to have an official high school transcript sent to the attention of the LPN to RN Program Administrator.
4. Completion of all pre-requisite support courses with a grade of C or better as documented by a(n) official transcript(s) by August 1<sup>st</sup> prior to the first quarter of enrollment. If you do not meet this criteria, your admission to the program will be revoked.
5. Proof of citizenship or legal residence that establish 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
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Registration Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. 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</li> <li>3. Voter's registration card</li> <li>4. U.S. Military card or draft record</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Security card</li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID card (Form I-197)</li> </ol>

6. A letter from your employer information indicating a minimum of 1,040 hours of recent practice to be submitted on an official letterhead to the LPN to RN Program Administrator. In lieu of this letter, recent pay information may be submitted as proof of a minimum of 1,040 hours. Please black out any financial and other unnecessary information.
7. A dated, typed, 1-2 page letter of intent addressed to the Program Administrator of the LPN to RN Program with concentration on the following:
  - a. How admission to the LPN to RN Program supports the applicant's professional goals,
  - b. How the applicant plans to be successful, and
  - c. What strengths the applicant embodies to succeed in the LPN to RN Program.

**Pre-Requisite Support Courses** – In addition to completion of your practical nursing education and submission of an official transcript from your practical nursing education program, the following courses must be completed no later than August 1<sup>st</sup> prior to the first quarter of enrollment in the LPN to RN Program with a grade of C or better as documented by a(n) official transcript(s):

1. General Psychology
2. Anatomy and Physiology I
3. Anatomy and Physiology II
4. Human Growth and Development
5. Microbiology
6. English Composition I
7. English Composition II
8. Computer Applications
9. Sociology
10. Basic Chemistry (can be high school credit, high school transcript must accompany application)

TRCC Practical Nursing graduates will earn credits in Human Growth and Development, Computer Applications, Anatomy and Physiology I, Anatomy and Physiology II, and Maternity Nursing.

Upon admission to the program, the following documentation will need to be submitted by the first day of classes:

1. WorkKeys with a score of 4 or greater in each of the three categories: Locating Information, Reading, and Math (must be completed no later than June 30<sup>th</sup> prior to the first day of class)
2. Background check\*
3. Drug testing\*
4. Current cardiopulmonary resuscitation (CPR) certification with proof of certification (copy of card) – Acceptable courses include the American Heart Association “CPR for the Health Care Provider” (good for two years) and the American Red Cross “CPR for the Professional Rescuer” (good for one year)
5. Physical exam within the six months prior to the first quarter of enrollment
6. Admission fees paid in full
7. Lab fees paid in full

**\*Requirement for Licensure: Background checks and drug testing will be completed on all pre-licensure students. This should be completed the first week of August prior to the first quarter of enrollment.**

**\*A urine drug screen (10-panel)** is required of all students, at the student expense, prior to admission to nursing programs. The results are sent directly to the department of nursing. A positive drug screen will result in an inability to successfully progress in the nursing program. Any attempt to provide a fraudulent urine specimen will result in an inability to successfully progress in the nursing program. Subsequent drug screening may be requested by nursing faculty, failure to comply with such requests will result in an inability to successfully progress in the nursing program. All such cases will be evaluated on an individual basis.

**LPN to RN Program Admission of Students Completing the Tri-Rivers Practical Nursing Program with Advanced Standing (“PN Web” Program)** – An applicant who has completed the “PN Web” program may be considered for admission to the LPN to RN Program without being required to have a minimum of 1,040 hours of work experience.

**LPN to RN Program Readmission/Advanced Standing** – An applicant may be considered for readmission/advanced standing if the applicant meets the program requirements for currently enrolled students, and

1. Withdrew from a previous class at Tri-Rivers School of Nursing LPN to RN Program and had been advised by the faculty and manager of the possibility of readmission at a designated point in the program.
2. A student may be readmitted to the school in subsequent school years at the discretion of the Admissions Committee (acting upon the recommendation of the program administrator and availability of an opening in the program). Fees will be payable in accordance with those in effect at the date of readmission. Reinstatement of Financial Aid will depend on the funding source
3. Tri-Rivers School of Nursing LPN to RN Program requires that students be enrolled in course work on a full time basis for a minimum of two quarters prior to graduation.

## **FINANCIAL INFORMATION – LPN TO RN PROGRAM**

Estimated Expenses for the 2011-2012 School Year

Application Fee (non-refundable) \$95  
Admission Fee (non-refundable) \$500

Physical Exam	\$441
Textbooks	\$600
Lab Fees	\$100

<b>Tuition Fees</b>	<b>Date Due</b>	<b>Amount</b>
Quarter 1	08/12/11	\$2,491.00
Quarter 2	10/21/11	\$2,491.00
Quarter 3	01/13/12	\$2,491.00
Quarter 4	03/30/12	\$2,491.00

### **State Board & NCLEX 4/19/10 \$275**

Students will be responsible for sending their own applications and fees to the appropriate agencies.

Students are to provide their own textbooks. (Price is an estimate) ATI – Required  
Supplemental learning materials will be provided.

All fees are subject to change.

## **CURRICULUM – LPN to RN DIPLOMA PROGRAM**

**Pre-Requisites** – Please see Admissions – LPN to RN Diploma Program for information.

**Curriculum Overview** – The curriculum is divided into four quarters and is ten months in length. The program is presented in a “hybrid” format meaning that in addition to classroom activities and learning, there is online learning. There are also scheduled preceptorships with qualified preceptors from contracted clinical agencies. The student’s day, although days and times can vary, is usually 8:00am – 5:00pm on Wednesdays for classroom instruction and 7:00am – 3:00pm to 7:00pm on clinical days. Students will be provided class and clinical schedules each quarter.

### **LPN to RN DIPLOMA PROGRAM CURRICULUM 2010 – 2011**

**Quarter I 270 hours**  
LPN to RN Transition

**Quarter III 324 hours**  
Clinical Nursing II  
Community Health Nursing

**Quarter II 334 hours**  
Clinical Nursing I  
Mental Health Nursing

**Quarter IV 380 hours**  
Clinical Nursing III  
Professional Transitions

## **PRACTICAL NURSING AND LPN TO RN DIPLOMA PROGRAM REQUIREMENTS**

### **Requirement for Clinical Completion and Licensure:**

Background Check (BCI & FBI)

Drug Testing/Screening (**10-Panel**)

**Payment of Fees** – Students who are taking Practical Nursing or LPN to RN classes on a part-time basis will be billed the following:

#### PN Program

\$703.50            30% or fewer of the hours in a given quarter

\$1383.55        31% - 59% of the hours in a given quarter

\$2,345            60% or more of the hours in a given quarter

#### LPN to RN Program

\$747.30           30% or fewer of the hours in a given quarter

\$1469.69        31% - 59% of the hours in a given quarter

\$2,491            60% or more of the hours in a given quarter

### ***Academic Progression***

***Time Limit for Program Completion*** – After a student has been admitted to a nursing program, continuous progress toward completion is expected. The time limit for the completion of course work is two and a half years. The time limit is computed from the first date credit is recorded on the Tri-Rivers transcript until the program curriculum requirements are completed. Petitions requesting extension of the time limit may be submitted to the Nursing Curriculum Committee for consideration. Extensions are only considered if there is adequate and unusual cause beyond the control of the student for failure to meet the time limit policy.

***Grading Scale*** – The grading scale is as follows:

A=93-100%        3.50-4.00

B=85-92%         3.49-3.00

C=76-84%         2.99-2.00

F=75% or below

***Successful Progression*** – In course work, a student must maintain a 76 percent (C) in each class and a satisfactory 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 be the result. Unsatisfactory evaluations while in the clinical area may result in dismissal from the program.

Each course syllabus defines the requirements for satisfactory completion of each course required in the Nursing Curriculum.

For Practical Nursing, Pharmacology I, II, III, and IV contains clinical components that are integrated in Fundamentals of Nursing courses (I & II) and Nursing Care of Child and Adult courses (I & II). Therefore, student must pass Fundamentals of Nursing and

Nursing Care of Child and Adult Courses with a 76 % or higher to earn a passing grade in any Pharmacology courses.

***For LPN to RN students, in addition to requiring a 76% or higher for satisfactory completion of each course, students must also earn a 76% or higher on the final exam of each course to progress.***

Reports from clinical instructors will be reviewed weekly and if an unsatisfactory evaluation occurs, the student will be advised. Probation may be the result. Repeated unsatisfactory evaluations while in the clinical area will result in dismissal from the program.

**Dismissal** – 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 percent 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 after second attempt

Dismissal may occur for any of the following reasons:

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

Students receiving veterans’ educational benefits will be terminated from these benefits when their absences exceed 5 percent in any quarter.

The student will be informed of dismissal in writing and verbally if possible. The student will be scheduled to have a conference with the nursing manager 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.

**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.

**Classroom/Clinical Dress** – Dress for class may be casual, within the following limitations:

1. No halter-tops, halter dresses, or midriff tops are permitted
2. Walking shorts are permitted and culottes
3. Jeans may be worn as long as they are not frayed
4. Sandals or shoes must be worn. No slippers or bare feet are permitted.
5. Clothing that displays objectionable symbols or lettering will not be permitted.
6. Uniforms may be worn to class uniform regulations apply if the student elects to wear the uniform to class.
7. No visible body piercing jewelry or tattoos allowed in the classroom, skills and clinical.
8. No hats are to be worn inside the Tri-Rivers Career Center / East Center Street buildings.

**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 the Tri-Rivers Career Center / East Center Street buildings.

**Hair** – Hair should be clean and neatly arranged, 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 that is shoulder length or longer should be restrained so that it is above the shoulder level whenever in uniform. Hair must not fall forward into the student's face.
3. Ponytail styles must be confined. Hair fasteners must be plain.
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 as per regulations.

**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 practical nursing student.

**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.

**Uniforms** – The school requires that specific uniforms be purchased by the Practical/ LPN to RN Nursing students. Other requirements include regulation I.D. badge, a watch that constantly displays seconds, and bandage scissors.

The school uniform must be worn in the clinical area. A regulation uniform for female students is recognized as including white hose / socks and shoes, and for male students, white shoes and socks. Hair will be arranged as for clinical experience, and the following will be observed:

1. Uniforms must be clean, wrinkle-free and neatly mended
2. Slips will be worn with the dress uniform
3. 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.
4. The uniform may be worn to and from the clinical area or at Tri-Rivers.
5. A scrub warm-up jacket or lab coat may be worn with the uniform, when required for warmth. A sleeve patch must be in place on the left sleeve.
6. A plain white long sleeve shirt may be worn under the uniform.
7. Gum chewing will not be permitted in the clinical area.
8. The school patch will be centered and attached securely to the left sleeve of the uniform, two inches below the shoulder seam.
9. Smoking is not permitted while in uniform. The following are Nursing staff's position on this issue:
  - a. While in your student uniform you represent Tri-Rivers Career Center as well as the profession of nursing.
  - b. As a nursing student you are responsible for teaching health principles to your patients, as well as providing patient care.
  - c. As a nursing student from Tri-Rivers you are a role model for the nursing staff as well as your patients.
  - d. Nursing students from Tri-Rivers have a reputation for being up-to-date on the current issues that concern health care.
  - e. The nursing staff is committed to keeping you abreast of these issues and any others that may affect your future career goals.

**Jewelry** – Excessive jewelry is unprofessional and unsafe. Certain jewelry, however, is permissible while in uniform. The following applies to all students:

1. Small (less than ¼") stud earrings without design (silver, gold, white), one per ear, is permitted.
2. No necklaces
3. A watch, which constantly displays seconds, is a standard part of the uniform and should be worn at all times
4. Rings may not be worn in the clinical area. Some of the Practical Nursing Students would like to wear a plain wedding band during their clinical laboratory experience. The faculty voiced their concern over the issue and reviewed the policy of the Marion General Hospital. Nurses are not allowed to wear their rings in the Nursery or in any situation where they need to do a surgical scrub at Marion General Hospital. The faculty identified the reasons for not wearing rings as a safety issue for the student, infection control issue in the clinical setting, and the student needs to protect their family from organism carried home from the hospital. Based on the above rationale, the faculty voted to keep the policy as written.

5. Medic-alert necklace and/or bracelet may be worn.
6. No visual body piercing jewelry is allowed in uniform (other than a small stud per ear)
7. Medic-alert necklace and/or bracelet may be worn.

**Hose / Stockings** – Female Students: Plain sheer white hose or support hose, without designs, and free of runs will be worn with the dress uniform. Full-length hose must be worn whenever uniform dress or scrub dress is worn. Knee-length hose or white socks are appropriate only with the pants uniform. Male Students: White socks are mandatory when in uniform.

**Shoes** – Clinical 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.

**Community Observations / Hospital Attire Non-Uniform** – Students who are in the hospital to obtain clinical assignments shall abide by the following:

1. Full uniform shall be worn.
2. Student I.D. shall be visible.
3. Lab coat shall be worn with the Tri-Rivers Nursing patch.

No student will be allowed to wear street clothes into the hospital when completing assignments, research, observations, etc. Behavior and appearance shall be appropriate to the practical student nurse role.

**Marion General Hospital Protocol for Student Identification Badge Purpose** – To protect infant and child security. To assist hospital staff and patients in identifying students and faculty who are legitimate caregivers.

1. The school is responsible for submitting an alphabetical list of student/faculty names to the Human Resource Department at the beginning of the school year/semester or quarter in which the student is assigned to Marion General Hospital.
2. Prior to graduation or at the end of clinical experience, the school will collect the badges and return them to the Human Resources Department. Nursing students may be denied access to skills lab check-off or final exam until the badge is turned into the nursing office in Quarter IV.
3. When a student or faculty member is terminated, the school is responsible for obtaining the identification badge and returning it to the Human Resources Department.
4. If the identification badge is lost, the student will be charged a \$10 fee for replacement of the badge. Any problems that occur should be communicated to the nurse manager.

**Food & Beverages** – On clinical days, lunch arrangements are per the instructor. On class days, students may bring drinking water 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 Health, Illness, and Injury Policy**

***Procedures for student illness in the classroom and clinical settings*** – Students are responsible for completion of their physical forms before they are allowed on any clinical unit. The student is expected to assume the initiative for contacting a physician in case of illness.

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

Procedures for student illness in the classroom:

1. Illness should be reported to the nursing instructor.
2. The nursing instructor will request for assistance and report the illness to the nursing manager and/or Director of Adult Education.
3. The nursing instructor and/or nursing manager will evaluate the illness/injury. The student will be referred if medical attention as appears necessary.
4. For 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 nursing instructor or nursing manager will contact the person listed as the student's emergency contact. Information regarding the incident will be provided.
6. Students are responsible for all expenses generated from emergency care rendered at a health care facility including the ambulance fee.
7. The nursing 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 Adult Education.
8. Students must provide information from a physician of his/her ability to return to the classroom.

Procedures for student illness in the clinical setting:

9. The clinical instructor will evaluate the student who becomes ill or injured during nursing clinical experience.
10. The student may be sent to a private physician for further care or if immediate medical attention is needed, the EMS will be notified and the student will be sent to the emergency room for further evaluation.
11. The clinical instructor will contact the nursing manager regarding the illness/injury.
12. The clinical instructor or nursing manager will contact the person listed as the student's emergency contact. Information regarding the illness/accident will be provided.
13. Students are responsible for all expenses generated from emergency care rendered at a health care facility including the ambulance fee.
14. The clinical instructor will complete an incident report.
15. A report of the illness/ accident is filed in the student's folder. The original report will be submitted to the Director of Adult Education.
16. Illness may interfere with the achievement of educational objectives and/or patient welfare. Instructors may require that the student provide information from a physician of his/her ability to return to the clinical area relative to the attainment of educational objectives.

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.

**Student Physical Requirements** – A physical examination is required for all students admitted into the nursing program and upon reentry into the program. 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.
2. All copies of labs as indicated on the physical form.
3. Proof of positive titers for Rubella, Rubeola and Varicella;
4. 10-panel urine drug screen, a complete urinalysis and complete blood count (CBC) are required.
5. Student must provide proof of tetanus immunization within 10 years.
6. Students will be required to fill out and maintain a current medication sheet with current medications and allergies noted.
7. It is the students' responsibility to maintain a current CPR certification and updated TB testing.
8. Tri-Rivers' contracted nursing facilities require this information in order to guarantee the health and safety of those who care for patients and the patients themselves.
9. Hepatitis B (either proof of complete series or (+) titer)

**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 nursing education manager will make every effort to assist students in locating housing or put incoming students with similar needs in touch with each other.

**Liability Insurance** – Students are recommended to carry professional liability insurance as a nursing student.

**Classroom Rules** – All drinks must be in a spill proof container. **All cell phones must be turned off, no texting allowed.** 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 entered the classroom, not the time they arrived at school. If the student needs to leave class during lecture, he/she must wait until break to re-enter. Be respectful of others, no talking during lecture. Tests will be returned for student review. If a student feels a question should be reviewed or challenged, he/she must submit a written request to the instructor with proof attached to support the request. Questions will be reviewed by faculty and the student will be notified.

**Licensure** – The purpose of this policy is to inform prospective students to the school of nursing that on completion of the nursing program it is the responsibility of each student to apply for licensure as a licensed practical nurse. Each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Therefore, if a prospective student has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of conviction for the following:

1. A misdemeanor committed in the course of practice in Ohio, another state or U.S. territory
2. Any felony in Ohio, another state or U.S. territory;
3. A crime involving gross immorality or moral turpitude in Ohio, another state or U.S. territory;
4. A violation of any municipal, county state or federal drug law. The prospective student should make an appointment to discuss his/her past behavior or legal history with the Nursing Education Manager.

If the applicant for a licensure examination answers “yes” to any of the above questions, the applicant is asked to submit explanatory documents with the application, address the envelope to “Manager, Compliance Unit:, Ohio Board of Nursing (Board), and mark the envelope “Confidential”. The explanatory documents may include a statement of the problem related to the above area(s), the dates the behavior(s) occurred, a copy of a conviction record (if applicable), and a statement of what has happened since the occurrence of the conviction or behavior in question. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed.

\*See the automatic bars to licensure.

It is critical that all questions on the application for licensure be answered honestly, since misinterpretation may constitute fraud or deception. Students needing more information are encouraged to request a copy of Chapter 4723, of the Ohio Revised Code from the Board, or consult with the Administrator of the nursing education program (or designee).

Substance abuse is always a serious concern of the Board. In order to promote and protect the health and well being of future nurse, the Board encourages student nurses with substance abuse problem to seek entry into appropriate treatment as soon as the need is recognized. Impairment of the ability to practice nursing according to acceptable prevailing standards of Safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substance can result in disciplinary action by the Board.

The following crimes are automatic bars to licensure for applicants who entered a pre-licensure education program on or after June 1, 2003.

AGGRAVATED MURDER  
MURDER  
VOLUNTARY MANSLAUGHTER  
FELONIOUS ASSAULT  
KIDNAPPING  
RAPE

AGGRAVATED ROBBERY  
AGGRAVATED BURGLARY  
SEXUAL BATTERY  
GROSS SEXUAL IMPOSITION  
AGGRAVATED ARSON

Further, the Board may propose to deny an application for the following:

ANY FELONY

A CRIME INVOLVING GROSS IMMORALITY OR MORAL TURPITUDE

A MISDEMEANOR DRUG LAW VIOLATION

A MISDEMEANOR COMMITTED IN THE COURSE OF PRACTICE

**Minimum Acceptable Mental and Physical Competencies** – Success as a nursing student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most nursing positions involve standing for long hours and performing activities that require mobility.

The competencies listed below represent the minimum abilities necessary to successfully complete course and program objectives. The inability to meet these competencies may interfere with meeting course and program objectives and, therefore, may result in termination from the program.

1. Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using mask and gloves, create and maintain sterile fields, etc.):
2. Lift and transfer patients with appropriate assistance if needed, up to 6 inches from a stooped position, then, push or pull the patient up to 3 feet.
3. Lift and transfer patients, with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Physically apply adequate pressure to effectively control bleeding, or perform CPR.
5. Respond and reach immediately to instructions/requests, monitor equipment, and perform auscultation (example: listen to a patient's heart sounds through a stethoscope and respond immediately to any noted problems);
6. Satisfactorily complete clinical lab experiences up to and including eight hours in length;
7. Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, and paperwork;
8. Tactilely discriminate between sharp/dull and hot/cold;
9. Perform mathematical calculation for medication preparation and administration;
10. Communicate effectively and appropriately, both orally and in writing.
11. Make appropriate decisions in a timely manner when stressful situations arise;
12. Demonstrate ability to effectively perform nursing tasks using a variety of equipment.
13. Weight Limitation – The minimum acceptable mental and physical competencies policy requires that a student be able to:
  - a. Lift and transfer patients with appropriate assistance if needed, up to 6 inches from a stooped position, then push or pull the patient up to 3 feet;
  - b. Lift and transfer patients with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.

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.

**Leave of Absence** – A student may request a leave of absence for health or personal problems. An advising interview with the nursing education manager is required, at which time the request must be presented in writing. Students can be phased back into the program at the opening of the appropriate quarter providing there is available space, to complete the program. Some review work may be required. (See Readmission)  
**Fees will be payable in accordance with those in effect at the date of readmission.**

**Lockers** – Lockers are available for a nominal fee at our East Center Street classroom location. Valuables must not be taken to clinical areas.

**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.

**Parking** – Adult students attending classes during the day / evening are asked to park their vehicles in the rear parking lot at the East Center Street facility. Parking in the front of the building is reserved for short-term visitors and Medical Massage clients. Adult students are not permitted to park their vehicles in the reserved parking areas. Disabled parking spots are available on the south side of the East Center Street building.

Parking at clinical sites will be announced in orientation at each site.

**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. Lockers shall be provided for students for safekeeping of clothing, books, supplies, and personal belongings: however, such lockers remain sole property of Tri-Rivers and may be searched without warning by school officials when there is reason to believe that potentially dangerous objects or other contraband exist. Such searches shall take place in the presence of the student to whom the locker was assigned, unless the concern is of such potential danger or importance that the student's presence is not desirable or when school officials cannot wait the arrival of the student. At least two school employees will be present to observe the search.

Student-owned or operated automobiles parked on school property or used during school sponsored activities held off the school grounds may be searched for the same reasons and by the same procedures as described above for lockers. Individuals may be searched without warning when there is sufficient reason to believe

that potentially dangerous material or other contraband exists. Again, the same procedures will be followed as outlined for the search of lockers.

**Pregnancy** – Pregnancy may pose special problems for women 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 Nursing Education Manager in writing 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 list any legally prescribed medication that you are presently allowed to take. Tri-Rivers Center for 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 Center for Adult Education 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.

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

**Student Council** – The student council consists of members who are nominated and elected the first quarter of the school year. A president, vice-president, treasurer, class representative, recording secretary and class reporter will be elected within this group.

The purpose of the student council is to act as a liaison between the class and faculty, and to facilitate the social and problem-solving functions of the class. Functions of the student council include:

1. Serve as a liaison for communication between faculty and student body.
2. Facilitate identification of problems, and suggest constructive alternatives to them.
3. Chair committees which may include:
  - a. Media Center
  - b. Handbook – policies and procedure
  - c. Social
  - d. Fund-Raising
  - e. Graduation
  - f. Chair ad hoc Committees
  - g. Assist the faculty in promoting vocational growth

Student Council funds may be expended for any purpose that further enhances the student's educational experience while enrolled at Tri-Rivers. The faculty and nursing

manager 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 keep the nursing education manager informed regarding pertinent plans or problems. Within one week of any meeting the student council president will prepare and present a meeting agenda for approval. A copy of the minutes of meetings will be posted on TRCC Online for the class to review and a copy of all minutes of class/committee meetings shall be filed with the coordinator.

**Tardiness** – A student who anticipates being late to class or clinical experience is to notify the school before the scheduled time. Tardy students must sign in, when entering the classroom. The reason for tardiness must be reported to the instructor.

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.

Students must report in uniform to the assigned clinical area at least five 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.

### **Visitors**

**Academic** – Students may secure permission from the manager/instructor to bring an occasional visitor to class.

### **Clinical**

1. Students are urged to make patients' visitors feel welcome.
2. Students assigned to other clinical services may not wear uniforms when visiting patients on maternity service. Students assigned to the maternity unit may not visit patients on other services and return to the maternity floor.
3. Visiting a patient in the hospital is permitted, provided the student obtains a visitor's permit and gains permission at the nursing station.
4. Students are not permitted to have personal visitors while on duty.
5. Students are not to share their clinical rotation schedules with anyone outside the school population. This is important for security reasons.

**Weight Limitation** – The minimum acceptable mental and physical competencies policy requires that a student be able to:

1. Lift and transfer patients with appropriate assistance if needed, up to 6 inches from a stooped position, then push or pull the patient up to 3 feet;
2. Lift and transfer patients with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-bed- transfers.

Therefore, in order to successfully complete the clinical requirements and remain in the program, students **may not have weight limitation in moving and lifting**.

Students with a history of muscular-skeletal 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 to the Nursing Education Manager.

The above policy will also apply to the student who is pregnant

## **NURSING STUDENT RESPONSIBILITIES**

**Absences** – The student's presence in all classes and scheduled clinical labs is required. Therefore, the following rules shall be utilized:

1. Any student unable to attend class must notify the nursing office one-half-hour before class. On clinical days, notify as directed by instructor by 7:00am. A reason for the class / 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 class or clinical experience must notify the instructor.
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 nursing education manager will review the record of any student absent more than 5 percent of the total quarter hours. Students absent more than 5 percent of the total hours (theory and clinical) will be required to make up clinical experience. If you miss one clinical day or a significant number of hours of clinical time, you will be required to attend clinical make-up. If you miss more than 5% of **class hours** and have not missed any clinical hours, you will still be required to attend clinical make-up.
7. A clinical make-up day will be available at the end of each quarter. Any student who has missed clinical time during the quarter is required by faculty to make-up time on this day. Any student who has missed more than one clinical day will need to meet with the nursing education manager. The student may be dismissed from the program.
8. Make-up may be on a Saturday or during vacation time, at the discretion of the faculty. Payment for make up (\$30 per hour) will be the responsibility of the student. Please see late exam/assignments. Your attendance to class, skills lab, clinical, and any other mandatory activities is vital for your success in this program. To graduate, you must have absence hours totaling no more than 5% of the total program hours. 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 allowed 5% 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 5% or less, you may be dismissed from the program.
9. Any student that expects to be absent from a class lecture may arrange to tape the class with permission from the class instructor.

Any questions, complaints, concerns, etc., are to be addressed to the Nursing Manager. Leave messages in her mailbox or voicemail, if you need to talk to her, please schedule an appointment.

**No absences are excused** – So, keep this in mind when scheduling appointments and other activities that will keep you out of school. We are aware that situations arise over which you have no control. This is why you are strongly urged to save those hours of the allowed 5% absence for times when you are ill, a family member is ill, your car conks out, or other personal emergencies happen.

Because the programs are very fast-paced and so much material is covered in ten months, absenteeism is usually reflected in poor academic and clinical performance. Your attendance is your responsibility. You will be assigned an ID badge. 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.

**Student Attendance, Conduct** – Regular classroom attendance in theory and skills laboratory classes is expected and essential for successful academic work and practice. All exams including the final will be scheduled during the course's beginning and ending dates noted in the schedule. Students are responsible for all make-up work due to absences and must make arrangements with the instructor. All course work (make-up exams, skill check-offs and all course assignments). A missed exam must be reported to the instructor prior to the scheduled time of the exam and must be made up the first day back to school whether it is a clinical or theory day. Exact arrangements are to be made with individual clinical instructors. If the above procedure is not followed, a grade of zero will be recorded for the exam in question; no make-up will be given.

Full attendance in the clinical area is expected in order for objectives to be met and to provide adequate opportunities for evaluation. In the unavoidable event that the student must miss clinical time, the student must obtain permission for this absence by contacting the assigned clinical instructor. Students who are member for Armed Forces Reserve Units are required to schedule military duty outside of regularly scheduled clinical hours. Further, it is the responsibility of the student to plan for compensatory activities with the instructor before returning to the clinical area. Absences may result in a clinical grade of unsatisfactory for the course. Absences in any clinical rotation of more than 1 day will prompt the instructor to review clinical progress with the student. Repeated absences across courses will be reviewed by the total faculty and specific attendance expectations will be set.

**Accountability – Students are responsible for their own actions!** Students are at all times responsible to the instructors of the school, and are encouraged to approach them regarding any problem. When working in the clinical area, the student is entrusted with the care of the patients. Thus, students **must come** to the clinical area prepared for their clinical assignments and are expected to complete these daily assignments. Students and faculty must follow guidelines established by the health care facility and the physician's orders.

**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. Any student wishing to post an item on the bulletin board must check with the coordinator or an instructor for permission.

**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.

### **Use of Social Networking Site Policy**

Purposes/Objectives:

- A. The Nursing Department recognizes that social networking websites and applications, such as Facebook, Twitter, MySpace, or blogs are an important means of communication. The use of technology can be a valuable search tool for nursing students and faculty when used appropriately.
- B. 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.

Policy Statements:

1. 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 forbidden:
  - a. 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. See Confidentiality Policy page 82.
  - b. No posting or communicating private academic information of another nursing student, including but not limited to grades, narrative evaluations, or adverse academic actions.
2. The following actions are strongly discouraged. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
  - a. Display of vulgar language
  - b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
  - c. Posting of potentially inflammatory or unflattering material, false or libelous statements regarding fellow student, faculty member, or TRCC administrator.
3. Any nursing 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.
4. When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail 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.

## **NURSING EDUCATION PROGRAMS EVALUATION**

**Evaluation Philosophy** – The faculty and manager believe that 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 Nursing Programs** – 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 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.

## **STUDENT EVALUATION**

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 the course work.

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 95 percent of the time while enrolled in the full-time program when financial assistance of any kind is used.

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

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

- Students who have an average grade of less than 80 percent in any course at midpoint in any quarter.

- One unexcused absence – classroom, clinical, required lab session.
- One unsatisfactory clinical evaluation.
- Receiving two unsatisfactory grades in clinical documents (Data collection book).
- Inappropriately dressed for 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.

**Probation** – Probation is a measure utilized to encourage self-evaluation of progress in the program realistically and adjustment of behavior accordingly. Reasons for probation include but may 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 percent (C) 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.

**Probation** is defined as a “trial period”. A student may be placed on probation by the nursing education manager, upon the recommendation of faculty members. A student placed on probation will be notified in a conference with the nursing education manager and in writing. 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.

**Academic Probation** – A student may be placed on academic probation at midpoint in any quarter when the grade average in any one course for that quarter is below 76 percent. The student will meet with the nursing education manager, and at that time the probation papers will be signed. **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** – Recipients who fail to meet these standards will be notified by the Financial Aid Office of the discontinuance of their aid. **Appeals can be made in writing to the director of Adult Education within 10 working days after receipt of the discontinuance notice.** The nursing education manager will respond in writing to denied appeals or award the recipient financial aid in the amount and type deemed appropriate. See Policy related to Grievances Procedure on page 24 of this handbook.

**Testing** – It is believed that a test can serve as a teaching aid and that students have a right to review tests so they can learn from the errors they have made. The following procedure will be applied:

1. All answer sheets from the tests will be returned to the students after they have been graded by the instructor.

2. The instructor may allow the students to keep their answer sheets or request that they are turned in at a designated time.
3. The instructor may provide a copy of the test key for a period of time so the students can check their errors.
4. The instructor will do one of the following with the tests:
  - a. Give tests back to the students to keep
  - b. Give test back to the students for a designated period of time determined by the instructor.
  - c. Retain tests if past test papers were not returned by due date.
  - d. Review the test during class time.
5. The final examination score can not be recorded if the student fails to return the answer sheet or test papers as requested.
6. Proof of copy test answers by the student will result in disciplinary action by the faculty, and the privilege of the future review of tests may be denied. It is hoped that the integrity of the practical nurse student will prevent this from occurring.

**Scantron Sheet** – Some courses utilize the Scantron Sheet as a source for testing. This is the 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 may compare their test booklets with the computer scan sheet during the week immediately following 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.

**Make-up Assignments for Missed Classes** – Students who are absent from any scheduled classes are responsible for the material, which was covered during the classes. The student will complete the required reading, obtain notes of the lecture and consult the instructor if further aid is necessary. Additional make-up work may be assigned at the discretion of the individual instructor in relation to the material covered during the class hours missed by the student.

Students who are absent will have the responsibility of obtaining all handouts from the instructor and notes from another student. Arrangements to tape a class when the student is expecting to be absent from a class lecture may be done with the permission of the instructor.

**Late Examinations and/or Assignments** – A missed exam must be taken on the day the student returns to school unless other arrangements are made. Failure to take an exam on the day a student returns from an absence will result in a grade reduction of five percent per day, unless other arrangements have been made.

If a student cannot be present for an exam at the time scheduled, **A CALL MUST BE MADE TO THE SCHOOL OFFICE EXPLAINING THE REASON.**

The instructor may decide that no exam will be returned until all exams have been completed.

A student must see the instructor(s) upon returning to school. All assignments are due on the date specified by the instructor.

A late assignment may result in a reduced grade as determined by the instructor. All assignments must be submitted to fulfill course requirements.

**Retesting / Extra Points** – 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. Earn a maximum of 10 points upon completion of a designated assignment retesting or the earning of extra points may be allowed when the faculty decides it is justified. The following will be considered in arriving at that decision:
  - 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.
  - b. There have been extenuating circumstances that may have contributed to the failure of the student, examples:
    - i. family illness
    - ii. school absence of five days or more for the quarter
    - iii. personal illness
    - iv. personal or family problems requiring absence from school, and faculty have been aware of the problem.

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 nursing manager, and will be completed as soon as possible after the faculty decision is made.
3. The examination may be given the same exam, or the instructor of the course may choose a comparable exam.
4. The student will receive a maximum grade of 76 percent 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.

### **CLINICAL EVALUATION**

**Evaluation & Grading** – Clinical experiences provide nursing 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.

**No Call / No Show** – Not taking appropriate action to notify the instructor of an absence from the clinical setting. Individual instructors will make clearly defined arrangements prior to the start of the first clinical day. No call/ no show may be reason for dismissal.

**Inclement Weather** – The school and/or instructor may make a decision to not penalize the entire group because of uncontrollable circumstances. No points are given in these instances.

**Practical Exams / Skills** – A progress report is given to the student at the completion of each quarter. This includes a clinical experience grade. **The student must pass skills check off testing with a satisfactory grade, according to the criteria established by the faculty for a given practical exam.** A student who fails the exam by the end of the quarter will receive a “U” for the practical exam and may be asked to withdraw from the program.

**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.

**Make-up Experience for Clinical** – A student may be required to make-up clinical experience. The faculty will evaluate the student’s progress in relation to the objectives of the program. The make-up experience will be scheduled by the Nursing Education Manager. If additional time is required, the cost of the instructor (\$30 per hour) will be the responsibility of the student, and must be paid to the Adult Education office prior to the make-up.

**Clinical Probation** – Clinical grades are based on behavioral objectives, as defined by the clinical evaluation tool.

*Clinical progress is evaluated at mid-point each quarter and/or at the end of a clinical rotation*

Clinical experience is graded in the following manner:

**Clinical Performance Criteria for Practical Nursing Students**

<b>E</b>	Student consistently functions with little or no guidance, except in highly complex situations. <b>EXCELLENT = SATISFACTORY</b> Students are expected to progress in this level during Quarter III & IV
<b>S +</b>	Student generally functions satisfactorily with minimum guidance in the usual clinical situation. <b>ABOVE STANDARD = SATISFACTORY</b> Students are expected to progress in this level during Quarter II, III and IV
<b>S</b>	Student functions safely with moderate amount of guidance in the usual clinical situation. <b>MET STANDARD = SATISFACTORY</b> Students are expected to be at this level during Quarter I & II
<b>OI</b>	Student usually requires intense guidance for the performance of activities at a safe situation. <b>BELOW STANDARD = IMPROVEMENT NEEDS TO TAKE PLACE.</b>
<b>U</b>	Student is considered unsafe to practice without constant, intense guidance. <b>CLINICAL FAILURE = UNSATISFACTORY</b> Student in this level will be placed on clinical probation. Reports from clinical instructor will be reviewed weekly. Repeated unsatisfactory evaluations while in the clinical area will result in dismissal from the program.

**Specific Information Regarding Practical Nursing Clinical** – Clinical experience is composed of Level I (Quarters I & II) and Level II (Quarters III & IV). Each level has identified mandatory objectives for each quarter which must be achieved at a satisfactory level. The clinical instructor will evaluate the student on the basis of the clinical experience grading scale. Grades will be evaluated by the faculty committee as follows:

1. A student receiving a clinical grade of S or better will progress automatically.
2. A student receiving less than S in one or more mandatory objectives will be alerted by the clinical instructor and may as into the next quarter on clinical probation. A student may remain on clinical probation for a maximum of one quarter.
3. A student receiving an Unsatisfactory at the end of any quarter will be asked to withdraw from the program or will be dismissed.
4. A student who receives an unsatisfactory grade at mid-term in the clinical laboratory may be required by the manager/instructor to come before the faculty, regarding their status in school.

### Clinical Performance Criteria for LPN to RN Nursing Students

<b>4</b>	<p>Student consistently functions with little or no guidance, except in highly complex situations.  <b>EXCELLENT = SATISFACTORY</b>            Students are expected to progress in this level during Quarter III &amp; IV</p>
<b>3</b>	<p>Student generally functions satisfactorily with minimum guidance in the usual clinical situation.  <b>ABOVE STANDARD = SATISFACTORY</b>            Students are expected to progress in this level during Quarter II, III and IV</p>
<b>2</b>	<p>Student functions safely with moderate amount of guidance in the usual clinical situation.  <b>MET STANDARD = SATISFACTORY</b>            Students are expected to be at this level during Quarter I &amp; II</p>
<b>1</b>	<p>Student usually requires intense guidance for the performance of activities at a safe situation.  <b>BELOW STANDARD = IMPROVEMENT NEEDS TO TAKE PLACE.</b>            Student in this level will be placed on clinical probation. Reports from clinical instructor will be reviewed weekly.</p>
<b>0</b>	<p>Student is considered unsafe to practice without constant, intense guidance.  <b>CLINICAL FAILURE = UNSATISFACTORY</b>            Student in this level will be placed on clinical probation. Reports from clinical instructor will be reviewed weekly. Repeated unsatisfactory evaluations while in the clinical area will result in dismissal from the program.</p>
<b>I</b>	<p><b>INCOMPLETE</b>            The student has not completed the requirements for clinical. The time frame for completion will be determined by the faculty.</p>

**Specific Information Regarding LPN to RN Program Clinical** – Each level has identified mandatory objectives for each quarter which must be achieved at a satisfactory level. The clinical instructor will evaluate the student on the basis of the clinical experience grading scale. Grades will be evaluated by the faculty committee as follows:

1. A student receiving a clinical grade of 2 or better will progress automatically.
2. A student receiving less than 2 in one or more mandatory objectives will be alerted by the clinical instructor and may pass into the next quarter on clinical probation. A student may remain on clinical probation for a maximum of one quarter.
3. A student receiving a 0 or Unsatisfactory at the end of any quarter will be asked to withdraw from the program or will be dismissed.
4. A student who receives an unsatisfactory grade in the clinical laboratory may be required by the manager/instructor to come before the faculty, regarding their status in school.

## **POLICY ON ACADEMIC INTEGRITY**

***Nurses abide by an ethical code, and honesty is part of this code.***

What is Academic Dishonesty?

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill which he or she does not possess. The two most common kinds of academic dishonesty are "Cheating" and "Plagiarism". Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it to fulfill academic requirements.

It is your responsibility to know what constitutes academic dishonesty. If you are unclear about a specific situation, speak to your instructor. The following list exemplifies some of the activities defined as academic dishonesty.

### **Cheating**

- Copying, in part or in whole, from someone else's test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting, during an examination, any sources of materials not authorized by the instructor.
- Committing other acts which defraud or misrepresent.

### **Plagiarism**

- Incorporating the ideas, words, sentences, paragraphs, or part of another person's writings, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

### **Other Specific Examples of Academic Dishonesty**

- Purposely allowing another student to copy from your paper during a test
- Giving your homework, term paper or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or Tri-Rivers official to improve your grade.
- Altering a graded work after it has been returned, then submitting the work for re-grading.
- Removing tests from the classroom without the approval of the instructor
- Stealing tests.
- Having a typist correct work for spelling or grammar, if contrary to the rules of the course.
- Forging signatures on Tri-Rivers documents.

**Consequences of Academic Dishonesty** – Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

1. Receive a failing grade on the test, paper or
2. Have your course grade lowered, or possibly fail the course;
3. Under the standards of student conduct a student may receive:
  - o Warning
  - o Reprimand
  - o Probation
  - o Suspension
  - o Expulsion

The Administrator of Nursing Programs maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

### **STUDENT CONDUCT WHILE PROVIDING NURSING CARE**

As set forth in Chapter 4723-5-12 of OAC

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client the student shall:
  - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality
7. A student shall practice within the appropriate scope of practice as set forth in Chapter 4723 of the Administrative Code
8. A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not:
  - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client
  - b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10. A student shall not misappropriate a client's property or:
  - a. Engage in behavior to seek or obtain personal gain at the client's expense
  - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

**For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.**

11. A student shall not:
  - a. Engage in sexual conduct with a client
  - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - c. Engage in any verbal behavior that is seductive or sexually demeaning to a client;
  - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.
12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - a. Sexual contact, as defined in section 2907.01 of the Revised Code;
  - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
14. A student shall not habitually indulge in the use of controlled substances, other habit forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

#### **CONFIDENTIALITY STATEMENT**

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.

#### **GUIDELINES/RULES FOR SKILLS LAB TIME**

1. Students will be scheduled in the skills lab.
2. Course calendar, (Fund, C&A) reflects the date and time students are to be in skills lab.
3. Course calendar, (Fund, C&A) reflects the skills students are to be prepared for and practice.
4. Students are welcome to use the skills lab for additional practice time if the lab is not in use by other programs. A skills calendar is posted on the skills lab door. If time is available, you must sign up with the receptionist or DeeDee Farmer at ext.515.
5. Students are responsible for keeping the skills lab neat, clean and orderly. Over the bed tables & chairs must be returned to the correct place. All beds are to be left neatly made.
6. Equipment necessary for practice can only be removed and returned to the cupboards by an instructor.
7. **Students must act professional at all times in the skill lab.**
8. No extra book, book bags, purses or coats in skills lab. **NO CELL PHONES!!!!**
9. Do bring current Fundamentals text. Other reference material is available for use in the skills lab.
10. **Any supplies given to you must be brought back to your scheduled skills lab to practice, or student will receive an unsatisfactory.**
11. Practice time is the time to ask questions, clarify things, and do the skill over and over.

12. Check-Off time – it is the expectation to perform the skill independently & competently. This means the student **will not ask the instructor questions** regarding how to perform the skill or about principles or concepts of the skill. (See Guidelines for Performance of Nursing Skills/Procedures.)
13. All required skills must be checked off by an instructor, see skills check-off sheet.
14. The instructor may check off the skills during skills lab time or in clinical.
15. It is the student's responsibility to have their skills check-off list and skills sheets signed/initialed by the instructor.
16. Skills check-off list and individual check-off sheets will be kept in the Skills Lab file cabinet at all times.
17. Student will present appropriate skills check-off sheet signed and dated at the time of check-off.
18. No student will be checked off without appropriate skills sheet presented.
19. It is the **students 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.**
20. Students must complete all items as noted on the skills check-off sheet correctly to receive a satisfactory grade.
21. No food or drink in the skills lab.
22. **No photography** in skills lab without permission from the Nurse Education Manager and/or Adult Education Director.
23. **No lounging on beds and/or no shoes on the beds.**
24. **Mannequins will be treated in a respectful manner.**

**Potential Incident Report** – A potential incident report will be submitted by the student if a student fails to follow good nursing practice which could have led to patient injury, medication error or any type of liability.

The report is a learning experience for the student and is used by the faculty to help the student identify potential errors.

The following procedure will be implemented:

1. The report is labeled "Potential Incident"
2. The student completes the report
3. The instructor reviews and signs the report
4. The instructor confers with the student
5. The nursing education manager reviews the incident and confers with the student as necessary
6. The nursing education manager may require the student to appear in front of the faculty to determine status.

The report(s) will be utilized for clinical evaluation purposes and may be used to support a decision that a student is unsafe in clinical practice. Unsafe practice will include coming to the clinical unit unprepared to care for assigned client, or failure to complete the assignments for the day.

**Incident Report** – Incident reports involving students are not to be taken from the agency. Those involving patients will be sent to the nursing office, and those involving personal injury to the student will be sent to the Employee Health Office. The following will be implemented:

1. Nursing Service will notify the school when an incident report involving a student is available for review.

2. The instructor and/or the nursing education manager will review the incident.
3. The instructor will write up a summary of the incident.
4. The nursing education manager will review the summary.
5. The summary will be signed by the instructor and the nursing education manager.
6. A conference will be held with the student if necessary.

These reports will be utilized for clinical evaluation purposes. On this basis a student may be judged unsafe in clinical practice.

**Student Employment** – In the interest of safety, a student may not work 11am – 7pm 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.

## ADMINISTRATION

### **Academic Advising**

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

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

**Initial & Exit Interview** – An interview with the nursing manager/instructor will be held early in the program to discuss progress and identify any problem areas. During the final week of the program, students will be scheduled for an exit interview with the nursing manager/instructor. At this time, the student may discuss any concerns and/or suggestions regarding the program, employment and educational plans.

**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 wish directory information to be released when requested by appropriate persons.

**Record Retention Plan for Currently Enrolled Students** – Three folders will be assigned to each student; Admission 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., post-secondary education)
3. Entrance test results
4. Directory information release form
5. Financial aid forms (will be retained by financial aid staff)
6. Enrollment documents (acceptance letter, letter of intent)
7. BCI & I results

**Physical Examination Folder** will contain the following documents:

1. Physical Examination form signed and dated by physician
2. Urinalysis
3. Complete Blood Count
4. Rubella titer
5. Rubella titer

6. Varicella titer
7. Hepatitis B (proof of complete series or positive titer)
8. 10 Panel Drug Screen
9. 2 step Mantoux (PPD)
10. Immunization record for Diphtheria and tetanus
11. Copy of CPR Card
12. Copy of proof of nurse aide requirements (PN students only)
13. Copy of licensure verification (RN students only)
14. Completed Medication sheet

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

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

***Students and applicants may request a review of their record, by submitting a written request to the nursing education manager. An appointment, at a mutually convenient time, shall occur within two weeks after the request is received.***

**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)
8. Financial aid forms (as required)

**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)
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.***

**ATI – Assessment Technologies Institute** – The Department of Nursing utilizes a student centered assessment and tutorial program through a resource called ATI. Online learning assessments are integrated throughout the PN and LPN to RN curriculum and enable each student to identify their learning needs and develop a plan of action to remove deficiencies. The goal of the integrated ATI program is to prepare students to pass the PN – NCLEX / RN – NCLEX after graduation.

**ATI – Comprehensive Exit Exam** – The ATI Exit Exam is a comprehensive exam which uses the same test blueprint as the NCLEX – PN / RN Exam. The ATI Exit Exam is a valid and reliable predictor of success on the NCLEX – PN / RN. Students who are unable to meet a minimum score on the ATI Exit Exam are in serious jeopardy of failing the NCLEX Exam.

Therefore, a plan has been developed which exposes students to the NCLEX exam testing format at all levels of the nursing programs using the ATI Exit Exam and other tools. This plan requires preparation and practice for the NCLEX in all quarters of the program.

Prior to graduation, all nursing student must complete the ATI Exit Exam during the Quarter IV of their education. Students are encouraged to meet the minimum score established by ATI. Students who do not meet the minimum expectation must develop a plan for improving their ATI score and may repeat the Comprehensive exam until an acceptable score is met. The fee for the 2<sup>nd</sup> exam will be the student's responsibility.

**Completion Summary** – Students must meet the following criteria to be eligible for graduation:

1. Attendance – to graduate, you must have absence hours totaling no more than 5% of the total program hours.
2. Grades – A minimum score of 76% must be maintained in each quarter
3. Satisfactory Practical Skills Evaluation – all practical skills as outlined in the curriculum must be completed according to the criteria established by the school.
4. Satisfactory performance in Clinical Areas.
5. All fees must be paid.
6. ID Badge must be returned
7. Group exit interview with the nursing manager. At this time, the students may discuss any concerns and/or suggestions regarding the program, employment and educational plans.
8. Exit interview as required by Financial Aid Administrator
9. Student must complete an ATI Comprehensive Exam.

# Appendix B

## PATIENT CARE TECHNICIAN (PCT) PHARMACY TECHNICIAN (PhT) STUDENT HANDBOOK

### Course Description for Patient Care Technician

This course is designed to prepare students with a basic entry-level course 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 nurse education manager who is a registered nurse.

The successful full-time candidate has the opportunity to achieve certification as a Certified Patient Care Technician\*, or in individual areas, such as CPR, Phlebotomy\*, EKG\*, Nurse Aide, Home Health Aide, and Coding & Billing\*. \*Testing is provided by The National Health Career™ Association and is optional – see below for more detail.

### Listing of classes:

Medical Terminology	Medical Coding	Nurse Aide
Medical Billing	Basic Computers	WORD
Keyboarding	Excel	Power Point
First Aid/Emergencies	Anatomy & Physiology	Learning Strategies
EKG	Phlebotomy/Lab	Nurse Aide
Math for Meds	Home Health	Learning Strategies
Health Unit Coordinating	Resume	

### Special notice for the Patient Care Technician Program

Outside school access to a computer and internet connection are 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
- Participation in phlebotomy clinicals

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.

Home Health – In order for a student to be eligible to take the certification test, students must:

- Be a current State Tested Nurse Aide (STNA)
- Complete required clinicals
- Test on the designated date as arranged by the program coordinator. Late testing dates will not be granted.

Patient Care Technician Certification Testing – Tri-Rivers Center for Adult Education is an approved National Health Career 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.

### **Rationale for Patient Care Technician 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. This program has been added as a step in the career ladder in a grant currently being written with Marion Technical College and Knowledge Works. With the shortage of trained employees in the health care field, many in the area are excited about this training option.

### **Certifying Agency**

National Health-Career Association (NHA), a part of Assessment Technology Institute®. NHA, the nation's largest health career certification provider, became a part of Assessment Technologies Institute (ATI®), the nation's preeminent leader in online education, certification and regulatory compliance for more than 20 professional certifications.

Tri-Rivers Center for Adult Education is an approved NHA Examination delivery site. The current certified examinations are: Phlebotomy Technician, EKG Technician and Patient Care Technician, Billing and Coding Specialist, Clinical Medical Assistant, and Medical Administrative Assistant. The National Healthcareer Association was established in 1989 as information resource network for today's active healthcare professionals. The NHA certification 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 of 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 visit [www.nhanow.com](http://www.nhanow.com).

### **Program Model**

Patient Care Technician Program = approximately 700 hours (Classroom + Clinical).

## **Program Goals for PCT**

The goals of the Tri-Rivers Center for 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.
  - Developing the practical application of medical terminology
  - Developing skills as an entry-level Coder or Biller
  - Performing basic laboratory procedures
  - Assisting with diagnostic test and examinations and procedures as instructed
  - Developing a practical application and knowledge of medical law, ethics and professionalism
  - 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 PCT**

The goal is to offer several career paths to the student: Nurse Aide, Home Health Aide, complete Practical Nursing prerequisites, Health Care Aide, and Medical Records Technician. 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.

## **Post assessment/Industry Credential**

- State Tested Nurse Aide
- Home Health Aide
- Certified Patient Care Technician, Certified Billing and Coding Specialist, Certified Phlebotomy Technician, Certified EKG Technician, Certified Medical, Certified Medical Administration Assistant through the National Health Career Association,

## **Course Description for Pharmacy Technician:**

The pharmacy Technician Program is a 605 hour program that includes onsite and online classes, as well as, a pharmacy internship. The program will help prepare the individuals to become a certified Pharmacy Technician. The student will be able to take the Pharmacy Technician Certification Board examination, once they have successfully completed the program.

### **Pharmacy Technician Listing of Subjects:**

Learning Strategies	Basic Computer	WORD
Math for Meds setting	Medical Terminology	Spanish for the medical setting
Power Point	Resume	Customer Service
Anatomy & Physiology	Keyboarding	Internship at Retail pharmacy
Core Online Pharmacy Component		

### **Special notice for the Pharmacy Technician Program**

Students, who successfully complete the Pharmacy Technician Program, will be eligible to take the Certified Pharmacy Technician certification examination.

Outside school access to a computer and internet connection are required. A home computer with high speed internet connection is recommended.

### **Certifying Agency Pharmacy Technician**

#### **PTCB Mission Statement**

The Pharmacy Technician Certification Board (PTCB) develops, maintains, promotes and administers a high-quality certification and recertification program for pharmacy technicians. The PTCB provides first-rate programs and services that offer pharmacy technicians an opportunity to demonstrate that they have mastered knowledge and skills across practice settings. Through the PTCB program, pharmacy technicians are able to work more effectively with pharmacists to offer better patient care and service.

#### **PTCB Vision Statement**

The Pharmacy Technician Certification Board (PTCB) supports the national credentialing of pharmacy technicians across practice settings. By demonstrating mastery of knowledge and skills through the PTCB certification, pharmacy technicians are able to work more effectively with pharmacists.

The methods used to develop and administer the Pharmacy Technician Certification Examination (PTCE) are designed to promote the validity, measurement precision, and integrity of the examination program. These methods follow to testing procedures relevant to certification examinations recommended in the *Standards for Educational and Psychological Tests* (APA, NCME, AERA; 1999) and guidelines published by the National Organization for Competency Assurance (NOCA), Council on Licensure, Enforcement, and Regulation (CLEAR), and Professional Examination Service (PES).

The positive interaction of the pharmacist/pharmacy technician team is critical to the delivery of pharmaceutical care in today's health-care environment; the pharmacy employer, pharmacist, pharmacy technician and patient all benefit from this special relationship. The better qualified the pharmacy technician, the higher the quality of care this team may bring to the patient and the greater the value they bring to the pharmacy. The PTCB believes that Certified Pharmacy Technicians (CPhTs) are the best support for pharmacists by providing assistance with functions that ensure safe, accurate and efficient medication use but do not require the judgment of a licensed pharmacist.

The PTCB national program establishes the value of the certification process for the pharmacy technicians, employers, pharmacists and patients. The PTCB certification provides solutions to the challenges of pharmacy practice across practice settings.

In pursuing its goals, the PTCB will:

- Provide high standards for the certification of pharmacy technicians.
- Support the Pharmacist-Certified Pharmacy Technician team concept to advance patient care.
- Conducts research and document the value of the CPhT credential.
- Facilitate consensus within the profession on pharmacy technician issues.
- Plan and lead public relations' strategies on pharmacy technician certification that reflect PTCB's role as a nationally recognized certifying body.
- Provide timely information resources related to the PTCB certification program and the role of the pharmacy technician.

### **Program Model**

Pharmacy Technician Program = 620 hours (Classroom + Internship)

### **Post assessment/Industry Credential**

- Certified Pharmacy Technician through the Pharmacy Technician Certification Board (PTCB)

### **Program Goals for PhT**

The goal of the Pharmacy Technician program is to prepare individuals with the skills needed to obtain a successful career as a pharmacy technician. The program will prepare the student to work under the supervision to work under the supervision of a pharmacist and perform pharmacy related functions and compliance with department policies and procedures. This will prepare the technician to practice in settings such as community pharmacies, hospitals, military, home care settings, long term care, and mail services facilities.

### **Program Outcomes for Pharmacy Technician Program:**

- Demonstrate ethical conduct in all duties performed.
- Interpret physicians orders and prescriptions
- Perform pharmaceutical calculations
- Define medical and pharmaceutical term
- Understand the laws the govern pharmacy
- Communicate effectively with patients and medical professionals
- Understand confidentiality of all patients information

Upon successful completion of the program, the student will be able to take the pharmacy technician certification board. If the student passes the certification examination, they will be allowed to use the credentials CPhT. Students will be able to obtain employment in settings such as community pharmacies, hospitals, military, home care settings, long term care, and mail services facilities.

## **Method of Instruction for Patient Care Technician & Pharmacy Technician Programs**

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.

## **Admission Requirements for Patient Care Technician and Pharmacy Technician Programs**

### **Admissions Criteria / Process**

1. Application Procedure: A signed and completed application, \$95 non-refundable fee (fee covers application and pre-entrance testing) is required in order to sit for the pre-entrance examination.
2. A copy of **high school** transcript or proof of GED is required before being enrolled.
3. Pre-entrance exam consists of the ACT WorkKeys test, which is a series of three tests evaluating basic academic skills of reading, math and locating information. Allow three hours for the pre-entrance exam time. Test must be scheduled in advance.
  - a. Students will be required to pass entry level ACT WorkKeys skills. If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attendance at a class. An individual may retake any of the individual tests until they pass. Retesting will require prepayment and registration. Fees are as follows: \$15 for one test. Please call 740-389-4682 ext. 500 to schedule retakes and prepay.
4. Submission of \$200 Admissions Fee and \$150.00 laboratory fee prior to start of program.
5. After being accepted into the program, pay the full amount for tuition. Regardless whether payment is from a student, a company, or a department, all fees must be paid in full a minimum of two weeks prior to the first day of class, per our payment policy. A student is not considered enrolled until full payment is received. Fees are subject to change. Financial Aid is available to those who qualify. Call the Adult Education office for an information packet on financial aid.
6. Once accepted into the class, a physical examination is required (see form for specific requirements). Hepatitis B series must be completed or a positive titer is required. These tests must be done and on file before participating in clinical or by the specified date stated by the Program Coordinator.
7. Background checks must be completed and results submitted to the program coordinator within a time specified. (Usually within three weeks of orientation)
  - a. Any misdemeanors or felonies should be revealed to the school prior to admission.

**Weight Limitation** – The minimum acceptable mental and physical competencies policy requires that a student be able to:

1. Lift and transfer patients with appropriate assistance if needed, up to 6 inches from a stooped position, then push or pull the patient up to 3 feet;
2. Lift and transfer patients with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-bed- transfers.

Therefore, in order to successfully complete the clinical requirements and remain in the program, students **may not have weight limitation in moving and lifting**.

Students with a history of muscular-skeletal disorder are required to obtain medical clearance prior to attending the program. A physician's statement (medical release) indicating that the student has **no** weight limitation or restriction must be submitted to the Patient Care Technician Coordinator.

The above policy will also apply to the student who is pregnant.

**Evaluation Plan:** Each course and instructors of the program will be evaluated by students. Clinical site personnel will be surveyed at the end of the course, but the Health Care Coordinator will also be in regular contact with them throughout. Instructors and the administrative team have and will continue to meet on a regular basis, in addition to staff meetings.

**Code of Conduct Policy:** The student is expected to abide by the appropriate attitude and behavioral patterns expected of all students in the program and which have implications for retention in the program over and above the meeting of individual course requirements. The faculty of the programs believes that there are certain attitudes and patterns of behavior that students must demonstrate for the competent and ethical practice of Patient Care Technician and Pharmacy Technician Programs. These attitudes and behaviors are expected of all students as they progress through the programs. Failure to meet the requirements-even though all curricular objectives are met- may be grounds for dismissal from the Patient Care Technician or Pharmacy Technician Program.

## **ATTENDANCE**

**No absences are excused** – So, keep this in mind when scheduling appointments and other activities that will keep you out of school. We are aware that situations arise over which you have no control. This is why you are strongly urged to save those hours of the allowed 10% absence for times when you are ill, a family member is ill, your car conks out, or other personal emergencies happen.

Regular classroom attendance in theory and skills laboratory classes is expected and essential for successful academic work and practice. All exams including the final will be scheduled during the course's beginning and ending dates noted in the schedule. Students are responsible for all make-up work due to absences and must make arrangements with the instructor, this includes, all course work (make-up exams, skill check-offs and all course assignments). A missed exam must be reported to the instructor prior to the scheduled time of the exam and must be made up the first day back to school whether it is a clinical or theory day. Exact exam make-up arrangements are to be made with individual instructors. If the above procedure is not followed, a grade of zero will be recorded for the exam in question; no make-up will be given.

Full attendance in the clinical area is expected in order for objectives to be met and to

provide adequate opportunities for evaluation. In the unavoidable event that the student must miss clinical time, the student must obtain permission for this absence by contacting the instructor. Students who are member for Armed Forces Reserve Units are required to schedule military duty outside of regularly scheduled clinical hours. Further, it is the responsibility of the student to plan for compensatory activities with the instructor before returning to the clinical area. Absences may result in a clinical grade of unsatisfactory, which in turn would be cause for dismissal from the program. Absences in any clinical rotation of more than 1 day will prompt the instructor to review clinical progress with the student and may be cause for dismissal from the program at the instructor and coordinator's discretion. Repeated absences across courses will be reviewed by the total faculty and specific attendance expectations will be set. When it is noted that the student continues to have attendance issues, it will be a faculty decision whether or not the student will remain in the program or dismissed.

**Accountability – Students are responsible for their own actions!** Students are at all times responsible to the instructors of the school, and are encouraged to approach them regarding any problem. When working in the clinical area, the student is entrusted with the care of the patients and interactions with staff members. Thus, students **must come** to the prepared for their clinical/internship and are expected to complete these daily assessments.

Students will be accountable for:

- Assuming responsibility for learning as evidenced by:
  - Independent study to prepare for class and clinical assignments
  - Initiating questions and discussions with the instructors for clarification and validation of the results of their independent study.
  - Seeking new learning experiences in the classroom, practice laboratory, and clinical laboratory.
  - Accepting and implementing constructive criticism and suggestions.
  - Integrating the objectives of each level and continually applying previously learned concepts in each new situation.
- Displaying integrity in personal, educational, and professional activities as evidenced by:
  - Honesty – including, but not limited to, following the program policy on cheating and plagiarism.
  - Adherence to rules and regulations of the program and policies and procedures of all clinical sites.
  - Respect for the dignity and rights of all persons – peers, patients, personnel and faculty.
  - Assuming responsibility to provide only that Patient Care Technician level of care for which the student is adequately prepared and independently seeking guidance and supervision for those activities in which he/she lacks experience.
- Demonstrating responsibility for own behavior as evidenced by:
  - Consistent and prompt attendance at all scheduled learning experiences.
  - Consistent and prompt completion of all assignments.
  - Following the dress code.

- Maintaining good health habits.

In the event that a student displays inappropriate conduct or unprofessional behavior, including sexual harassment, that is disruptive to the educational process to self or others or performs potentially unsafe practice, the coordinator may recommend a disciplinary warning or dismissal for the involved student(s).

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

1. Persistent unsafe performance in clinical area or phlebotomy practice lab, 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 class.
3. A grade point average below 76 percent 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 after third attempt
8. Persistent tardiness
9. Cheating
10. Being disruptive to the learning process of others
11. Being disruptive or disrespectful to instructors and/or peers
  - a. Attitude is important, a poor attitude is not a characteristic of a Patient Care Technician Student or a Pharmacy Technician Student

### **Pupil Evaluation Policy – Classroom**

**Classroom Strategies** – different strategies are needed to instruct the Patient Care Technician and Pharmacy Technician Programs. A variety of presentations will enhance the learning potential of students. Some strategies may be altered to meet individual needs.

1. Teaching Methods - Teacher demonstration and supervised practice, lectures, problem solving, small/large group discussion, oral reports, written reports, independent study, information sheets, field trips, guest speakers and demonstrations, role playing, laboratory assignments
2. Teaching Aids – Textbooks, charts and posters, chalkboard, PowerPoint, films, models, industrial pamphlets, professional journals, reference handbooks and textbooks

**Individual Differences** – the student’s levels of achievement will vary depending on their abilities and experiences. For this reason the program will be individually implemented to meet the needs of each student.

**Attitude Development** – students need to feel that they can become successful. To create a positive attitude about learning and improve work quality, professional appearance and leadership skills, the following guidelines will be followed:

- Encourage questions, discussions of professional behaviors and appearance, discussion of instructor expectations regarding work with peers, supervisors,

school staff and administrators, vocational club membership encouraging self respect for their trade and other people

**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.

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

**Evaluation:**

Students will be evaluated in the areas of attitude, academics, participation, professionalism, dependability and work habits.

Quizzes are usually given more than once a week and tests are given at the end of each unit.

Classroom grades are determined through quizzes, tests and assigned projects. Grades are issued at the end of each level accompanied by a personal performance evaluation. Students are required to take responsibility for make-up work when absent in accordance with policies and procedures established.

A progress report is given to the student at the completion of each level. This includes the letter grades and percentages the student has achieved for this level in the course work.

**PUPIL EVALUATION – LABORATORY/CLINICAL**

Laboratory and clinical time is a part of all Patient Care Technician and Pharmacy Technician programs. The student will be required to perform in the lab the activities are discussed and demonstrated in the classroom. Students are expected to display professionalism and safety measures while participating in the laboratory and clinical.

- **Teaching Methods** - Demonstration of the use of lab equipment and procedure performance is the primary teaching in lab. Following the demonstration, students perform skills under the supervision of the instructor. In addition to classroom and laboratory skills, students will participate in a off site clinical experience and internship.
- **Evaluation** - Skill performance is evaluated on a Satisfactory/Unsatisfactory system. Competency is reached when the students have performed the skill with 100% accuracy.

## **EVALUATION POLICY**

The faculty and Supervisor believe that evaluation is a means of determining the performance of the student at a given point in the 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 evaluation by the faculty is accompanied by a student evaluation. All courses have specific objectives. These objectives are the outcomes that you should achieve. The student will be tested and evaluated upon the objectives of the course.

## **EVALUATION OF THE PROGRAM**

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. Evaluation of the program of learning is conducted on an ongoing basis. Student input is utilized in this evaluation.

Periodically, students are asked to complete an evaluation of the courses. Students also evaluate the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences.

Students are urged to provide constructive comments throughout the program.

## **ACADEMIC PROGRESS**

**Grading Scale** – The grading scale is as follows:

A = 93 – 100

B = 85 – 92

C = 76 – 84

F = 75 or below

S = Satisfactory

U = Unsatisfactory

In course work, a student must maintain a 76 percent (C) in each class and a Satisfactory in clinical to remain in the program.

Students must maintain 76% or higher on all PCT/ Pharmacy Tech. courses with an exception of the following:

Nurse Aide = 80% or higher CPR = 84% or higher First Aid = 84% or higher

For 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
- Passing score of the practicum application
  - Student will be given 3 attempts to pass this portion. If the student does not pass, then the student will be dismissed from this course/program.
  - Students who do not show competence in venipuncture cannot be placed in a phlebotomy clinical.
- Participation in phlebotomy clinicals

For Pharmacy Technician web-learning (core pharmacy component) – In order to pass the Core Pharmacy Component (Pass assured Program) course the following criteria must be met:

- Grade of 76% or higher for each section quiz
- Grade of 76% or higher for each section test
- Grade of 76% or higher for the final exam

A student must maintain satisfactory grades and attendance in each class to remain in the patient care technician and Pharmacy Technician programs. The coordinator reviews at mid-point and at the end of each course the progress of each student in academic courses and laboratory experience. Students may be warned, put on probation or dismissed as a result of unsatisfactory progress.

### **ACADEMIC WARNING**

A student will be given a written academic warning at the mid-point in any course when the grade average in any one course (except for Nurse Aide, CPR, & First Aid) for a level that is below 76 percent and below 90% attendance. The student will also meet with the instructor.

### **PROBATION**

Probation is a measure utilized to encourage self-evaluation of progress in the program realistically and adjustment of behavior accordingly. Reasons for probation include but may not be limited to:

1. Unsafe performance exhibited by behaviors that might prove injuries to self, co-workers and/or visitors.
2. Unsatisfactory performance in laboratory areas as measured by an instructor and documented by the instructor
3. Unsatisfactory performance in course work as measured by a grade point average below 76 percent at mid-point of any course and below 90% attendance.
4. Non-compliance with regulations of the school.
5. Unsatisfactory performance in professionalism as measured by maintaining 90 percent average.
6. Unprofessional behavior (including, but not limited to language, attitude) towards, instructors, other students, clinical/internship personnel and other staff members of Tri-Rivers Center for Adult Education.

**Probation** is defined as a “trial period”. A student may be placed on probation by the program coordinator and/or nursing education manager, upon the recommendation of faculty members. A student placed on probation will be notified in a conference with the program coordinator and /or nursing education manager and in writing. At this conference, and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period.

A student may be placed on academic probation at midpoint in any quarter when the grade average in any one course is below 76 percent. The student will meet with the program coordinator or nursing education manager, and at that time the probation papers will be signed. If the student fails to attain 76 percent in each class and 90 percent attendance after probation, he/she will not receive any additional financial aid.

**Appeal Procedure** – recipients who fail to meet these standards will be notified by the

Financial Aid Office of the discontinuance of their aid. Appeals can be made in writing to the director of Adult Education within 10 working days after receipt of the discontinuance notice. The program coordinator and/or nursing education manager will respond in writing to denied appeals or award the recipient financial aid in the amount and type deemed appropriate. See Policy related to Grievances Procedure in this handbook.

## **ATTENDANCE**

**Attendance for the Patient Care Technician Program is 90% for EACH CLASS,** except for CPR, First Aid, and Nurse Aide, which require 100% attendance.

Signing in and out student rules:

- a. Each student is responsible for signing in prior to their assigned start time and signing out at the end of the scheduled day.
- b. Under no circumstances may one student sign in and out for another student. Violation of this rule may be grounds for disciplinary against or dismissal of both students.
- c. Students may sign-in ten minutes before the assigned start time and shall sign-out punctually at the end of their assigned time.
- d. It is not necessary for students to sign-in and out for meal breaks UNLESS they are leaving the campus for lunch – then they must sign-out and sign back in prior to beginning the afternoon class. This is for safety, fire drill and emergency purposes. Students leaving campus and not signing out may face disciplinary action.

### **Calling off Procedure – Absences – Make up**

- a. Any student unable to attend classes and clinical must notify the coordinator on hour before the start of class. A reason for the class/clinical absence must be given when calling.
- b. Absence without notification may cause dismissal from the program. A student with 2 “no call, no shows” will be dismissed from the program. This includes not calling when a student will be late to class.
- c. The student who has prior knowledge of absence from a class or clinical experience must see the Coordinator.
- d. Doctor appointments, dentist appointments, etc. should be scheduled for after school hours.
- e. Absences will be dealt with on an individual basis, and the student may be subject to dismissal at the discretion of the PCT/ PhT faculty.
- f. A student may be required to bring in a physician excuse for time missed, or written permission to attend class or clinical after an illness or injury.
- g. The PCT/PhT faculty and program coordinator will review the record of any student absent for more than 10 percent of the total program hours.
- h. Extra make up days will result in additional hours work for the instructor. Payment of these extra hours of work will be the responsibility of the student at a rate of \$30.00 per hours. This is only granted to students who have documented proof for the reason of the absence and it will be granted based on faculty decision. Make up hours awarded at \$30.00 per hour will not be awarded for a “no call, no show” or for more than 5% of class hours. Time missed will be rounded up, i.e., if a student is granted permission to make up .50 hours the cost will be \$30.00. If the student is granted permission to make up 1.5 hours of a class, the cost will be \$60.00. Any make-up time granted will granted based on faculty decision.

**Test Papers** – It is believed that a test can serve as a teaching aid and that students have a right to review tests so they can learn from the errors they have made.

The following procedure will be applied:

1. All answer sheets from the tests will be returned to the students, to review, after they have been graded by the instructor.
2. The instructor may allow the students to keep their answer sheets or request that they are turned in at a designated time.
3. The instructor may provide a copy of the test key for a period of time so the students can check their errors.
4. The instructor will do one of the following with the tests:
  - a. Give tests back to the students to keep
  - b. Give test back to the students for a designated period of time determined by the instructor.
  - c. Retain tests if past test papers were not returned by due date.
  - d. Review the test during class time.
5. The final examination score can not be recorded if the student fails to return the answer sheet or test papers as requested.
6. Proof of copy test answers by the student will result in disciplinary action by the faculty, and the privilege of the future review of tests may be denied. It is hoped that the integrity of the practical nurse student will prevent this from occurring.

**Make-up Assignments for Missed Classes** – Students who are absent from any scheduled classes are responsible for the material, which was covered during the classes. The student will complete the required reading, obtain notes of the lecture and consult the instructor if further aid is necessary. Additional make-up work may be assigned at the discretion of the individual instructor in relation to the material covered during the class hours missed by the student.

Students who are absent will have the responsibility of obtaining all handouts from the instructor and notes from another student. Arrangement to tape (audio) a class when the student is expecting to be absent from a class lecture may be done with the permission of the instructor.

**Late Examinations and/or Assignments** – A student must take a missed exam on the day of return to school unless other arrangements are made. Failure to take an exam on the day a student returns from an absence will result in a grade reduction of five percent per day, unless other arrangements have been made.

If a student cannot be present for an exam at the time scheduled, **A CALL MUST BE MADE TO THE SCHOOL OFFICE EXPLAINING THE REASON.**

The instructor may decide that no exam will be returned until all exams have been completed

A student must see the instructor(s) upon returning to school. All assignments are due on the date specified by the instructor.

A late assignment may result in a reduced grade as determined by the instructor. All assignments must be submitted to fulfill course requirements.

**Retesting / Extra Points** – 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. Earn a maximum of 10 points upon completion of a designated assignment  
Retesting or the earning of extra points may be allowed when the faculty decides it is justified. The following will be considered in arriving at that decision:
  - c. The student's previous school record shows that the student has been making satisfactory progress and has not had academic difficulties in other courses.
  - d. There have been extenuating circumstances that may have contributed to the failure of the student, examples:
    - i. family illness
    - ii. school absence of five days or more for the quarter
    - iii. personal illness
    - iv. personal or family problems requiring absence from school, and faculty have been aware of the problem.

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 coordinator, and will be completed as soon as possible after the decision is made.
3. The examination may be the same exam, or the instructor of the course may choose a comparable exam.
4. The student will receive a maximum grade of 76 percent for the course, even though the average may be higher with the retest.

### **ACADEMIC ADVISING**

**Individual:** The faculty and coordinator are available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. Students with social, emotional, and psychological problems of an ongoing nature will be referred to community resources.

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

### **CLINICAL/ INTERNSHIP**

**Evaluation & Grading** – Clinical/Internship experiences provide students with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety functions relative to their course of study. Evaluation is carried out through the use of clinical performance evaluation tools. At the end of

each clinical/internship day, the student provides written evaluation and documentation of the days assigned tasks. Clinical and Internship sites are required to sign each clinical/internship documentation form. Clinical/Internship sites have an agreement with Tri-Rivers Center for Adult Education that includes ongoing reviews of a student's performance.

Clinical attendance / punctuality and adherence to dress code is to be followed.

Clinical System – Students will demonstrate professionalism and reliability as a team member. Evaluation Objectives:

1. Adheres to dress code
2. Arrives at clinical promptly
3. Adheres to the attendance points

**Student Employment** – 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. If a student has worked 11pm – 7am and reports to a clinical site or if it is found out later by a faculty member, the student has previously reported to the clinical site after working 11pm - 7am the student may be dismissed from the program.

**Inclement Weather** – The school and/or coordinator may make a decision to not penalize the entire group because of uncontrollable weather circumstances. Students will be notified whether or not the clinical/internship is as scheduled, delayed, or cancelled.

### **Record Retention Plan for Students Currently Enrolled**

A folder will be assigned to each student. Upon graduation the required items retained in the folder will include the application and final transcript.

All files containing information concerning each 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 nursing education manager. A 72 hour notice is required for a student who wishes to review his/her record.

### **Background Checks**

The Pharmacy Technician and Patient Care Technician Programs at Tri-Rivers Center for Adult Education require students to submit current (within 3 months of entry to the program) BCI&I and FBI background checks. Due to clinical/internship site requirements, students who have a misdemeanor or felony on their background check(s) are not be permitted to participate in clinicals/internships. Failure to

complete the required clinical/internship would be cause for dismissal from the PCT and Pharmacy Technician Program. Per the NHA's website frequently asked questions page:

*“Exam for the Certification of Pharmacy Technicians: Candidates who have been convicted of or pled guilty to a drug-related felony are not eligible for Pharmacy Technician certification. Candidates who were convicted of a nondrug-related felony occurring more than 7 years prior may petition to apply for the ExCPT. NHA will review and make decisions on their status on a case-by-case basis. NHA reserves the right to deny certification to any convicted felon. For all other certification exams, a criminal background is not considered for eligibility to sit for the exam though it may be a requirement for many employers.”*

### **Transfer Policy for Patient Care Technician and Pharmacy Technician Programs**

Students may opt to take any one or all of the classes in this program.

Due to employment and family commitments, some students may opt to complete the program over the course of two calendar years for a certificate. Students, who would like to do this, must see the program coordinator or counselor to outline a plan and sequence of courses.

Only students enrolled in all of the courses for one calendar year will be considered a Patient Care Technician student, and qualify for Title IV financial aid. All students must maintain 90% attendance in each course and satisfactory grades in each course in order to complete the entire program. (See makeup policy).

Prerequisites are required for some classes. Prerequisites or classes may be waived by showing evidence of successful training (official transcript) at another institution, testing out and evidence of skills competencies. Call the coordinator of the program to arrange an appointment if you are choosing this option.

In order for a transfer student to be issued a certificate of completion for this course from our school, a student must have completed a minimum of 400 hours at this school in Patient Care Technician Program or 300 hours for the Pharmacy Technician Program. The Pharmacy Technician Students will be required to complete the Core Pharmacy Component with Tri-Rivers. Previous pharmacy classes will not be waived. Transfer students must follow the same procedures for admission as other students entering the full-time program.

**Completion Summary** – Students must meet the following criteria to be eligible for graduation:

1. Attendance – to graduate, you must have absence hours totaling no more than

- 10% of the total program hours.
2. Grades – A minimum score of 76% must be maintained in each class.
  3. Satisfactory Practical Skills Evaluation in Phlebotomy, Nurse Aide, and Home Health, as outlined in the syllabus for each of those classes.
  4. Satisfactory performance in Clinical Areas.
  5. All fees must be paid.
  6. ID Badge must be returned
  7. Exit interview as required by Financial Aid Administrator

**Appendix C**  
**PUBLIC SAFETY SERVICES**

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EMT INTERMEDIATE  
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The coordinator of the school retains the right to adjust, add, or delete policies and procedures from this manual, when it is in the best interest of the school and the hospital, at any time.

### **THE EMT OATH**

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and Man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of my patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath un-violated may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

Charles Gillespie, M.D.

### HISTORY OF THE SCHOOL

During early 1980 the North Central Ohio Emergency Medical Services Training Council, recognizing the great need for advanced pre-hospital emergency medical care in the greater seven county area, approached Marion General Hospital for help in developing an educational program that could supply Advanced EMT's and Paramedics to fulfill that need.

Through research of this area's emergency medical system capabilities, Marion General Hospital's abilities, and the public need, it was further decided to establish the Marion General Hospital Paramedic Advisory Committee in May of 1981. It was their task to guide the formation of a paramedic education program and to oversee the application for state accreditation of the program through the Ohio Board of Regents. In November, 1981, that accreditation was granted for a period of two years.

During the months from January to September of 1982, the school developed further the educational format for the 1982-83 class. Also during that summer 20 candidates were chosen from 35 applicants to the first class.

Class started October 5, 1982, and ran through three quarters to the second week of June, 1983. Graduation was held at Tri-Rivers with the other three Marion General Hospital schools on Wednesday, June 29, 1983. All 20 students were graduated.

On July 1, 1984 the Hospital signed an agreement with Tri-Rivers Joint Vocational School that consolidated the resources of both facilities in order to take advantage of the educational and financial benefits of such a merger. Thus, the school became known as Tri-Rivers/Marion General Hospital School of Paramedicine.

### MARION GENERAL HOSPITAL

Since 1920, Marion General Hospital has been providing high-quality and patient focused care. In fact, three generations have come to know us as the premier hospital in our seven-county service area, caring for – and about – people from birth and beyond.

Great things are happening at Marion General Hospital. Following the consolidation of services with the former MedCenter Hospital, Marion General now serves as the dedicated hospital for inpatient and emergency care. And along with our physician partners, we have converted the MedCenter facility into Marion Area Health Center, a center dedicated to offering outpatient surgical services and a full array of other outpatient services. This reorganization of health services maintains local control and better positions Marion to serve as a regional provider.

Both facilities are undergoing extensive renovations to accommodate the needs of our growing community. Marion General Hospital has experienced extensive new construction and renovation that represents a nearly \$50 million investment into our facilities and this community. Completed is an 18-bed medical unit with all private rooms, an emergency department that is double its previous size and a brand new state-of-the-art ICU. Other improvements planned include a renovated surgical area and a completely new cardiac cath lab addition.

At Marion Area Health Center, we have expanded the number of surgical suites from five to seven to meet the growing demand for outpatient surgeries. The occupational health and physical therapy areas also have been expanded, and several more enhancements are slated with the intentions of providing people with the convenience of a single stop for all their outpatient medical needs.

Marion General Hospital is committed to providing practical clinical experience for future healthcare providers. We are a supporter of Tri-Rivers/Marion General Hospital School of Paramedicine, as well as clinical teaching site for nursing and respiratory therapy students, physicians assistants and medical students.

While many service locations have changed, we at Marion General Hospital remain committed to our enduring tradition of care, compassion and concern for every patient.

Marion General Hospital specializes in:

\*Emergency Care \*Maternity Care \*Heart Care \*Home Health and Hospice Care  
\*Physical Rehabilitation

## **THE PROFESSION**

### **Paramedic**

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks and organizations. The emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the Paramedic will function as a facilitator of access to care, as well as an initial treatment provider. Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

### **WHAT IS AN EMS PROFESSIONAL?**

The EMT-Basic, Intermediate or Paramedic is a member of a medical team of physicians, nurses, and other allied health care providers who administer emergency patient care. The EMT–Intermediate’s role primarily focuses on the salvage of life and the minimization of disability through effective pre-hospital medical treatment. Through a strong educational program, as well as strong continuing education units (CEU’s) an EMT’s technique of attaining these goals is broadened, and as a paramedic, he/she takes on greater responsibility as a team member in patient care.

### **THE PUBLIC NEED**

Every year thousands of persons die or are disabled through health problems or accidents. The need for high quality pre-hospital patient care is clear. A patient deserves the best possible care in our hospitals. High quality pre-hospital emergency patient care also needs to be readily available. The answer to this need is well educated, competent Basic EMT’s, EMT – Intermediate’s, and Paramedics.

Consider all the skills that you will learn. You will be called upon to respond in all kinds of weather, often at the most inconvenient times and frequently to situations fraught with stress and a challenge to your capabilities. And consider the sense of accomplishment of having met the challenge by providing all the professional competence available to a patient outside of the hospital.

### **SCHOOL OF PARAMEDICINE GOALS**

- To prepare the EMS student to function as a vital part of the pre-hospital health care team.
- To develop a program that will enable the student to understand the pathophysiology of human systems in trauma and illness, and how to manage them in the emergent patient.
- To provide the public with EMS professionals who are able and willing to serve in time of emergency, to help educate the public in basic patient care, and utilization of the Emergency Medical System.
- To instill in the EMS students an appropriate appreciation of their professional role and the possibility of horizons yet to cross, so as to serve in enhancing paramedicine as a vital, growing, and responsive profession in the community.

### **ADMISSIONS CRITERIA & PROCESS**

No individual will be excluded due to race, color, creed, national origin, gender, religion, sexual orientation, marital status or disability.

### **APPLICATION PROCEDURE**

A signed and completed application, \$95 non-refundable fee, evidence of current EMT-basic or intermediate level certification is required in order to be able to sit for the pre-entrance examinations, and evidence of high school diploma or GED.

Pre-Entrance Tests include a test of Basic EMT knowledge and three ACT WorkKeys tests of basic academic skills including, reading, math and locating information. Allow four hours for the pre-entrance exam time. Test must be scheduled in advance by calling ext. 506.

A score of 80% on the written Basic EMT pretest is required. An applicant may have one opportunity to retest, if the initial score is at least 75%. Otherwise, candidates will be recommended to review and wait for the next year’s program. Pre-entrance test is

based on Prehospital Emergency Care, 8th Edition. For recommended study quizzes go to [www.prenhall.com/mistovich](http://www.prenhall.com/mistovich).

Students will also be required to pass entry level ACT WorkKeys skills in reading, math and locating information. If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attendance at a class. An individual may retake any of these tests until they pass. Each additional test retake will require payment of a \$15 fee. Please contact ext. (740) 389-4682 ext 500 to schedule retakes.

### **INTERVIEW & ACCEPTANCE PROCESS**

An interview with the Program Coordinator or a designated representative is required. Interviews may be held in teams of two—three people. The applicant must have documentation of the three personal references and a copy of the high school diploma or transcript or proof of GED submitted at the time of, or before the interview or the interview will not be held. Applicants need to realize that one poor reference may eliminate them from being recommended for admission. Candidates are also encouraged to dress appropriately for the interview. The interview will be scored according to the following:

- Communication Skills—Verbal and Non-verbal and listening
- Personal Appearance
- EMT Experience
- Personal motivation, attitude and maturity

Notification of Admissions: Based upon the results of the interviews, persons will be recommended for admissions. Students will need to complete the following to be accepted to the class:

- A) Pay the non-refundable admissions fee in full--\$400 to reserve your spot in class.
- B) Show evidence of an AHA Healthcare Provider Card. Card must be current during the class time enrolled. If the card expires during the class, the student must recertify or he/she may be dismissed from class.
- C) Complete the class prerequisites:
- D) Submit the completed and accurate physical exam form, along with documentation of all required immunizations for the clinical site at MGH.

1. All students must satisfactorily complete the web centric Anatomy and Physiology class or submit a transcript of completion of an Anatomy & Physiology course to the PSS Executive Assistant for approval by the PSS Program Coordinator. After an applicant receives approval to take the test-out exam by the PSS Program Coordinator they must pay the \$50.00 non-refundable test-out fee. Once the applicant pays the test-out fee they must schedule to take the Anatomy and Physiology test with the PSS Executive Assistant at ext. 350. Satisfactory performance of 75% or above is required for the Anatomy and Physiology test.

2. All students must satisfactorily complete the web based Medical Terminology class or submit a transcript of completion of a Medical Terminology course to the PSS Executive Assistant for approval by the PSS Program Coordinator. After an applicant receives

approval to take the test-out exam by the PSS Program Coordinator they must pay the \$50.00 non-refundable test-out fee. Once the applicant pays the test-out fee they must schedule to take the Medical Terminology test with the PSS Executive Assistant at ext. 350. Satisfactory performance of 75% or above is required for the Medical Terminology test.

3. EMT-Basic Practical Skills Session. Students are encouraged to attend an EMT-Basic practical skills session. Practical skills will consist of Patient Assessment, Cardiac Arrest Management/AED, Airway Management, and a Random Basic Skill. All skill stations are based on National Registry standards.

Notification of Acceptance: Applicants will be notified of acceptance when all these steps have been completed satisfactorily. It is at this point that a seat will be reserved for the student in the class.

### **PARAMEDIC CURRICULUM – ACCREDITATION #329**

The program is accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services and conforms to the U.S. Department of Transportation, 1998 National Standard Curriculum. The Paramedic course consists of 350 didactic and 450 clinical hours. Note: a change to the curriculum is going through the approval process, revisions include going to a 900 hour competency based curriculum. Check with the school for latest status.

#### ***Quarter 1 – 90 hours***

##### ***103 Clinical hours***

Intro to Paramedicine  
Ethics, Pathophysiology  
Pharmacology  
EMS Systems & Rules & Responsibilities  
Medical Legal Issues  
Communications  
Lifespan Development  
Physical Exam  
Communications  
Clinical Decision Making

Well Being of the EMT  
Math for Meds  
Medication Administration  
Injury Prevention  
Therapeutic  
Airway Management  
History Taking  
Patient Assessment  
Documentation

#### ***Quarter 2 – 80 hours***

##### ***107 Clinical Hours***

Cardiology

Pulmonology

#### ***Quarter 3 – 90 hours***

##### ***124 Clinical Hours***

Med Emergencies  
Endocrinology  
Allergies and Anaphylaxis  
Pharmacology

EMS Operations  
Neurology  
Gastroenterology  
Retroperitoneal Injury

Toxicology & Substance Abuse  
Infectious Disease  
OB/GYN  
Urology  
Pediatrics  
Abuse & Assault  
Chronic Care Patients  
Medical Incident Command  
Rescue Awareness

Hematology  
Environmental Emergencies  
Behavioral Emergencies  
Neonatology  
Geriatrics  
The Challenged Patient  
Ambulance Ops  
Hazmat  
Crime Scene Awareness

Assessment Based Management  
Rural EMS

START Triage.

### **Quarter 4 – 90 hours**

#### **116 Clinical Hours**

Trauma  
Blunt Trauma  
Soft Tissue Injuries  
Burns  
Musculoskeletal Trauma  
Spinal Trauma  
Abdominal Trauma  
Trauma Triage

Trauma Systems  
Penetrating Trauma  
Bleeding & Shock  
Patient Extrication  
Head, Neck & Face Trauma  
Thoracic Trauma  
Shock Trauma Resuscitation  
Chest Trauma

### **CLASS TIMES**

#### DAY

Classes will be held every Monday, Wednesday and Friday from 8:00am-12:30pm. The program is divided into four quarters with approximately 3 classes per week. Students will be informed in advance of any changes in class time or date, whenever possible. National Registry Practical Exam will be held on the Saturday following the last date of class in June from 9:00am-completion.

#### EVENING

Classes will be held every Tuesday and Thursday from 5:00 p.m. to 9:00 p.m. and every third Saturday from 8:00 a.m. to 4:00 p.m. The program is divided into four quarters with 2-3 classes per week. Students will be informed in advance of any changes in class time or date, whenever possible. National Registry Practical Exam will be held on the Saturday following the last date of class in November from 9:00am-completion..

### **THE CLINICAL & LABORATORY EXPERIENCE**

#### LABORATORY:

The students will develop their skills in a simulation laboratory setting. Emphasis will be placed on relating knowledge base to correct patient assessment and appropriate application of patient care skills. Lab sessions will be scheduled as needed following the appropriate didactic sessions.

#### CLINICAL:

The students will be developing and refining skills in direct patient care settings in the hospital and field. Performance objectives are closely monitored and evaluated, as the student develops clinical competency. There are 350 hours of in-hospital experience and 100 hours of field experience in this part of the program.

Various areas of the hospital used in the clinical rotations are: Laboratory, Respiratory, Emergency Dept., Pediatric Unit, Intensive Care Unit, Operating Room, Labor and Delivery, and Psychiatric Unit.

Also, various public agencies and public and private ambulance services are used. Several of the clinical areas of the hospital will be open for clinical 24 hours a day, 7 days a week. Most are open 16 hours a day, 7 days a week. All hospital clinical time will be done between the hours of 7am and 11pm, and all field clinical time done between the hours of 7am and 9pm unless otherwise approved by the PSS Coordinator. Students are required to meet the regulations of any clinical site at which they do their training.

### **APPROVED CLINICAL SITES** (subject to change)

#### HOSPITAL SITES

Bucyrus Community Hospital 44820	629 N. Sandusky Avenue Bucyrus, OH
Marion General Hospital	1000 McKinley Park Drive Marion, OH 43302
Galion Community Hospital	County Portland Way South Galion, OH 44833
Marion Area Health Center	1050 Delaware Avenue Marion, OH 43302

#### FIELD SITES

Allen Twp. Fire, Central Ohio Joint Fire District, Delaware County EMS, Marion Twp. Fire Dept, Marion City Fire Dept, MedFlight Ground Unit, Morrow Co. EMS, Northern Union Co. Fire & EMS, Concord Twp. Fire & Rescue, Stofcheck, Tiffin Fire & Rescue, Battle Run Fire, Galion Fire, Marysville Fire, Medic Response, Med Corps., Rural Metro, 1st Consolidated.

### **CLINICAL AREA DRESS**

Blue or black pants, program shirt, dark shoes, belt and socks. No tennis shoes allowed. Name tag will be provided. Students are permitted to wear the program sweatshirt ONLY in the field internship portion of the clinical rotation. Only jewelry allowed is wrist watch and wedding ring. No facial piercing will be allowed in the clinical/field setting. Those students that have forearm tattoos must wear a long-sleeved program shirt in the clinical setting. In surgery, recovery room, holding room, OB-Delivery, program scrub shirts or hospital provided clothing will be appropriate. You must wear your name tag. Tri-Rivers Marion General Hospital School of Paramedicine reserves the right to modify the dress code as appropriate.

### **I.D. BADGES**

For security purposes, each EMT-I/Paramedic student will be photographed and I.D. badges will be made and will be required to be worn at Tri-Rivers and at Marion General Hospital. If you misplace or lose an I.D. badge, notify your instructor immediately so a replacement can be made. The second badge will require a fee. Badges must be returned to the Program Coordinator upon graduation or leaving the program.

### **PATIENT CONFIDENTIALITY POLICY**

Patient Confidentiality is Strictly Enforced!

HIPAA: When performing in the classroom or clinical setting in the capacity of a student, the students shall abide by all confidentiality and HIPAA regulations as explained during orientation. The student shall not release or provide a medical report or documentation or otherwise disclose the contents of a medical report or patient treatment or patient history to anyone. Failure to abide by the regulations set forth will result in dismissal from the training program and possible civil or criminal actions.

CLINICAL WORK/RIDE POLICY

No student may perform field or clinical time as an employee. The student is at the site as a student of Tri-Rivers/MGH School of Paramedicine and may ONLY act in the capacity of a student. If the student acts as an employee of the site, then no time will be credited for the hours at the clinical or field site.

CLINICAL ACCOUNTABILITY POLICY

Students attending clinical rotations at Marion General Hospital will be required to sign in with the greeter in the emergency room lobby at Marion General Hospital. When the student arrives they will report to the greeter and identify themselves. The student must be properly attired in the required program shirt and have their student ID badge visible for the security officer.

The student will then sign in on the Tri-Rivers Public Safety Services Training Program log sheet with the greeter. The date, the student's name, the time in and the clinical department are to be filled in. The greeter will then initial that the student has arrived at Marion General Hospital

The student is then to stamp their phase form in the upper left corner using the time stamp located in the emergency room lobby. The student may then report to the proper clinical department.

When the student completes their clinical rotation, they will report back to the greeter to sign out. The greeter will then initial that the student has left Marion General Hospital. The student is then to stamp their phase form in the upper right corner using the time stamp located in the emergency room lobby.

**MGH CLINICAL FORMS THAT ARE NOT TIME STAMPED WILL NOT BE ACCEPTED AS VALID.**

If the student reports to a clinical department that is not busy such as OB and then decides to move to another department such as ICU or ED, then the student must report back to the greeter, log out of the assigned clinical, and then log back in for the clinical department that they transferred to making sure to time stamp both phase forms.

If the student will be leaving the facility at any time (lunch, errands, etc.) they must sign and stamp out appropriately.

If the student will remain in the facility for lunch they are not required to sign or stamp out unless they are going to lunch for longer than 30 min.

It is the responsibility of the student to understand and adhere to this policy.

## ATTENDANCE – PARAMEDICINE

### CLASSROOM AND LAB

There are 350 hours in the class/lab sessions of the program. Absence from a class period will be permitted only with prior notification. Any student unable to attend class for any reason must notify the instructor at (740) 389-4681, ext. 352 one-half hour before the class. All absences must be made up. This may be arranged with the program coordinator. Material from the missed class will be made available at the make-up. Absence without notification may cause dismissal from the program. Absences will be dealt with on an individual basis and the student may be subject to dismissal at the discretion of the program coordinator. A student may be required to bring in a physician's excuse for time missed or written permission to attend class or clinical after an illness or injury.

Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines.

Attendance is a student's responsibility. The program is very fast-paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance.

### CLINICAL

Clinical hours are 450+ hours; this is variable upwards, depending on the individual need of the student. Students must satisfactorily complete all assigned hours and required skill/assignments of the clinical experience for the school year to graduate.

Any student with less than 100% completion of the clinical hours and clinical assignments completed by the end of quarter IV will not be permitted to graduate and will not be eligible for the National Registry examinations

The student who cannot attend a scheduled clinical time must call the clinical site and the clinical coordinator no later than an hour prior to the scheduled time. Acceptable reasons for excused absence from clinical area would be personal illness, illness in immediate family, or other reasonable unexpected events.

Clinical records will be reviewed monthly and any student with less than 90% of the required clinical hours for that quarter will receive academic advising. The student will then be required to make up the hours for that quarter by the next monthly review or be subject to possible dismissal. Students on academic probation are not eligible to receive any financial aid.

## CLASS EXPECTATIONS/ACCOUNTABILITY

All paramedic students are required to be in the appropriate uniform for class, this includes navy blue pants, program shirt, ID badge, and appropriate footwear. Students that arrive to class in the inappropriate uniform will be sent home by the instructor and may not return to class until they are in the required uniform. Classroom etiquette and demeanor are expected. Students are expected to be prepared for class with pencils, paper, homework done, assignments read, and prepared

to actively participate. Lecturers are to be given respect and full attention. The lecturer will set the tone for question and answer protocol for the individual sessions. Note-taking during lectures is highly recommended. Test questions may come from lecture material. Sleeping in class will not be tolerated.

The instructor may dismiss any student from the classroom/lab session for disruptive and unprofessional behavior. This may include but is not limited to, horseplay, inappropriate conversations, failure to give the instructor full attention, derogatory statements towards other students, staff, and/or the Tri-Rivers/MGH School of Paramedicine program, inappropriate verbal or non-verbal actions, or any action that would be considered unprofessional. In the event that a student is dismissed from the classroom/lab session by the instructor it will count as an unexcused absence and may result in academic warning, probation, and /or dismissal (see academic advising policy).

Students are encouraged to form study groups with other members of the class or experienced former students. Students who are absent from any scheduled classes are responsible for the material which was covered during the classes. The students will complete the required readings, obtain notes of the lecture and consult the instructor if further aid is needed. Students will have the responsibility of obtaining all handouts from the instructor and notes from another student. Arrangement to tape a class when the student is expecting to be absent from a class lecture may be done with the permission of the instructor.

### TESTS / ASSIGNMENTS / QUIZZES

Quizzes, test, and assignments will be given in class. Quizzes may be announced or unannounced. No assignment will be accepted past the original due date. Any assignment not turned in will result in a 0 grade. Two zero's may result in a warning. Three zero's may result in probation. Four zero's may result in dismissal from the program.

A grade of 80% or higher is considered passing on all test and quizzes with the exception of ACLS.

### TEST PAPERS

It is believed that a test can serve as a teaching aid and that students have a right to review tests so they can learn from the errors they have made.

The following procedure will be applied:

1. All answer sheets from the test will be returned to the students after they have been graded by the instructor.
2. The instructor will not allow the students to keep their answer sheets.
3. The instructor may post a copy of the test for a period of time in the classroom so students can check their errors.
4. The instructor will do one of the following with the test:
  - Give tests back to the students for a designated period of time determined by the instructor.
  - Review the test during class.
5. The final examination score cannot be recorded if the student fails to return an answer sheet or test papers as requested and may result in disciplinary action.
6. Proof of copying test questions or answers by the student will result in disciplinary action, and the privilege of the future review of test may be denied. It

is hoped that the integrity of the student will prevent this from occurring. Honesty is part of the ethical code of a paramedic.

### ACLS

A passing grade of 84% or higher is required on the ACLS final. Failure to pass the ACLS final on a second attempt would be reason for review of the student by the program coordinator with either recommendation for probation or dismissal from the program. A student may not graduate without obtaining ACLS certification.

### **MISSED TESTS AND QUIZZES**

If you miss a test or quiz because of illness or other excused absence, you must make arrangements, with the instructor on your first day of returning to school, for the makeup of this test.

### **RETESTING**

Failure to pass a retest with an 80% or higher will result in dismissal from the program.

Retesting Guidelines are as follows:

- The student will be retested only once.
- The retesting will be arranged with the instructor and will be completed outside of class time within 5 business days of the original testing date.
- The examination may be the same exam, or may be a comparable exam
- The student will receive a maximum grade of 80% for the test, even though the retest grade may be higher.
- Failure of the student to pass the retest with any 80% or higher will result in dismissal from the program.

### **CLASSROOM GRADING SCALE: CLINICAL AND LABORATORY GRADING:**

#### GRADING SCALE

A	95-100
B	90-95
C	85-90
D	80-85
F	79-0

Clinical: Satisfactory/Unsatisfactory

Laboratory: Pass/or Fail

#### GRADING BREAKDOWN

Homework/Assignments/Workbook	= 10%
Quizzes	= 20%
Tests	= 30%
Final Exam	= 40%

Students must maintain a grade average of 80% or higher each quarter or module for all other PSS training programs and demonstrate practical skill competency and satisfactorily complete a minimum of 80% of the clinical hours needed for that quarter, to continue in the program.

### **ACADEMIC ADVISING**

The program coordinator is available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. Assistance may also be obtained through the adult ed. professional school counselor. However, students with social, emotional, and psychological problems of an ongoing nature will be referred to community resources.

### **WARNING**

A verbal warning and documentation placed in the student's file may result from infractions of classroom/clinical guidelines for the following reasons:

- One unexcused absence – classroom, clinical, required lab session.
- One unsatisfactory clinical evaluation.
- Failure on a quiz, or practical exam.
- Academic average falls below 85%.
- Inappropriately dressed for clinical experience.
- Inappropriate or unprofessional mannerisms or communication in the clinical area, classroom, or other connected facilities with Tri-Rivers/Marion General Hospital School of Paramedicine.
- Lack of motivation, uncooperativeness, unethical conduct, or poor personal appearance or cleanliness.
- Inability to perform in classroom, clinical, or laboratory skills sessions.
- Completing only 90%-99% of clinicals required for a quarter.
- Receiving two zero's in course work

### **PROBATION**

Probation is defined as a "trial period". A student may be placed on probation by the program coordinator. The student will be notified in a conference. At this conference and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period, along with a time period in which to be completed.

No financial aid can be disbursed if a student is placed on probation for any reason.

Probation is a measure utilized to encourage self-evaluation of progress in the program realistically and adjustment of behavior accordingly. Reasons for probation include but may not be limited to:

- Unsafe performance in the clinical area/classroom exhibited by behaviors that might prove injurious to self, clients, coworkers and/or visitors.
- Unsatisfactory performance in the clinical area/classroom as measured and documented by the clinical preceptor or instructor.

- Unsatisfactory performance in course work as measured by a grade point average below 80%.
- Failure to maintain the minimum required clinical hours during any quarter or module.
- Two unexcused absences-classroom, clinical, or required lab session
- Non-compliance with regulations of the school.
- Completing only 80%-90% of clinicals required for a quarter.
- Receiving three zero's in course work.

### DISMISSAL

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

- Three unexcused absences-classroom, clinical, or required lab session
- Any absence or tardiness that is not reported according to regulation.
- Absenteeism of greater than 10 percent of total hours during the school year
- Persistent tardiness.
- Violation of rules and regulations.
- Conviction of a felony.
- Failure in ACLS.
- Falsification of any course related materials/dishonesty.
- Unsatisfactory performance in the clinical areas.
- Use of any clinical site computer/computers
- Receiving four zero's in course work.
- Completing less than 80% of the required clinicals for any quarter.

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

- Persistent unsafe performance in the clinical area/classroom, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
- A cumulative grade point average below 80% at the end of the quarter or module.
- Failure to meet the objectives of the program.
- Proof of chemical substance abuse.
- Falsification of application materials.
- Falsification or forgery of any clinical or field requirements.
- Breach of confidentiality.

If the decision of the program coordinator, adult education director, or medical director that the student can no longer continue in the program for any of the above reasons, the student may be given the opportunity to withdraw or they will be dismissed. 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 coordinator to discuss the dismissal. The student may select another student from the class to be present for the conference.

### REPORTING OF VIOLATIONS POLICY

Any student violations found to have merit, of the Ohio Revised Code and or Ohio Administrative Code will be reported to the appropriate authorities, to include but not limited to:

- Local Law Enforcement
- Ohio Department of Public Safety
- State Board of Pharmacy
- 

### WITHDRAWAL & TRANSFERS

Per Ohio Department of PSS, a students' schooling must be completed within 18 months of the start date.

#### WITHDRAWAL

A student may withdraw from the school voluntarily at any point in the program. The student is expected to have a personal interview with the program coordinator and to complete an official withdrawal form. This form must be completed and returned to the financial aid office for the student to be considered officially withdrawn. Any variation from this rule requires the approval of the director of adult education.

#### TRANSFERS

A student may transfer to the next scheduled program at any point in the program. All transfers are subject to approval by the program coordinator after receiving a recommendation by the course instructor and a written request for transfer from the student.

- There is a \$500.00 transfer fee that must be paid prior to the transfer. The student must transfer within 12 months from the date of the request.
- Any student making a request for transfer must repeat the entire quarter in which the request was made.
- Continuation of financial aid will depend on the funding source and clock hours

### CONVICTION OF A FELONY POLICY

The purpose of this policy is to inform prospective students to the school of paramedicine whom may have a record of a conviction of a felony prior to admission,

that each will be evaluated in terms of the nature of the offense. Those convicted of or pleading guilty to a felony must contact the Ohio Division of EMS and discuss their individual case. State certification candidates at the completion of the program will be required to indicate whether or not they have ever been convicted of a felony or other crime, as outlined in section 4723.28 of the Ohio Revised Code. The ruling of the EMS board may make the candidate ineligible to write the certifying examination. Therefore, it is advisable to contact the Ohio Division of EMS before starting class.

In the event the felony conviction has occurred as a result of alcohol/drug abuse, the school of paramedicine has the right to request a certified urinalysis or blood alcohol level at random for screening purposes. In the event the student refuses to comply with this request, termination from the school of paramedicine may occur.

If an applicant fails to answer the questions truthfully on the application form for admission to Tri-Rivers School of Paramedicine and the information is discovered at a later date, the student will be dismissed from the program. (See Dismissal)

This policy will be shared with any applicant who declares a felony conviction for chemical abuse. The applicant must sign a statement of agreement to the procedure before the process of admission will be considered.

Additionally, the school of paramedicine holds no liability to financially refund tuition or other related school expenses in the event that the student completes the program of learning and is denied the right to complete the certification exam by the State of Ohio, Division of EMS

### **MILITARY LEAVE POLICY**

A student who is called up for active duty prior to the completion of the Paramedic program may be eligible for the following considerations:

Call-up during first or second quarter – may return the following year at the beginning of the first quarter. Proper military documentation must be provided to the PSS Coordinator with a letter of intent to return to the program.

Call-up during the third quarter but prior to completion of the third quarter – may return at the beginning of the third quarter without penalty if in good standing, (attendance is at 100%, clinical grades to date and 80% grade average) at the time of call-up to active duty.

Call-up after completion of the third quarter the student may be eligible for graduation from the program if the following criteria are met and with the approval of the Program Coordinator and the Director of Adult Education:

- The student has completed the minimum of 600 hours in the training program as required by the state of Ohio.
- Grade point average of 80% or higher
- Completion of work missed or to be missed while on active duty, either prior to, during, or within 30 days of returning from active duty.
- All clinical critical components are completed and that at least 90% of the total required clinical and field time is completed prior to active duty. No clinical time may be completed after the end of class date.

### HEALTH CARE SERVICES PROVIDED

Student's who require medical treatment for illness or injury, while attending classes at Tri-Rivers or any of its contracted clinical sites, will be offered their choice of treatment facilities and transportation, if needed. However, all expenses for services rendered will be the responsibility of the student.

### COURSE COMPLETION CRITERIA

- A. Attendance: 100%
- B. Grades: A cumulative grade point average of 80% or higher
- C. Successful completion of ACLS
- D. Laboratory Practical Skills Completion
- E. Successful completion of all clinical hours and clinical assignments

### CERTIFICATION AS A PARAMEDIC

The student, upon successful completion of the prescribed course at Tri-Rivers/Marion General Hospital School of Paramedicine will be eligible for the state certifying exam. The exam used will be the National Registry exam. When a person has successfully passed all computer adaptive testing and practical sections of the exam they will be eligible to apply for certification as a paramedic in the state of Ohio.

The whole emphasis of our program is to develop a high quality paramedic. The side effect of this is a person who is better prepared for a state exam such as the National Registry.

### EVALUATION PHILOSOPHY

The school believes that 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. The student will receive three evaluations during the school year, at the end of each quarter.

### EVALUATION OF THE PROGRAM

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. Regular evaluation of the program is conducted by the staff. Student input is utilized in this evaluation. Students are asked to complete an evaluation at the end of each quarter, as well as the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences. Students may also be asked to complete an evaluation of each guest speaker.

## Appendix D

### EMT INTERMEDIATE

DESCRIPTION: The 130 hour EMT-Intermediate curriculum as approved by the Ohio EMS Board in 2002 and implemented September 1, 2003. The course covers six modules on Preparatory (Roles & Responsibilities, Medical Direction, Quality

Improvement), Patient Assessment, Airway Management (includes Advanced Airway Skills), Shock Management (includes 16 new Medication Administrations, Intravenous and Intraosseous Infusion), Cardiac Management (includes Dysrhythmia Recognition & Manual Defibrillation) and Trauma Management (including chest decompression). The clinical portion is core competency based and must be completed within the time frame of the class.

### **Admissions Criteria/Process**

1. Application procedure: A signed and completed application, \$95 non-refundable fee, evidence of high school diploma or GED, and evidence of current EMT-Basic level certification is required to sit for the pre-entrance written and practical examinations.
2. Pre-Entrance Written Tests include a test of EMT-Basic knowledge and three ACT WorkKeys test of basic academic skills including reading, math and locating information. Allow four hours for the pre-entrance exam time. Test must be scheduled in advance by calling ext. 110.
  - a. A score of 75% on the written EMT-Basic pretest is required. An applicant may have one opportunity to retest, if the initial score is at least 70%. Otherwise, candidates will be recommended to review and wait for the next class. You can go online at [www.prenhall.com/mistovich](http://www.prenhall.com/mistovich) to review EMT-basic material.
  - b. Students will also be required to pass entry level ACT WorkKeys skills in reading at level 4, math at level 3, and locating information at level 3. If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attendance at a class. An individual may retake any of these tests until they pass. Each additional retest will require payment of a \$15 fee. Please contact ext.110 to schedule retakes.
3. Prerequisite: EMT-Basic Practical Skills Session. Students will be required to attend an EMT- basic practical skills session. Practical skills will consist of Patient Assessment, Cardiac Arrest Management/AED, Airway Management, and Random Basic Skill.
4. Interview Process: An interview with the program coordinator and lead instructor is required. The applicant must submit documentation of the following at the time of, or before the interview in order for the interview to be held. The interview will be scored according to the following: Communication Skills-Verbal and Non-verbal and listening; Personal Appearance; EMT Experience; Personal Motivation; Attitude and Maturity
  - a. Three personal references. Applicants need to realize that one poor reference may eliminate them from being accepted.
  - b. A copy of their high school diploma or transcript or proof of GED.
5. Notification of admissions: Based upon the results of the interviews, persons will be recommended for admissions. Students will need to complete the following to be accepted into the class:
  - a. Show evidence of an AHA Healthcare Provider Card or American Red Cross CPR for the Professional Rescuer Card. Card must be current during the class time enrolled. If the card expires during the class, the student must recertify or he/she may be dismissed from class.

- b. Submit the completed and accurate physical form, along with documentation of all required immunizations for the clinical site at Marion General Hospital.
- c. Pay the full amount for tuition \$900 and \$102 for text and workbook. Regardless whether payment is from a student, a company, or a dept., all fees must be paid in full a minimum of two weeks prior to the 1st day of class, per our payment policy. A student is not considered enrolled until full payment is received. All fees subject to change.

### CURRICULUM

The program is accredited by the Ohio Board of Education and conforms to the U.S. Department of Transportation, National Standard Curriculum as well as the Ohio Department of Public Safety, Division of Emergency Medical Services (EMS) Curriculum. The course consists of 130 didactic, core competency based clinical experience and certification testing.

#### SECTION 1 – Preparatory

1-1	Roles and Responsibilities/Foundation of EMT-I Medical/Legal Considerations EMS Systems/Critical Incident Stress Management	1-2	Basic Anatomy & Physiology Fluids/Electrolytes Cardiac Conduction Nervous System Overview of Human Systems
1-3	Basic Principles of Pharmacology Access/Medication Administration Drug and Drug Products/Preparation Administration Techniques Routes of Administration/Rates of Absorption *Medications Nitroglycerin Dextrose 50% in Water Aspirin Epinephrine diphenhydramine ketorolac, or other meperidine analgesics for relief of pain	1-4	Venous Circulation  - Sublingual    Subcutaneous - IV/IO        IM - Inhalation    Oral    Blood Draw
	Bronchodilators naloxone morphine sulfate Glucagon nalbuphine diazepam / lorazepam Nitrous Oxide		

#### SECTION 2 Airway Management and Ventilation

2-1	Airway Patency        Airway Management        Oxygen Delivery Devices Endotracheal Intubation / Dual Lumen Airway Device (DLAD) Lumen (PTL) / Combitube / Laryngeal Mask Airway (LMA)
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#### SECTION 3 Patient Assessment

3-1	Patient Assessment        Medical History Taking	3-2	Physical Examination Findings
3-3	Clinical Decision Making	3-4	Communication
3-5	Documentation		

#### SECTION 4 Trauma

4-1	Mechanism of Injury/Kinematics Management and Treatment	4-2	Hemorrhage Shock
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|--|----------------------|
| 4-3 Burns Management and Treatment         | 4-4 Thoracoabdominal |
| Trauma Management and Treatment            |                      |
| 4-5 Head Injuries Management and Treatment | 4-6 Management of    |
| Trauma Conditions Practical Application    |                      |

SECTION 5 Medical Emergencies

- |  |  |
|--|--|
| 5-1 Respiratory/Pulmonary Disease Management and Treatment | 5-2 Cardiovascular/Strip Identification Management & Treatment |
| 5-3 Diabetic Emergencies Management and Treatment          | 5-4 Allergic Reaction/Anaphylaxis Management & Treatment       |
| 5-5 Toxicology/Overdose Management and Treatment           | 5-6 Neurological Emergencies Management & Treatment            |
| 5-6 Neurological Emergencies Management and Treatment      | 5-7 Non-traumatic Abdominal Disorders Management & Treatment   |
| 5-8 Environmental Emergencies Management and Treatment     | 5-9 Behavioral Emergencies Management & Treatment              |
| Heat Cold Near Drowning                                    |  |
| 5-10 Gynecological Emergencies Management and Treatment    |  |

SECTION 6 Special Considerations

- |  |                            |
|--|----------------------------|
| 6-1 Pregnancy Normal/Abnormal Delivery APGAR | 6-2 Neonatal Resuscitation |
| Trauma Management and Treatment              | Care of the Newborn        |
| 6-3 Pediatric Considerations                 | 6-4 Developmental Stages   |
| Geriatrics                                   | Age-Related Changes        |
| Trauma                                       | Communications             |
| Respiratory Processes                        | Cardiac Processes          |
| Management and Treatment                     | Child Abuse/Neglect        |
| Trauma                                       | Management and Treatment   |

**Curriculum Breakdown**

During the training program, the student must demonstrate, in a clinical setting, competencies in the following areas:

Skills	Number
IV's	5-10
Intubations	3-5 (may be obtained in the Lab or clinical)
Subcutaneous injection	1-3
Intramuscular Injection	3
Patient Assessments	20 (to be performed on all age groups, including Medical and Trauma)
IV Medications/Saline	1 each
Intraosseous Infusion	2 (may be done on an IO manikin)
Manual	1 (may be done in the Lab on a simulated Patient)

Defibrillation  
Bronchodilators      5 (initiated in the clinical setting only)

**Course Completion Criteria:**

- A. Attendance: per the attendance policy of the Division of EMS rules AND completion of all clinical hours. Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines. Attendance is a student's responsibility. The program is very fast paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance.
- B. Grades: A minimum score of 75% must be maintained in each quarter.
- C. Practical Skills Evaluation: All practical skills as outlined in the DOT curriculum must be completed according to the criteria established by the school. Failure of any of these skills may result in dismissal. The student may be permitted more than one retake of the failed skill(s) if it coincides with the guidelines under retake.
- D. Performance in Clinical Areas: Reports from clinical preceptors will be reviewed weekly and if an unsatisfactory evaluation occurs, the student will be advised. Probation may be the result. Repeated unsatisfactory evaluations while in the clinical area will result in dismissal from the program.

**Appendix E**

**BASIC EMT**

## ELIGIBILITY REQUIREMENTS

Of State and School

1. Must be 18 years of age to sit for National Registry exam
2. Must have a high school diploma or GED (submit copy)
3. Successful completion of WorkKeys Reading exam at level 4
4. Current AHA Healthcare Provider or American Red Cross CPR for the Professional Rescuer Card.

## COURSE DESCRIPTION

This 130 hour program (114 classroom and 10 clinical, 6 hours National Registry exam) follows the U.S. D.O.T. and Ohio Division of EMS guidelines. Certification as an Ohio EMT is contingent upon successfully completing the course requirements and passing the National Registry Practical and Written Exam.

## CURRICULUM

The program is accredited by the Ohio Board of Education and conforms to the U.S. Department of Transportation, National Standard Curriculum as well as the Ohio Department of Public Safety, Division of Emergency Medical Services (EMS) Curriculum. The course consists of 114 didactic, 10 clinical/field experience hours and 6 certification testing hours (written and practical).

Module I	Preparatory	21 Hours
Module II	Patient Assessment	18 Hours
Module III	Airway and Cardiac Arrest Management	24 Hours
Module IV	Trauma Patient Mgmt	27 Hours
Module V	Medical Patient Mgmt	24 Hours
Classroom Hours	114 Hours	
Certification Testing	6 Hours	
Clinical/Field Experience	10 Hours	
Total Hours	130 Hours	

## COURSE OUTLINE

### CLASSROOM

The course length is 114 hours of classroom and laboratory. Classes are held every Monday and Wednesday evening from 5:30 to 9:30 p.m. Three and one-half hours of instructional time and thirty minutes allotted for breaks. Saturday classes are scheduled once each month from 8:00 a.m. to 4:00 p.m. unless announced differently. Six hours of instructional time with 2 hours for lunch and breaks are allotted. Students will be informed in advance of any changes in class times or dates.

### CLINICAL

Students will be developing their skills in the direct patient care settings.  
10 patient contact hours.

- The hospital clinical experience will consist of a minimum of 5 patient contact hours in the Emergency Department.
- The field clinical experience will consist of a minimum of 5 patient contact hours with a program approved field site. (1 squad run = 1 patient contact hour)

### HOSPITAL & FIELD CLINICAL EXPERIENCE

Clinical requirements consist of a minimum of 10 hours; this is variable upwards, depending on the individual need of the student. Students must satisfactorily complete 5

hours of hospital and 5 patient contact hours field clinical experience for course completion.

Each site has specific requirements. These may include varicella titer, rubella titer and mantoux TB. The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.

Clinical Sites may require a clinical orientation session prior to putting in clinical hours. Requirements are available from the Public Safety Services Office by contacting the PSS Executive Assistant at (740) 389-4681 ext. 116.

### HOSPITAL

Each student is required to spend 5 hours in an Emergency Department. During the students time in the ED the are required to interview, assess, and write a satisfactory history and assessment (approved by the course instructor/clinical coordinator) on a minimum of five (5) patients in the Emergency Department.

- At least one assessment must be completed on a pediatric patient (less than 18 years of age)
- At least one assessment on a geriatric patient (over 65 years of age).

Patient Assessment Forms are included in the Clinical Handbook. The clinical preceptor must complete the Hospital Clinical Time Log sheet.

### FIELD

Each student is required to get 5 runs with an approved field clinical site. During the students time on these runs the are required to interview, assess, and write a satisfactory Prehospital Care Report (PCR).

It is encouraged to limit your field clinical rotation to no more than 8 hour shifts at a time.

### CLINICAL EXPECTATIONS

Clinical hours are not to be scheduled until after the Patient Assessment Module of the curriculum has been completed. You are expected to be at the clinical site at the assigned time. You are responsible for contacting the clinical site if you must cancel a prescheduled clinical session.

Any student with less than 10 hours of in-hospital clinical/field satisfactorily completed by the end of the course will NOT be eligible for the National Registry practical or written examination.

Satisfactory completion of all clinical hours and patient assessment forms are determined by the discretion of the instructor/coordinator.

Reports from clinical preceptors will be reviewed along with completed patient assessments and if an unsatisfactory evaluation occurs, the student will be advised. Probation may be the result. Repeated unsatisfactory evaluations while in the clinical area may be cause for dismissal from the course.

Should a student not accumulate 10 patient contact hours in 10 clock hours, additional time will be required to achieve the minimum patient contact hours. The student may

only function as a student during the clinical/field rotations and not in the capacity of an employee of the clinical/field site at any time.

### **ATTENDANCE**

There are 114 hours in the classroom and lab sessions of the course. Absence from a class period will be permitted only with prior notification. Any student unable to attend class for any reason must notify their instructor one hour before the class. All absences must be made up in accordance with the Ohio Department of Public Safety Rules. This may be arranged with the instructor. Material from the missed class will be made available at the make-up.

Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines. Attendance is a student's responsibility. The program is very fast paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance.

Absence without notification may be cause for dismissal from the program. Absences will be dealt with on an individual basis and the student may be subject to dismissal at the discretion of the program coordinator. A student may be required to bring in a physician's excuse for time missed or written permission to attend class or clinical after an illness or injury.

The student who cannot attend a scheduled clinical time should call the clinical site and the clinical coordinator no later than one (1) hour prior to the scheduled time. Acceptable reasons for excused absence from clinical area would be personal illness, illness in immediate family, or other reasonable unexpected events.

### **COURSE COMPLETION CRITERIA**

Students must maintain a grade average of 75% or higher and demonstrate practical skill competency and satisfactorily complete 100% of the clinical hours needed to be eligible to sit for the National Registry written exam.

- A. Attendance: 100%
- B. Grades: A cumulative grade point average of 75% or higher
- C. Laboratory Practical Skills Completion
- D. Successful completion of all clinical hours and clinical assignments

### **PRACTICAL SKILLS EVALUATION**

All practical skills as outlined in the Practical Skills Document must be completed according to the criteria established by the National Registry. Failure of any of these skills may result in dismissal. The student may be permitted more than one retake of the failed skill(s) if it coincides with the guidelines under retake.

### **CERTIFICATION TESTING**

Upon successful completion of the prescribed course curriculum and receiving a passing score of 75% or higher and satisfactorily completing the required final practical exam, the student will be eligible to sit for the state certifying written exam. The state of Ohio uses the National Registry written exam. The exam consists of multiple-choice questions. Students are allowed three (3) opportunities to pass the written exam before remedial training is required.

The main emphasis of our program is to develop a high quality EMT-Basic.

When written confirmation of a passing score is received from the National Registry of EMT's (NR) the student will then be eligible to apply for certification as an EMT-Basic in the state of Ohio. A completed state of Ohio Application will be forwarded by the Public Safety Services office along with a copy of the written confirmation of each passing score. The student cannot function as an EMT-Basic until a certification card is issued and received from the Ohio Department of Public Safety, EMS Division (ODPS). Students will receive a letter requesting confirmation of clinical hours with your initial passing written results from the NR. By forwarding a copy of your state certification card to the NR, once you receive your state card, you will satisfy this request. This also is the step required to obtain your NR card.

## **Appendix F**

### **FIREFIGHTING**

**Admissions-** For admission to Tri-Rivers Public Safety Services fire training program the student must submit a completed application with the application fee to the Adult Education office located at 333 East Center Street Marion, Ohio 43302. The student will

schedule and complete the appropriate workkeys test prior to acceptance into a fire training program.

### Requirements-

1. Must be **17 years** old and in the twelfth grade or final grade in secondary program. Ohio Administrative Code 4765-11-03(A)(16)(a) effective June 1, 2003.
2. Must be **18 years** old for certification.
3. Must **not have a beard** (See Ohio Administrative Code, Chapter 4121:1-21)
4. Must complete physical and medical history. Physical includes blood work and 8 panel drug screen.
5. Must wear all NFPA approved turn out gear (See Ohio Administrative Code Chapter 4121:1-21)
6. Must use self contained breathing apparatus as prescribed in the Ohio Administrative Code 4121:1-21
7. Sign and submit waiver of liability/release statement.
8. Is responsible to any additional requirements as prescribed by the local chartered teaching institution.
9. Must submit background check

### Professional Firefighter I/II-

#### **Course Description:**

This course consists of classroom and hands-on training covering all aspects of the job, such as personal protective equipment, engine company operations, ladder company operations, building constructions, fire behavior, fire prevention, sprinkler systems and communications. This course leads to the highest level of fire certification in the state of Ohio and meets or exceeds the NFPA 1001 standard for professional firefighter qualifications. Upon completion of this course, individuals will be required to pass a state certification exam which is the minimum requirement needed to function as a full-time paid firefighter in the state of Ohio.

#### **ELIGIBILITY REQUIREMENTS** of State and School

1. Must be 17 years of age and in senior year of high school or older
2. Successful completion of pre-entrance WorkKeys tests: Reading, Locating Information and Math

#### **COST**

- \$ 95 Non-Refundable Application Fee
- \$ 1,792 Tuition
- \$ 180 Books (estimated cost – books are purchased on your own)
- \$ 350 NFPA Approved Turnout Gear Rental Fee (if applicable)

The student is required to obtain a physical. This physical will include: varicella titer, rubella titer, mantoux 2 step TB test, 8 panel drug screening. A BCI&I background check is also required, please see form attached. These additional costs will be the STUDENT'S RESPONSIBILITY. The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.

#### **OTHER COSTS (Estimated)**

Physical	\$ 150.00
Hepatitis B Vaccine (recommended)	32.00 – 40.00
Mantoux 2 Step Test (TB test)	12.00 each test (2 required)
Rubella	41.00
Varicella Titer 8 Panel	41.00
Drug Screening	40.00
8 Panel Drug Screen	60.00
Paper Supplies	40.00
BCI&I	44.00

Immunizations may be done at: Occupational Health, 1050 Delaware Avenue, Marion on M, T, W, F 8am-12pm or 1pm-5pm or contact your physician.

Unless a double payment has inadvertently been made, no refund will be issued to a student without the students first submitting a request in writing to the Chief of Public Safety Services explaining the extenuating circumstances and proof wherever possible. If a decision is made to issue a partial or full refund, please keep in mind that any refunds that are ultimately issued may take four weeks to process.

\*Costs subject to change.

### **Fire/Rescue 101- Course Description:**

- a. The fire/rescue program is comprised of 800 hours of didactic, lab, clinical and field instruction to prepare the successful completer to become an entry level firefighter/EMT. The successful completer will be eligible to test for certification(s) as a professional firefighter through the Ohio Department of Public Safety examination process as well as a Nationally Registered EMT-Basic through the National Registry of EMT's examination process.

The fire/rescue program also includes the opportunity to receive specialty certification(s) in Accountability, Basic Water Rescue, Basic Rope Rescue, NIMS 100, 200, and 700, Auto Extrication, Rapid Intervention Team, Pump Operations, Hazmat Decon, Confined Space Awareness, Trench Rescue Awareness, Communicable Diseases, and Spanish for Providers.

- b. The *goal* of the fire/rescue program is to prepare individuals for the skills needed to compete for and obtain a successful career as a firefighter/EMT or multiple other public safety jobs; to create a clear career pathway for the successful completer and enhance the ability to obtain immediate employment.
- c. The expected *program outcome* for a successful completer of the fire/rescue program is to obtain multiple certifications in the public safety arena and have multiple career pathways to select from.

### III. Rationale:

The job outlook for the public safety work force is expected to grow by 12% by the year 2016 creating 43,000 new jobs as volunteer organizations switch to career organizations. The mean average hourly wage is currently \$21.22/hr. Our area in Marion County has continued to suffer from layoffs given the current economic forecast. Many people are seeking re-training in more stable job classifications.

The same economic conditions have affected the public safety budgets also as employers seek to hire fully trained individuals instead of partially trained individuals that they then need to dedicate part of their shrinking budgets to fully train. Public Safety job requirements since 9/11 have increased, causing a need for entry level training to consist of more topic specific areas. The advisory committee has long requested a more in-depth entry level training program.

IV. Target Population:

Marion, Morrow, Union, and Hardin counties. Seeking specifically candidates that need re-trained for the work force or cannot afford traditional post secondary education that have an interest in employment in Public Safety Services.

V. Program Model:

a. Total Program Hours – 800

b. Curriculum Outline:

➤ Professional Firefighter 1 & 2	280 hours
➤ EMT-Basic	170 hours
➤ Learning Strategies	14 hours
➤ History & Traditions	16 hours
➤ Occupational Health & Safety	16 hours
➤ NIMS 100, 200, 700	32 hours
➤ Rapid Intervention Training	40 hours
➤ Auto Extrication	24 hours
➤ Hazmat Decon	16 hours
➤ Spanish for Providers	24 hours
➤ Basic Water Rescue	16 hours
➤ Basic Rope Rescue	16 hours
➤ Confined Space Awareness	12 hours
➤ Trench Rescue Awareness	12 hours
➤ *Anatomy & Physiology (web centric)	48 hours
➤ *Medical Terminology (web based)	48 hours
➤ Communicable Diseases	8 hours
➤ Accountability	8 hours

\* Pre-requisites for Paramedic Program

c. Method of Instruction:

Program components have didactic, lab, and clinical elements. The web centric and web based programs are supported by TRCC Online a Moodle based web delivery system administered by the program instructors. Classroom response systems, computer labs, and SMART boards are also used to support the classroom delivery.

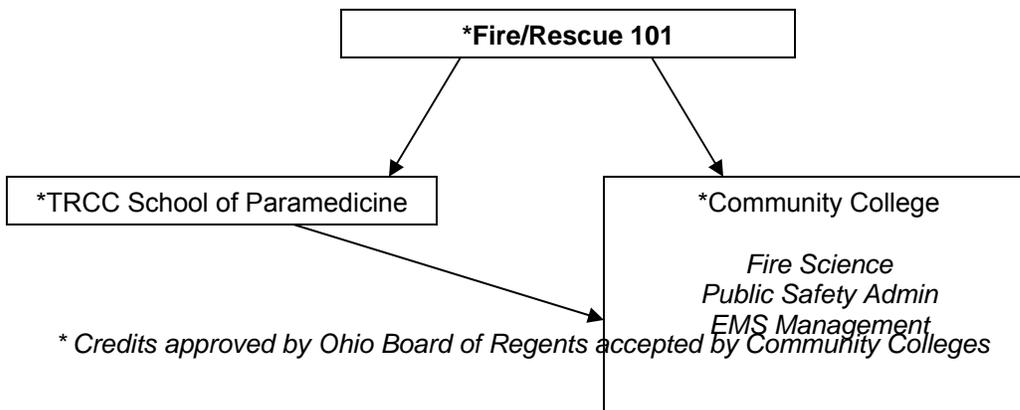
d. Assessment Strategies:

- WorkKeys testing in Locating Information, Reading, and Math are pre-requisites.
- Regular written and practical examinations during the program.
- Clinical performance evaluations

e. Evaluation Plan:

- Quarterly evaluations submitted by students
- Quarterly evaluations submitted by instructors
- Job follow up with Workforce Development
- First time pass rate on NREMT EMT-Basic certification examination
- First time pass rate on ODPS Firefighter 1 & 2 certification examination

f. Linkage to Career Pathway:



**Admissions Criteria/Process**

No individual will be excluded due to race, color, creed, national origin, gender, religion, marital status or disability.

1. **Application procedure:** Return completed application, \$95 non-refundable application fee, and official high school transcript or GED.
2. **Pre-Entrance Tests** include three ACT WorkKeys tests of basic academic skills including reading, math and locating information. Allow four hours for the pre-entrance exam time. Test must be scheduled in advance by calling (740) 389-4682 ext. 500. PLEASE REFER TO LIST OF TEST DATES INCLUDED.

Students will be required to pass entry-level ACT WorkKeys skills in reading, math and locating information. If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attend a remediation class. An individual may retake any of these tests until they pass. Each additional test retake will require payment of a \$15 fee.

3. **Interview Process:** An interview with the Chief of Public Safety and one other staff member is required. Interviews may be held in teams of two—three people. The applicant must have documentation of three personal references submitted at the time of, or before the interview, or the interview will not be held. Applicants need to realize that one poor reference may eliminate them from being accepted. Candidates are also encouraged to dress appropriately for the interview. The interview will be scored according to the following:

**Communication Skills—Verbal and Non-verbal and Listening; Personal**

**Appearance; Personal Motivation, Attitude and Maturity.**

4. **Notification of Admissions:** Based upon the results of the interviews, recommendation will be made for admission. Students will need to complete the following to be accepted to the class:

5.

A) Pay the non-refundable admission fee **in full - \$400 to reserve your spot in class.**

**B) Complete the class pre requisites:** Attend an American Heart Association Healthcare Provider CPR course. If you already have a current certification, please keep in mind that your card must be current during the class time enrolled. If the card will expire during the class, the student must recertify.

**C) Submit the completed and accurate physical exam form, along with documentation of all required immunizations for the clinical site at MGH.**

Immunizations may be done at: Occupational Health, 1050 Delaware Avenue, Marion M, T, W, F, 8am – 12pm or 1pm – 5pm or contact your physician.

6. **Notification of Acceptance:** Applicants will be notified of acceptance when the above steps have been completed. It is at this point that the \$400.00 admissions fee is due in order to reserved a seat for the student in the class.
7. **Purchasing of uniforms:** Students are required to purchase 2 polo shirts. These are to be ordered with the enclosed order form. Each student is required to have one gray polo shirt and one red polo shirt. You are also required to have a buckle-less belt, navy duty pants and black work boots. These items can be ordered with the enclosed Galls order form or from the vendor of your choice as long as they are comparable to what is listed on the order form. Students are required to wear full uniform while attending class and during all clinical rotations.
8. **Obtain the required BCI&I Background Check** from your local Sheriff's Dept.

### COSTS DUE THE SCHOOL

\$ 95 Application Fee (Non-Refundable) (Due when application is returned to Tri-Rivers.)  
 \$ 400 Admission Fee (Non-Refundable) (Due upon acceptance into the program.)  
 \$ 350 Gear Rental Fee – if needed (Non-refundable)  
 \$ 5,600 Tuition (\$1,400 due each quarter x 4 quarters, before the first day of each quarter.)

**\$ 6,445** – Total due the school

#### **OTHER COSTS (Estimated)**

Physical	\$150.00
Hepatitis B Vaccine (recommended)	\$32.00 – \$40.00
Mantoux 2 Step Test (TB test)	\$12.00 each test (2 required)
Rubella	\$41.00
Varicella Titer 8 Panel	\$41.00
Drug Screening	\$40.00
Paper Supplies	\$40.00
BCI&I	\$44.00

*\* All fees are subject to change.*

**The Rehabilitation Act of 1973** prohibits all programs and activities receiving federal funding from discriminating against any otherwise qualified handicapped individuals.

Individuals must be able to meet all the program's requirements, despite any disabilities. In order to be in compliance with the American Disabilities Act, the following is a list of essential functions for prospective students who wish to pursue paramedic education:

Students need to be aware that this profession requires physical abilities adequate to safely and accurately carry out duties such as: manual dexterity required for preparing and administering medications, physical ability to transfer patients, climb ladders and stairs while in full fire gear, pull charged hose lines, carry various tools, have the ability to read medication labels and patient records, hear blood pressure, heart, and breath

sounds through a stethoscope (specific types are available), speak English clearly enough for most patients to understand, write the English language and understand the verbal communication of English speaking clients.

Unless a double payment has inadvertently been made, no refund will be issued to a student without the student first submitting a request in writing to the director explaining the extenuating circumstances and proof wherever possible. Any refunds that are ultimately issued may take four weeks to process.

#### **Course Completion Criteria:**

- A. Attendance: per the attendance policy of the Division of EMS rules AND completion of all clinical hours. Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines. Attendance is a student's responsibility. The program is very fast paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and practical performance.
- B. Grades: A minimum score of 75% must be maintained in each quarter.
- C. Practical Skills Evaluation: All practical skills as outlined in the DOT curriculum must be completed according to the criteria established by the school. Failure of any of these skills may result in dismissal. The student may be permitted more than one retake of the failed skill(s) if it coincides with the guidelines under retake.
- D: Submits copies of NIMS 100,200, and 700 to Public Safety Office prior to graduation.

#### **EVALUATION PHILOSOPHY**

The school believes that 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. The student will receive evaluations during the program after each module exam.

#### **EVALUATION OF THE PROGRAM**

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. Regular evaluation of the program is conducted by the staff. Student input is utilized in this evaluation. Students are asked to complete an evaluation on the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences. Students may also be asked to complete an evaluation of each guest speaker.

#### **CLASS EXPECTATIONS/ACCOUNTABILITY**

All fire students are required to be in the appropriate uniform for class, this includes navy blue pants, program shirt, ID badge, and appropriate footwear. Students that arrive to class in the inappropriate uniform will be sent home by the instructor and may not return to class until they are in the required uniform.

Classroom etiquette and demeanor are expected. Students are expected to be prepared for class with pencils, paper, homework done, assignments read, and prepared to actively participate. Lecturers are to be given respect and full attention. The lecturer will set the tone for question and answer protocol for the individual sessions. Note-taking during lectures is highly recommended. Test questions may come from lecture material. Sleeping in class will not be tolerated.

The instructor may dismiss any student from the classroom/lab session for disruptive and unprofessional behavior. This may include but is not limited to, horseplay, inappropriate conversations, and failure to give the instructor full attention, derogatory statements towards other students, staff, and/or the Tri-Rivers/MGH School of Paramedicine program, inappropriate verbal or non-verbal actions, or any action that would be considered unprofessional. In the event that a student is dismissed from the classroom/lab session by the instructor it will count as an unexcused absence and may result in academic warning, probation, and /or dismissal (see academic advising policy).

Students are encouraged to form study groups with other members of the class or experienced former students. Students who are absent from any scheduled classes are responsible for the material which was covered during the classes. The students will complete the required readings, obtain notes of the lecture and consult the instructor if further aid is needed. Students will have the responsibility of obtaining all handouts from the instructor and notes from another student. Arrangement to tape a class when the student is expecting to be absent from a class lecture may be done with the permission of the instructor.

### **TESTS / ASSIGNMENTS / QUIZZES**

Quizzes, test, and assignments will be given in class. Quizzes may be announced or unannounced. No assignment will be accepted past the original due date. Any assignment not turned in will result in a 0 grade. Two zero's may result in a warning. Three zero's may result in probation. Four zero's may result in dismissal from the program.

### **TEST PAPERS**

It is believed that a test can serve as a teaching aid and that students have a right to review tests so they can learn from the errors they have made.

The following procedure will be applied:

7. All answer sheets from the test will be returned to the students after they have been graded by the instructor.
8. The instructor will not allow the students to keep their answer sheets.
9. The instructor may post a copy of the test for a period of time in the classroom so students can check their errors.
10. The instructor will do one of the following with the test:
  - Give tests back to the students for a designated period of time determined by the instructor.
  - Review the test during class.
11. The final examination score cannot be recorded if the student fails to return an answer sheet or test papers as requested and may result in disciplinary action.
12. Proof of copying test questions or answers by the student will result in disciplinary action, and the privilege of the future review of test may be denied. It is hoped that the integrity of the student will prevent this from occurring. Honesty is part of the ethical code of a paramedic.

### **MISSED TESTS AND QUIZZES**

If you miss a test or quiz because of illness or other excused absence, you must make arrangements, with the instructor on your first day of returning to school, for the makeup of this test.

## **RETESTING**

Failure to pass a retest with an 80% or higher will result in dismissal from the program.

Retesting Guidelines are as follows:

- The student will be retested only once.
- The retesting will be arranged with the instructor and will be completed outside of class time within 5 business days of the original testing date.
- The examination may be the same exam, or may be a comparable exam
- The student will receive a maximum grade of 80% for the test, even though the retest grade may be higher.
- Failure of the student to pass the retest with any 80% or higher will result in dismissal from the program

## **CLASSROOM GRADING SCALE: LABORATORY GRADING:**

### GRADING SCALE

A	95-100
B	90-95
C	85-90
D	80-85
F	79-0

Clinical: Satisfactory/Unsatisfactory

Laboratory: Pass/or Fail

## GRADING BREAKDOWN

Homework/Assignments/Workbook /Quizzes	= 20%
Tests	= 30%
Final Exam	= 50%

Students must maintain a grade average of 75% or higher each quarter or module for all other PSS training programs and demonstrate practical skill competency.

## ACADEMIC ADVISING

The program coordinator is available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. Assistance may also be obtained through the adult ed. professional school counselor. However, students with social, emotional, and psychological problems of an ongoing nature will be referred to community resources.

## WARNING

A verbal warning and documentation placed in the student's file may result from infractions of classroom/clinical guidelines for the following reasons:

- One unexcused absence – classroom, clinical, required lab session.
- One unsatisfactory clinical evaluation.
- Failure on a quiz, or practical exam.
- Academic average falls below 80%.
- Inappropriately dressed for class/lab/clinical experience.
- Inappropriate or unprofessional mannerisms or communication in the clinical area, classroom, or other connected facilities with Tri-Rivers/Marion General Hospital School of Paramedicine.
- Lack of motivation, uncooperativeness, unethical conduct, or poor personal appearance or cleanliness.
- Inability to perform in classroom, clinical, or laboratory skills sessions.
- Receiving two zero's in course work

## PROBATION

Probation is defined as a "trial period". A student may be placed on probation by the program coordinator. The student will be notified in a conference. At this conference and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period, along with a time period in which to be completed.

No financial aid can be disbursed if a student is placed on probation for any reason.

Probation is a measure utilized to encourage self-evaluation of progress in the program realistically and adjustment of behavior accordingly. Reasons for probation include but may not be limited to:

- Unsafe performance in the lab area/classroom exhibited by behaviors that might prove injurious to self, clients, coworkers and/or visitors.

- Unsatisfactory performance in the lab area/classroom as measured and documented by the clinical preceptor or instructor.
- Unsatisfactory performance in course work as measured by a grade point average below 75%.
- Failure to maintain the minimum required clinical hours during any quarter or module.
- Two unexcused absences-classroom, clinical, or required lab session
- Non-compliance with regulations of the school..
- Receiving three zero's in course work.

### DISMISSAL

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

- Three unexcused absences-classroom, clinical, or required lab session
- Any absence or tardiness that is not reported according to regulation.
- Absenteeism of greater than 10 percent of total hours during the school year
- Persistent tardiness.
- Violation of rules and regulations.
- Conviction of a felony.
- Falsification of any course related materials/dishonesty.
- Unsatisfactory performance in the clinical areas.
- Use of any clinical site computer/computers
- Receiving four zero's in course work.

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

- Persistent unsafe performance in the llab area/classroom, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
- A cumulative grade point average below 75% at the end of the quarter or module.
- Failure to meet the objectives of the program.
- Proof of chemical substance abuse.
- Falsification of application materials.
- Falsification or forgery of any course documentation.
- Breach of confidentiality.

If the decision of the program coordinator, adult education director, or medical director that the student can no longer continue in the program for any of the above reasons, the student may be given the opportunity to withdraw or they will be dismissed. 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 coordinator to discuss the dismissal. The student may select another student from the class to be present for the conference.

## REPORTING OF VIOLATIONS POLICY

Any student violations found to have merit, of the Ohio Revised Code and or Ohio Administrative Code will be reported to the appropriate authorities, to include but not limited to:

- Local Law Enforcement
- Ohio Department of Public Safety
- State Board of Pharmacy
- 

## WITHDRAWAL & TRANSFERS

Per Ohio Department of PSS, a students' schooling must be completed within 18 months of the start date.

### WITHDRAWAL

A student may withdraw from the school voluntarily at any point in the program. The student is expected to have a personal interview with the program coordinator and to complete an official withdrawal form. This form must be completed and returned to the financial aid office for the student to be considered officially withdrawn. Any variation from this rule requires the approval of the director of adult education.

### TRANSFERS

A student may transfer to the next scheduled program at any point in the program. All transfers are subject to approval by the program coordinator after receiving a recommendation by the course instructor and a written request for transfer from the student.

- There is a \$500.00 transfer fee that must be paid prior to the transfer. The student must transfer within 12 months from the date of the request.
- Any student making a request for transfer must repeat the entire quarter in which the request was made.
- Continuation of financial aid will depend on the funding source and clock hours

## CONVICTION OF A FELONY POLICY

The purpose of this policy is to inform prospective students to the Tri-Rivers School of Paramedicine/Firefighting whom may have a record of a conviction of a felony prior to admission, that each will be evaluated in terms of the nature of the offense. Those convicted of or pleading guilty to a felony must contact the Ohio Division of EMS and discuss their individual case. State certification candidates at the completion of the program will be required to indicate whether or not they have ever been convicted of a felony or other crime, as outlined in section 4723.28 of the Ohio Revised Code. The ruling of the EMS board may make the candidate ineligible to write the certifying examination. Therefore, it is advisable to contact the Ohio Division of EMS before starting class.

In the event the felony conviction has occurred as a result of alcohol/drug abuse, Tri-Rivers School of Paramedicine/Firefighting has the right to request a certified urinalysis

or blood alcohol level at random for screening purposes. In the event the student refuses to comply with this request, termination from the school of Paramedicine may occur.

If an applicant fails to answer the questions truthfully on the application form for admission to Tri-Rivers School of Paramedicine/Firefighting and the information is discovered at a later date, the student will be dismissed from the program. (See Dismissal)

This policy will be shared with any applicant who declares a felony conviction for chemical abuse. The applicant must sign a statement of agreement to the procedure before the process of admission will be considered.

Additionally, the School of Paramedicine/Firefighting holds no liability to financially refund tuition or other related school expenses in the event that the student completes the program of learning and is denied the right to complete the certification exam by the State of Ohio, Division of EMS

### **MILITARY LEAVE POLICY**

A student who is called up for active duty prior to the completion of the Paramedic program may be eligible for the following considerations:

Call-up during first or second quarter – may return the following year at the beginning of the first quarter. Proper military documentation must be provided to the PSS Coordinator with a letter of intent to return to the program.

Call-up during the third quarter but prior to completion of the third quarter – may return at the beginning of the third quarter without penalty if in good standing, (attendance is at 100%, practical grades to date and 80% grade average) at the time of call-up to active duty.

Call-up after completion of the third quarter the student may be eligible for graduation from the program if the following criteria are met and with the approval of the Program Coordinator and the Director of Adult Education:

- The student has completed the minimum of 600 hours in the training program as required by the state of Ohio.

### **Certification**

Upon successful completion of the fire training program the candidate will sit for the State of Ohio Firefighter examination for the level of training completed. The examination will be at Tri-Rivers Career Center. The successful candidate who obtains 70% or higher on the examination will complete their application online for certification through the State of Ohio. The test proctor will assist with this process. Three attempts are allowed on the State examination before the candidate will need to re-enroll in a training program.

## **Instructor Qualifications**

All instructor records are maintained in the superintendent's office and are checked every year during Adult Education and Secondary certificate renewal. The Chief of Public Safety does certification verification on line on the Ohio Department of Public Safety website four times a year.

## **Equipment Testing**

Turnout gear is inspected before and after each course by one of two certified gear inspectors on staff. FIT testing is done on each fire student and results placed in student folders. SCBAs were tested and repaired. Current plan is to outsource SCBA through rental agreements. Pump testing and house testing are done during the course by the cadets. Ladders are tested with the County beginning in the fall of 2010.



Student Handbook

2011-2012

Date: \_\_\_\_\_

***Acknowledgement of Receipt of Handbook\****

I have received and reviewed the contents of the 2010-2011 Student Handbook. I understand that when I begin a program or course, it is my responsibility to clarify what I do not understand regarding the requirements of the overall program or course with the Program Coordinator and/or instructor.

\_\_\_\_\_  
Signature

**\*NOTE: Copies of the Adult Education Student Handbook were loaded onto your student USB Micro Drive given to you at orientation, are available online at [www.tririvers.com](http://www.tririvers.com), loaded onto TRCC Online, and a printed copy is available in each main Adult Education classroom.**