Health Occupations Department

STUDENT HANDBOOK

SPRING 2015
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Health care service is based on a common body of knowledge. Health care providers apply this scientific body of knowledge in the skills of their profession. The provider also practices the art of human concern through recognition of the human needs of the client.

The optimal goal of health care is to maintain or restore a state of physical and mental well-being. This requires a team approach involving a variety of health care providers. All members of the team must be responsive to the individual client needs, to changes in the scientific base of knowledge, and to changes in the delivery system.

The faculty of the Health Occupations Department supports a humanistic perspective. That is, the individual is in a constant dynamic interaction with a complex environment. Each individual has the potential to foster development in a healthy positive way. Learning is an ongoing process that may influence behavior. Individuals accept responsibility for their own learning and health. Since individuals differ, more than one approach is necessary to accommodate all needs.

Education is a dynamic interactive process that moves from simple to complex and involves development of critical thinking. The Health Occupations Faculty of Mission College is committed to an educational environment that prepares students to provide therapeutic health care to the client. This involves both preventive and therapeutic interventions to maintain or restore a state of well-being. Therefore, we believe the role of the educator is to create a climate that is conducive to learning and responsive to changing community needs for health care.
HEALTH OCCUPATIONS PROGRAM ADMISSION POLICIES

Entrance into the Vocational Nursing Program and the Psychiatric Technician Program requires meeting the following criteria:

1. Completion of Mission College Health Occupations Program Assessment Test (PT program) or (TEAS) Test of Essential Academic Skills (VN program).

2. Completion of Mission College Health Occupations Department program application.

3. Completion of physical examination within one (1) year of starting program:
   a. Student health form
   b. Mumps, Rubella, Rubeola, Varicella, and Hepatitis B titer levels, and immunizations, if needed. MMR and Varicella require two (2) immunizations, Hepatitis B requires a series of three (3) injections.
   c. Two-step (second PPD within three weeks) & annual PPD. If positive PPD, CXR is required. Chest X-ray will only be accepted with documented proof of positive PPD. If CXR is over one (1) year old, annual TB screening documentation required. CXR must be within five (5) years. QuantiFERON TB Gold Test is acceptable.
   d. Tdap (one adult vaccination on record). Tetanus booster every 10 years.
   e. Influenza vaccine for current season.

4. Transcripts or copy of high school diploma or G.E.D, or foreign equivalency.*

5. Proof of current CPR (American Heart Association Health Care Provider or Red Cross Professional Rescuer prior to starting clinical experience).

6. Official transcript of grades from other colleges, if seeking transfer credit.

7. Completion of prerequisite Anatomy and Physiology.

8. Background checks, finger printing, and drug screen. The Health Occupations Department does not deny admission into the PT or VN program dependent on background checks. However, if at any time, a clinical agency denies student access, the student will be required to withdraw from the program. Positive drug screen will affect acceptance into the PT or VN programs. Prescription Marijuana use is not allowed at the clinical agencies.

*The Board of Vocational Nursing and Psychiatric Technicians requires that an applicant for a psychiatric technician or vocational nurse license have successfully completed an approved general education course of study through the twelfth grade or the equivalent thereof.

Transfer and Challenge Policies:

- Credit is given for previous education and/or experience in the field of health services completed within five years prior to admission.
- All transcripts, and the transfer credit form, must be completed at the time of admission.
- Following evaluation of transcripts, transfer credit will be given if applicable. Clinical experience is assessed according to the clinical learning objectives for each semester and evaluated on a pass-fail basis.
- Transfer students will be accepted into the program when they have completed all prerequisites for the semester in which they are placed, if there is space available in the clinical area.
- Prerequisites include passing a theory exam with 75%, a dosage calculation exam with 100%, and successfully completing skills testing for Vital Signs, physical assessment, administering oral, subcutaneous and intramuscular medications, NG tube insertion, gastric tube feeding, sterile dressing change, tracheal and pharyngeal suctioning, tracheostomy care, and insertion of a Foley catheter.
MATRICULATION:

Students admitted to the Vocational Nursing and Psychiatric Technician Program are preparing for a career in which individuals are held to high standards of ethical and professional accountability. To prepare the individual, students will:

1. Develop self-awareness since you must first know yourself if you are to help others and then keep yourself in a state of optimal health.
2. Accept responsibility for yourself and your own actions.
3. Practice therapeutic and effective communication skills.
4. Follow professional expectations in the college and clinical settings:
5. Relationships begun in a clinical setting with patients/clients may not continue outside the clinical work assignment time.
6. Patient/client rights and confidentiality must be respected and maintained.
7. If the student decides to withdraw from a program, the student will notify the instructor and the department director. Readmission to a program will be considered upon receipt of a letter to the director.

GENERAL CODE OF CONDUCT:
The Mission College Catalogue has a general code of conduct which students are strongly recommended to read. Because our students work in the clinical setting where patients are dependent upon their caregivers for their physical and emotional well-being, the code of conduct of the Health Occupations programs of Mission College exceeds that of the general college student.

**Professional Attitudes:**
- Integrity and truthfulness
- Sound judgment and priority setting

**Professional Appearance:** [see dress code]
- Cleanliness
- Neatness

**Professional Behaviors:**
- Safe clinical performance
- Punctuality
- Conscientiousness in carrying out duties
- Maintenance of confidentiality
- Ethical conduct
- Adhere to Mission College Health Occupations Department Policies

**BVNPT Information:**
All Vocational Nurse and Psychiatric Technician students have the right to contact the Board of Vocational Nursing and Psychiatric Technician (BVNPT) regarding concerns about the educational program at:

BVNPT
2535 Capital Oaks Drive, Suite 205
Sacramento, CA 95833-2945
Telephone: (916) 263-7800
Fax: (916) 263-7866
Internet address: http://www.bvnpt.ca.gov
ATTENDANCE:
Students at Mission College are expected to attend all classes for which they are enrolled. Attendance will be taken and recorded for each session. Students with excessive absences may be subject to dismissal from the program for failure to meet program objectives. Determination of student status will be made by the faculty, after meeting with the student. Faculty are required to report attendance in clock hours for all students receiving federal financial aid.

Clinical Absences: Absences, tardiness, and leaving early are detrimental to meeting the course objectives and leave an inadequate opportunity to evaluate the student’s performance. Time missed, including tardiness, for clinical will be added up during each semester. If time missed in any clinical rotation limits the instructor’s ability to adequately assess the student’s progress and ability to meet course objectives, the student will fail the rotation, causing failure of the clinical course for the entire semester. Partial clinical rotations will not be allowed. The full clinical rotation must be repeated. If a student is unable to attend a clinical day, the student must call at least a half an hour prior to the start of the clinical session. Disciplinary action will result when there is no call for an absent day. Tardiness is not acceptable. The first time the student is tardy, a written warning is given. The second tardy results in student being placed on level I for Unsatisfactory Performance (see appendix III, p.25). The third tardy results in progressive to level II for Unsatisfactory Performance and a meeting with the instructor and program director to determine disciplinary action.

Semester “A” students must bring their skills bag to clinical days in the lab or will be marked as an absence.

Theory Absences: Absences from theory classes will be monitored. If a student misses a theory class, the student is responsible for the material missed.

NOTE: Each student is responsible for the information on the class syllabus regarding time missed for either clinical or theory. In the absence of an instructor, Mission College policies are in effect.

STUDENT ILLNESS:
For the protection of students, patients, clinical personnel, and faculty, the following policies must be adhered to:
1. Injury in the classroom or clinical setting must be reported immediately to the nursing instructor so that necessary medical care and forms are completed.
2. Students suffering from an obvious injury or illness that might jeopardize safe patient care may be removed from the clinical setting and may be required to furnish certification of health before returning to the class or clinical setting.
3. Students must have on file a physician release stating that they are physically able to participate fully without restrictions or limitations in the clinical area. Limited assignments are not provided. It may be necessary for a student to withdraw from the program and return [based upon space available] when the physician’s restrictions or limitations are lifted. In order to return to the clinical area, students must submit a written release from a physician stating there are no limitations after an injury or illness.

Absence from clinical for any medical reason lasting more than one week requires a medical release form from your physician before readmission. Any medical reason, which interferes with the ability of the student to participate without restriction, will be evaluated by the program faculty before the student is readmitted to any clinical experience.
DRESS CODE POLICY:
The student must present a neat, well-groomed appearance at all times when representing Mission College. **Nametag must be worn at all times.**

STUDENTS WHO DO NOT COMPLY WITH THE DRESS CODE POLICY WILL NOT BE ALLOWED TO PARTICIPATE IN THEIR CLINICAL ASSIGNMENT UNTIL THE RECOMMENDED ADJUSTMENT IS MADE.

Students with excessive violations of the Dress Code Policy may be subject to dismissal from the program for failure to meet program objectives and professional standards.

**Uniform Regulations:**
1. The student uniform must be worn in the hospital/clinical setting at all times.
2. The uniform must be clean and neatly pressed at all times.
3. The dress style uniform for women must be at a “moderate” length.
4. Any soft-soled plain white shoe may be worn with the exception of clogs, sandals, and canvas shoes. Shoes and shoestrings must be kept clean and in good repair.
5. Nylons must be worn with a dress uniform, may be white or neutral, and must be free of runs or tears. Support hose are recommended to prevent varicosities and “tired legs”. No opaques or leotards are to be worn with the uniform.
6. Underclothing is required with all style uniforms and cannot be visible through the uniform.
7. A sweater may be worn with the uniform as necessary. White, navy, black, or cranberry colors are acceptable. Sweaters may not be layered. No lab coats, jackets, or hooded sweaters/sweatshirts are permitted.
8. The student name pin must be worn at all times in clinical.
9. Fingernails should be short and clean. No nail polish or artificial nails are allowed.
10. No rings other than wedding rings may be worn with the student uniform. Rings accumulate bacteria and may be injurious to the patient. Rings must be removed in specialty areas according to the hospital regulations. [When going into regulated areas, it is recommended to leave rings home].
11. Only small post earrings are acceptable. All other noticeable piercing must be removed for safety and cleanliness reasons.
12. Chewing gum is not allowed in class, in conference rooms, or while giving patient care. No eating or drinking is allowed at the nurse’s stations. Students who wish to smoke are permitted to do so during break time and in designated areas only.
13. Hair must be short, above collar level, or secured to keep it above collar level to keep it from falling into the work area. It must be maintained in this style whenever the student is in uniform [college, hospital, or other clinical site]. No extreme hairstyles or unnatural colors are permitted. Clips, barrettes or anything used to contain hair should be small and plain in style.
14. Conservative use of makeup, including mascara and eyeliner is acceptable. Extreme makeup including eyelashes, eye shadow, and extreme shades of lipstick and heavy makeup are prohibited. Clinical instructors, at their discretion may ask students to remove makeup.
15. Heavy fragrances and body odors are offensive and harmful to patients; no perfumes, colognes, or after-shaves should be worn. A daily bath or shower and the use of deodorant are essential in a vocation where direct contact with other people is close and frequent.
16. When possible, tattoos should be covered by clothing.

**A COMPLETE UNIFORM CONSISTS OF:**

**Female student:**
1. Tailored department uniform.
2. Clean white soft-soled shoes with closed toe and heel. No canvas shoes are allowed.
3. White or neutral tone, run free hose.
4. Mission Patch: sewn 2-4 inches down from shoulder seam on the right side of the vest uniform. **Patch must be sewn on.**
5. Watch with second hand.
6. White, navy, black, or cranberry colored sweater.
7. Bandage scissors
9. Ballpoint pen, must be black ink only.
10. Stethoscope
11. Penlight
12. Mission College picture ID

**Male Student:**
1. Tailored department uniform.
2. Plain white leather shoes of any brand. No canvas shoes.
3. White socks.
4. Mission Patch: sewn 2-4 inches down from shoulder seam on the right side of the vest uniform. **Patch must be sewn on.**
5. Watch with second hand.
6. White, navy, black, or cranberry color sweater.
7. Bandage scissors.
9. Ballpoint pen, must be black ink only.
10. Stethoscope.
11. Penlight
12. Mission College picture ID

**Psychiatric Technicians:**
Student on psychiatric rotations in the field or at a psychiatric facility must be professionally dressed in modest clothing, neat and clean, and in subdued colors. No shorts, cutoffs, strapless tops, short crop tops, see through tops, short skirts, skirts with high slits bare midriff or exposed abdomens, jeans, sweat shirts, sweat pants, open toed or canvas shoes, high heels or clog type shoes or shoes with a heel strap are allowed.

**Nametag is to be worn on the shirt in an easily readable manner unless otherwise indicated by facility.**

Dress regulations may change in order to comply with the dress code of each facility.
HOSPITAL PROTOCOL:

Speech and Conversation:
Be aware of your legal and ethical responsibility with respect to the rights of others, especially the right to privacy. Any discussion related to patients, health care team members, diseases or symptoms should be in an appropriate professional setting. Do not violate anyone’s right to privacy and confidentiality by talking in a place where you might be overheard [elevators, cafeteria, etc.].

Ethics
Hospital copy machines, phones, or other equipment are not to be used without the authorization of the instructor. Scrubs, office supplies, dressings, etc., should not be removed from the facility.

Pagers and cell phones are to be turned off during class and clinical time. If they are on vibrate, the student may answer only during break from the classroom or clinical setting. Failure to adhere to this policy will result in a verbal warning followed by a written warning and consequences.

Faculty will respectfully decline monetary gifts from students. Monetary gifts from patients are also respectfully declined. If a student wants to donate to a scholarship fund, student fund, book fund, etc., please see the director of the program.

Students as Hospital Employees:
When students are functioning in any of our cooperating agencies in a role other than a student, such as a volunteer or paid employee, they are NOT functioning in a student role. At such times, they are NOT representing Mission College and may not wear the student uniform. When acting as an employee, the policies and regulations of the institution employing their actions are applicable to the particular job. In such instances, the college assumes no responsibility for student work and the college’s liability insurance does not apply. The students are then directly responsible to the person under whose supervision they have been assigned.

Employment while enrolled in the program is discouraged. The responsibilities and energy required by employment can interfere with the appropriate amount of time for study, as well as with needed rest, and may negatively influence the quality of learning and the quality of nursing care provided by students.

Quality of Care:
The patient has the right to safe nursing care. When a psychiatric technician or vocational nursing student performs care that is customarily given only by a licensed psychiatric technician or licensed vocational nurse, the courts have held the student to the same standard of care as the licensed psychiatric technician and vocational nurse.

At no time should a student assume responsibility for nursing care without the knowledge and supervision of his/her instructor.
Unsafe Performance:
In the clinical setting, the psychiatric technician and vocational nursing student practices under the immediate supervision of a nursing instructor. **The student is directly responsible to the clinical instructor** who is required to adhere to the guidelines and requirements of the California Board of Vocational Nursing and Psychiatric Technicians, as well as the standards of Mission College and the requirements of the agreement between the college and the clinical agency.

Unsafe nursing care is any action or inaction on the part of the student that threatens the physical or emotional well-being of an individual. (See Appendix I.) **The instructor has the unquestioned authority to remove a student from the clinical setting whenever the student’s personal behavior or physical or mental condition threatens the safety and welfare of clients.** The following actions will take place:

1. The student may be removed from the classroom or clinical area immediately.
2. The instructor will immediately document and report the incident to the Program Director, Department or Division Chairperson, or designated representative.
3. Within 24 hours, the student will make an appointment to see the Program Director, Department Chair, and/or designated representative with the instructor present.

Infection Control Awareness:
1. Current knowledge about the spread of infectious diseases such as HIV and Hepatitis indicates that early detection and appropriate intervention can interrupt the spread of the virus.
2. Use caution in handling and disposing of needles, and body fluids.
3. Follow agency and nursing program protocol when exposed to needle sticks or contamination with body fluids.

Prevention of the spread of infectious diseases involves:

1. Maintenance of current immunization status.
2. Utilization of body fluid precautions, body secretion isolation.
3. Consistently adhere to CDC infection control procedures and/or agency policy.
4. Adherence to agency policy for personal illness.

It is incumbent upon the individual to assume responsibility for knowing and performing safe nursing practice as delineated by the Federal Center for Disease Control.

**FAILURE TO PRACTICE CONSCIENTIOUS INFECTION CONTROL MAY BE GROUNDS FOR DISCIPLINARY ACTION.**

Assembly Bill 1807, which was signed by the Governor, March 30 1994, has incorporated new language, which can affect your practice. Pursuant to section 2878 (1) of the Vocational Nursing Practice Act, and section 4521 (n) of the Psychiatric Technicians Law:

“**The Board [of Vocational Nurse and Psychiatric Technician Examiners] may revoke a license issued under this chapter for…the knowing failure to protect patients by failing to follow infection control guidelines, thereby risking transmission of blood-borne infectious diseases from licensee to patient, from patient to patient, and from patient to licensee…….”**
**IMPAIRED STUDENT:**
Mission College complies with the Drug Free Schools and Campuses Act of 1989, and the Drug-Free Workplace Act of 1988, and strives to maintain the school community free from illegal use, possession, or distribution of alcohol or of controlled substances as defined by local, state, and federal laws.

Patient safety is an overriding principle in the delivery of health care. For the health care professional to provide safe care, the health care professional must be able to make sound judgments. The use of chemical substances can adversely affect thought processes and decision-making.

Any student whose thought processes and decision-making ability is impaired by the use of drugs or alcohol will be considered unsafe to provide health care services and will be removed from the clinical setting. The student will be subject to faculty review and possible dismissal from the program.

As health care professionals, we recognize that dependency on chemical substances is a condition that can be treated by early recognition and rehabilitation. Rehabilitated students will be encouraged to re-enter the educational process for successful completion of a health care program.

**Mission College Drug Free Campus Policy:**
Mission College is a Drug Free Campus and the Code of Student Conduct noted in the College Catalogue is followed by this department. When a student exhibits symptoms of alcohol or drug use or any condition that endangers patient safety the student will be removed from the classroom or clinical setting and the established procedure for assessment and rehabilitation will be followed.

When, in the opinion of the instructor and a professional colleague a student exhibits signs and symptoms of impairment; the following actions could take place:
1. The student may be removed from the classroom or clinical area immediately.
2. The instructor will immediately document and report to the Program Director, Department or Division Chairperson, or designated representative
3. Within 24 hours, the student will make an appointment to see the Program Director, Department Chair, and/or designated representative with the instructor present.

At this time, the student will be referred for further professional assessment. A statement from a licensed chemical dependency/mental health counselor indicating that the student is safe must be submitted to the Director before the student can be readmitted to class or the clinical situation.

When an instructor identifies a student as being impaired, and is a danger to self or to others and the student refuses to submit to the required assessment, the student may be dismissed from the program.

It is the student’s responsibility to furnish evidence of rehabilitation. The student will be expected to show reasonable evidence that he/she would be able to function effectively in proving safe and therapeutic care of patients in the clinical setting.
HEALTH OCCUPATIONS REQUIREMENTS

Health Occupations programs include both theoretical instruction on campus and clinical experience in local hospitals and clinics. Students enrolled in clinical programs are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from a Health Occupations program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior, or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the faculty and the Department Chair/Program Director.

If a problem occurs that may affect the students ability to attend class/clinical or be successful in the program, it is the student's responsibility to inform the instructor, the Program Director and the Department Chair. If a hardship occurs, it is the student's responsibility to inform the Program Director and Department Chair. If accommodations are made due to a hardship, it is the student's responsibility to comply with the accommodations and complete the requirements as defined by the contract signed by the student, Program Director and/or Department Chair.

Hospital Requirements:
Affiliation agreements with clinical facilities regulated by The Joint Commission require that Mission College Health Occupations students meet specific requirements prior to being placed at a facility for a clinical rotation. These requirements include a recent physical examination, specific titers and immunizations, negative TB status, negative urine screening, and a negative criminal background clearance or fingerprinting clearance. Requirements are subject to change as specified by the clinical facility. (Nursing Assistant students are not required to have a urine screening).

All students enrolled in Health Occupations courses requiring patient care contact in a facility must provide evidence of meeting these requirements prior to the first clinical experience. Students will be excluded from the clinical site until all required materials have been received in the department.

Policies and procedures for the criminal background check or fingerprinting as provided at the orientation must be completed prior to the first day of the program. The student shall be responsible for paying any associated costs of program requirements. One exception to this is Nursing Assistant students do not pay for their fingerprinting process. California state mandates require the program pay for this service.

If at any time a student is denied access to a clinical facility due to background checks, fingerprinting, or facility performance justification, the student will be unable to meet course objectives causing failure of the course, and must withdraw from the program.
Performance Standards:
In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Performance Standards adopted by the Health Occupations Department include the following:

Student must be able to:
- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift 50 pounds;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed to bed, bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling patients toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature;
- visually read calibrated scales;
- perform close and distinct visual activities involving persons and paper work;
- visually discriminate depth and color perception;
- identify and distinguish odors;
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds;
- learn to perform mathematical calculation with 100% accuracy for medication preparation and administration in a timely manner;
- learn to communicate effectively, orally (face to face and on the phone) with correct pronunciation, and in writing, using appropriate grammar, vocabulary, and word usage with correct spelling, as well as medical terminology;
- comprehend verbal and written directions, making correct notations and documentation, responding as directed;
- make proper and timely decisions under stressful and emergency situations.

NURSING LAB USE:
In addition to scheduled class hours, the nursing lab will be available to provide additional resources for all Health Occupations programs students for skills and academic enhancement. The lab will be open during specified hours each semester.
STUDENT EVALUATION PROCESS:
At the beginning of each semester course or module, the student is given a course outline with specific objectives and expected outcomes. Requirements and assignments will be specified. In addition, the theory grading will be clearly defined on a percentage basis. In the clinical area, each clinical instructor will give students an individual evaluation of their clinical performance. Evaluation conferences will be arranged at the discretion of the instructor. If a student fails any one area of instruction, the result is failure for the entire course.

The grading system used in the program is in accordance with that used by Mission College, which is as follows:

- A = Excellent
- B = Good
- C = Satisfactory
- D = Passing, less than satisfactory
- F = Failing
- P = Pass, [at least satisfactory, C or better.]
- NP = No Pass [less than satisfactory or failing]
- I = Incomplete
- IP = In progress

In the Health Occupations Department all programs have, the following percentage values assigned to the letter grades of A, B, and C. A “C” grade is considered the lowest level that can be achieved in the nursing program for a student to successfully pass a course and remain in the nursing program. There will be no “rounding up” of grades.

- A = 90-100%
- B = 80-89%
- C = 75-79%
- F = < 75%

Failure to maintain a 75% in a PT or VN theory or clinical class during the semester will result in the student’s failure and withdrawal from all PT or VN program classes. It is the student’s responsibility to withdraw from classes. If the failure occurs after the last date to drop a class without receiving a grade but prior to the end of the semester, the student will receive an “F” in all classes. If the student has completed final exams and fails one or more courses, the student will receive the grades they earn in each course. If a student fails one or more courses during final exams, the student will be required to repeat all courses if they return to the program. ONCE THE STUDENT TAKES A FINAL EXAM, NO MAKEUP OR RETAKE OF THE EXAM WILL BE ALLOWED. The PT and VN program includes theory and correlated clinical experience, therefore, all courses in a semester are required to be taken concurrently to verify student abilities. If a student passed a course(s) with a “C” or better and returns to repeat a semester, the student will be required to submit an academic petition for repeating the course(s).
GRADING POLICIES:
The Vocational Nurse program clinical is on a credit/no credit basis.
The Psychiatric Technician program clinical is a grade only class.

The PT and VN program clinical evaluation is based upon 12 Critical Elements:
1. Maintains physical safety of the patient.
2. Maintains psychological safety of the patient
3. Maintains microbiological safety of the patient.
4. Maintains chemical safety of the patient.
5. Maintains thermal safety of the patient
6. Utilizes the nursing process appropriately.
7. Utilizes therapeutic communication with clients, family, peers, and health team members.
8. Utilizes previously learned principles in performing nursing care skills and/or therapeutic measures.
9. Utilizes appropriate independence and/or dependent actions and/or decisions.
10. Utilizes health teaching opportunities for patient and family
12. Demonstrates consistent attendance and active participation in the clinical setting.

Students are required to complete and submit a clinical self-evaluation weekly. The evaluations allow the student to evaluate his or her own clinical skills and areas that may need improvement. In addition, the instructor will help the student’s learning process by utilizing the Notice of Unsatisfactory Performance/Need for Improvement process whenever a student is in danger of not meeting one of the Critical Elements. (See Appendix III for copy of the form, page 25)

DOSAGE CALCULATION POLICY:
An essential aspect of safe nursing care is the ability to calculate medication dosages. It is expected that students are able to use basic arithmetic and basic algebra to calculate medication dosages. A semester dosage calculation exam must be passed with 100% by the 5th week of the 2nd and 3rd semester of the PT and VN programs. (See Dosage Calculation Examination Policy, page 27). First semester students must pass a dosage calculation exam with 100% accuracy by the 7th week of the semester.

EXAMINATION POLICY:
A standard examination protocol policy is used throughout the PT and VN programs. (See Examination Protocol Contract, page 28). If a student is ill or absent for any reason causing them to miss an exam, the ability to take a makeup exam is dependent on the individual course instructor’s policies and will be defined in the course syllabus.

If a student is ill or dealing with a hardship, the Health Occupations Department will make every attempt to provide accommodations. It is the student’s responsibility to identify and provide the documentation for the illness or hardship to the instructor and program director prior to the exam, in order for any accommodations to be made. If the student chooses to take the exam on the initial exam date, regardless of the illness or hardship, the grade on the exam will be final. No further makeup or retake of the exam will be allowed. If the student identifies an illness or hardship after the exam has been taken, the grade for the exam will remain final and no makeup or retake of the exam will be allowed.
REMEDIATION:
If a student fails to achieve 75% by semester end in a theory course, the student may opt to remediate. The student must meet with the instructor and the Department Chair to make a plan for remediation. If the process is successfully completed, the student will receive a maximum score of 75% for that class. Students may only remediate one course per semester. If the student falls below 75% at the end of the semester in two or more courses, the student will be dropped for underachievement as defined in the ‘Dismissal of Students’ policy in the HOD Student Handbook.

The following Health Occupation courses are eligible for remediation:

<table>
<thead>
<tr>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 022 Patient Care Nursing Fundamentals</td>
</tr>
<tr>
<td>HO 023A Beginning Medical-Surgical Nursing Theory</td>
</tr>
<tr>
<td>HO 023B Beginning Care of the Client with Cognitive Disabilities - Mental Health Theory</td>
</tr>
<tr>
<td>HO 023C Beginning Care of the Client with Cognitive Disabilities – Developmental Disability Theory</td>
</tr>
<tr>
<td>HO 024 Pharmacology, A</td>
</tr>
<tr>
<td>HO 027 Nursing Process &amp; Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 032 Care of Obstetrical and Neonatal Patients</td>
</tr>
<tr>
<td>HO 033A Intermediate Medical-Surgical Theory</td>
</tr>
<tr>
<td>HO 033B Intermediate Project-Based Medical-Surgical Reasoning</td>
</tr>
<tr>
<td>HO 033C Intermediate Care of the Client with Cognitive Disabilities - Mental Health Theory</td>
</tr>
<tr>
<td>HO 033D Intermediate Care of the Client with Cognitive Disabilities – Developmental Disability Theory</td>
</tr>
<tr>
<td>HO 034 Pharmacology, B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 042 Care of the Pediatric Patient</td>
</tr>
<tr>
<td>HO 043A Advanced Medical-Surgical Theory</td>
</tr>
<tr>
<td>HO 043B Advanced Project-Based Medical-Surgical Reasoning</td>
</tr>
<tr>
<td>HO 043C Advanced Care of Client with Cognitive Disabilities – Mental Health Theory</td>
</tr>
<tr>
<td>HO 043D Advanced Care of Client with Cognitive Disabilities – Developmental Disability Theory</td>
</tr>
<tr>
<td>HO 044 Pharmacology, C</td>
</tr>
<tr>
<td>HO 047 Leadership and Professional Practice</td>
</tr>
</tbody>
</table>

CHEATING/DISHONESTY
Dishonesty includes but is not limited to in-class cheating, out-of-class cheating and plagiarism (for a definition of plagiarism see the appendix and citation format area). When a student is charged with plagiarism or cheating related to a class activity or assignment, and the instructor has reasonable proof or documentation or the student admits the violation; the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue an NC or a failing grade (“F”) or "0" for the assignment in question.
3. Drop the student from the class and assign a withdrawal (“W”) for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing (“F”) for the class, pursuant to the uniform grading policy.
4. Refer the student to the Vice President of Student Services, for disciplinary


**DISMISSAL OF STUDENTS:**
Students may be dismissed for the following reasons:

1. Excessive absences and tardiness resulting in failure to meet objectives.
2. Unprofessional conduct according to the BVNPT definition [see Appendix II] Failure to meet these objectives, after counseling by faculty may result in dismissal from the program. The nursing faculty may make decision for dismissal.
3. Underachievement: Failure to achieve a 75% or better level in theory/academic courses.
4. Unsafe Clinical Practice:
   a. Safety is defined as meeting the objectives of a course by the times designated for each objective and to the degree of mastery designated.
   b. Students will be dropped from clinical courses due to demonstration of unsafe behaviors related to the Critical Elements or course objectives in which the student is currently enrolled.
   c. Failure to adhere to Mission College and Department of Health Occupations policies.

**Procedure for Dismissal of Students**
If the student is failing in clinical or being dismissed for any reason other than failure of a theory course, the following procedures will be followed. The Notice of Unsatisfactory Performance/Needs for Improvement procedure will be followed. When a student meets the criteria for dismissal, the following procedure will be followed:

1. The issue is discussed with the student and instructor. If the student agrees and withdraws from the program, documentation is placed in the student’s file.
2. If the student does not agree, the issue is then discussed with the student, instructor, and Department Chair/Program Director. If the student agrees and withdraws from the program, documentation is placed in the student’s file.
3. If the student does not agree, the issue is then presented to faculty representatives within one week of dismissal. The student may choose to have an advocate present at this meeting. However, the advocate may not speak. The student will be notified by phone with the faculty decision, and a follow up letter will be sent to the student, within one week, delineating the student options and actions to be taken. A copy of this letter will placed in the student’s file, and a copy will be given to the Applied Sciences Division Chair and Dean of Instruction.
4. The student may appeal the process by sending a written statement stating reason(s) for the appeal and the student will follow the grievance procedure stated in the Mission College catalogue, beginning with an appointment with the Applied Sciences Division Chair.

**REINSTATEMENT PROCEDURES:**

Students who failed or withdrew from any of the Health Occupation Programs in the first semester must reapply to the program to be considered for re-entrance.

A student who drops out or does not successfully complete either second or third semester must submit the ‘Request to Return’ form. Students will be allowed to re-enter the program if there is space available. Students must return to the program within three semesters of leaving the program. Students wanting to complete the program, after the three semester deadline, must reapply to the program.

Students petitioning to re-enter the programs (PT, LVNRN, VN) must complete the following:

1. Student must take and pass the prior semester medical-surgical theory final exam with a score ≥75%. Students will only receive one chance to achieve this score.
2. Students must take a skills exam. Students must pass the skills exam with 90% accuracy on the selected skills. There will be three critical skills and one random skill. Students will only receive one chance to achieve this score.

3. Students must meet all other program specific requirements such as, but not limited to, immunizations, background checks, CPR card, ATI purchases, etc.
   a. Due dates on program specific requirements will be set to ensure time to clear clinical site requirements.

4. Students must complete testing at least one week prior to the start of the semester.

Students will be notified in writing of status and/or need to reapply.

Students who are dropped from the program for unsafe practice will not be eligible for reapplication to the programs.

**STUDENT RESPONSIBILITIES**

Students are responsible to read the Mission College Catalogue’s Student Code of Conduct, as well as provisions regarding Sexual Harassment and Discrimination. Students are also required to attend all classes and to arrive at specified class times. It is the student’s responsibility to inform the Department Chair/Program Director of any personal issues that may require assistance.

It is also required that each student read this handbook, print, and sign the **DOSAGE CALCULATION EXAMINATION POLICY** (page 27), the **EXAMINATION POLICY** (page 28), the **ACCEPTANCE STATEMENT** (page 29), **STUDENT ACKNOWLEDGEMENT OF PATIENT CONFIDENTIALITY AND ELDER & CHILD ABUSE** (page 30) and the **SIMULATION LABORATORY CONFIDENTIALITY AGREEMENT AND RELEASE FORM** (page 31). Bring copies to class. All signatures will be completed in class.

**Transportation and Child Care:**
All transportation and childcare arrangements are the responsibility of the student. Clinical rotations are assigned by instructors and are non-negotiable. The student is expected to arrange his or her own transportation, and arrive at the clinical site on time.

**Current Demographic Data:**
While attending Mission College, each student is to keep their current address, telephone number, and email on file with the Department Office. This information will be kept confidential.

**Immunizations:**
If immunizations are required, students are responsible to make sure all immunizations are current and that the department has a copy of the dates of immunizations. A two-step and annual TB test is required for students to attend clinical. The annual TB test may be one-step if within one year of previous test. Chest x-rays will only be accepted for students with positive PPD tests. Chest X-rays are good for 5 years with a yearly TB screening survey. Students must provide proof of yearly TB screening survey.

**Student ID:**
Student nametags and/or photo ID badges are to be worn at all times when at ANY clinical site. Failure to wear nametag and/or photo ID will result in exclusion from the clinical site and an unexcused absence.
Program Expenses:
Approximate costs are: [most prices are estimated - subject to change without notice]:
- Urine screening: $20.00
- College Fees: $1400.00
- Books and Supplies: $1500.00
- Health Examination and immunizations: $200.00
- Certified Background Documents Tracker: $35.00
- Student Uniforms and Accessories: $270.00
- Nursing Skills Bag (1st semester): $110.00
- ATI online supplement (VN): $450.00
- Licensure Applications (including fingerprinting/picture - 3rd semester)
  - PT: $300.00
  - VN: $150.00
- VN Nursing Caps (3rd semester): $12.00
- Student ID and Badges: $5.00
- Background screening (VN): $75.00
- Fingerprinting (PT & VN): $80.00/400.00

HELPFUL HINTS

Hints from other students:
1. Be professional, organized, prepared and early. Take care of yourself, sleep, eat a balanced diet, reward yourself, exercise, and practice good hygiene.
2. Ride together, it saves money.
3. If you are going to be late, be sure to contact your instructor.
4. Learn to laugh at yourself, exercise increased humor under stress.
5. Form Study groups and find a study partner.
6. Form a phone tree in your clinical group; update phone numbers when they change.
7. When under stress, talk it over with someone. If necessary, utilize the counselors in Health Services.
8. Work off anger by physical exercise. Recognize the value of continued exercise. The higher the amount of stress, the more you might need.
9. Make it a point to brighten someone else’s day by providing a helping hand or positive praise.
10. Place problems in priority and tackle the most important first.
11. Work at the toughest priorities when mentally you are at your peak during the day.
12. Do not establish impossible goals.
13. Learn how to say “NO” tactfully.
15. Uniforms should be washed and pressed [if necessary] after each clinical assignment.
16. Change out of your uniform as soon as you get home, you do not want to bring home any new bugs to your family.

Do not:
- Fall behind on your reading or other assignments.
- Take on more than you can handle, like working extra hours.
- Cram the night before an exam. Get a good night’s sleep.
- Load up on caffeine and/or sugar before a test.

Forming study groups:
- Form a group of no more than four (4) or five (5) persons. You want to form it around
compatible people, and friends.
Designate someone as a facilitator/leader.
Come prepared for the assignment you agreed to do.
Utilize the syllabus for reading, and pay attention to the outline of the chapter. Be prepared in your reading, make notes or highlight important areas.
Meet according to need. Such as; before tests, discuss projects, or difficult areas.
Come prepared, this is not to get the information from someone else.
Study with people who do not provoke arguments.
Do not:
  - Let one person run the group
  - Let the group get too big.
  - Go to the group hungry
MISSION COLLEGE ABBREVIATIONS:

**A&R** is Admission and Records. All your information about schooling is located here. It is for Registering, adding and dropping of the classes, paying fees, obtaining transcripts, and ID cards. This is the center of the record keeping for your time here, and for afterwards when you need proof of your classes here, i.e. transcripts.

**ACCESS** is a federally funded Student Support Services program for Low Income or First Generation college student, or Disabled student. It is located at C1-117. This is to help you stay in college and make the most of your college experience.

**ASB**: Associated Student Body.

**CRN**: Career Resources Network assists students who are receiving some funding assistance, or who are single parent/head of household students enrolled in the PT or VN program. It provides all sorts of help for you.

**DISC**: is the Disability Instructional Support Center is to help students with disabilities, in speech, hearing, sight, orthopedic, or learning. It is located at S2-201.

**E.O.P.S**: is the Extended Opportunity Program and Services and is designed to provide support and grants to students who have historically been under represented in higher education or who have experienced economic, social, or language disadvantages and are within the first generation of their families to attend college. They are located at E1-403.

**Library**: has a lot of new nursing books and good manuals in the reference section. Be sure to go and ask for help. There are also on line search areas.

Do searches in areas like: nursing, surgical nursing, pediatric nursing, psychiatric nursing, [specialties of nursing etc]. Also in names of anatomical systems, or names of specific diseases etc.

There is a Pamphlet file, Periodicals and Newspapers, and other Internet Resources, such as:

- **Springnet**: [http://www.springnet.com](http://www.springnet.com)
- **Nursing Center**: [http://NursingCenter.com](http://NursingCenter.com)
- **Cybernurse**: [http://cybernurse.com](http://cybernurse.com)
- **Nursing Net**: [http://www.nursing.net](http://www.nursing.net)
- **Health Links**: [http://www.healthlinks.net](http://www.healthlinks.net)

**MT**: stands for Mission Temporaries. Those are the portable buildings outside the main Mission College Center Square building. They are numbered from 2-25 and are located outside the west side of the building. Others numbered A-D & E are located to the north of the core building.
**Nursing Lab**: W2-502. In addition to scheduled class hours, the nursing lab will be available to provide additional resources for all Health Occupations programs students for skills and academic enhancement. See Nursing Lab Use on page 13.

**Sorensen Hall**: is also known as SE2-104. This is a large classroom located in the South East Corner of the second floor of the main Mission College building.

**Learning and Tutorial Center (LATC)**: located at S2-201. This is the place to go for help in math or language or reading skills if you need help. They take you by appointment or drop in basis.

The numbering of each classroom is based upon **North, South, East and West** sides of the building, and the floor the classroom is on. For instance, the Nursing lab is W2-502. It is in the West part of the building, on the second floor.

Updated: July 2013
APPENDIX I

The following was taken from the Vocational Nursing Practice Act with Rules and Regulations, Board of Vocational Nurse and Psychiatric Technician

Section 2519
Gross Negligence:
As set forth in Section 2878 of the Code, gross negligence is deemed unprofessional conduct and is a ground for disciplinary action. As used in Section 2878 gross negligence means a substantial departure from the standard of care, which, under similar circumstance, would have ordinarily, been exercised by a competent licensed vocational nurse, and which has or could have resulted in harm to the consumer. An exercise of so slight a degree of care as to justify the belief that there was a conscious disregard or indifference for the health, safety, or welfare of the consumer shall be considered a substantial departure from the above standard of care.
NOTE Authority cited: section 2854. Business and Professions Code Section 2854, 2873, 2880, 2881, 2882-2884, Business and Professions Code
HISTORY
1 New section filed 7/3/74, effective thirtieth day thereafter (Register 74 no.31).
2 Renumbering from Section 2534 filed 9/2/75; effective thirtieth day thereafter (Register 75, No.36)

Section 2520
Incompetence:
As set forth in Section 2878 of the Code, incompetence is deemed unprofessional conduct and is a ground for disciplinary action. As used in Section 2878 incompetence means the lack of possession of and the failure to exercise that degree of learning, skill care, and experience ordinarily possessed and exercised by responsible licensed vocational nurses.
NOTE: Authority cited: Section 2854, Business and Professions Code. Reference Sections 2854, 2873, 2880,2881,2881.1, 2882-2884, Business and Professions Code
HISTORY:
1. New section filed 7/31/74 effective thirtieth day thereafter (Register 74. No.31)
2. Renumbering from Section 2534 filed 9/2/75: effective thirtieth day thereafter (Register 75: No. 36)
APPENDIX II

PAPER FORMAT - APA

Plagiarism is the unauthorized use of expression of ideas from published or unpublished work[s] as a student’s own work for a grade in a class. In order to assist the student in writing papers with proper citations, the following information will be the standard for papers by students in the Health Occupations Department.

a. All papers should be typewritten and double spaced
b. Margins should be done one inch around, no more no less.
c. **Numbering of each page should be in the bottom center of the page.**
d. All information obtained from another source is also cited, even if it is paraphrased in your own words.
e. All sources used for citations are listed as a reference list at the end of the paper by alphabetical order of the author.

Citations
Direct quotations are given as follows:

Quotes with less than 40 words are encased in quotes “*the information was obtained during the research done*” (source, year, p. #) within the paragraph you are writing. Quote source immediately after the quotation marks in parentheses.

Lines with 41 or more words are double indented inside the paragraph but given within the information of the paragraph and set apart from it as above. [Information in the bold type is for your ease in seeing it. It does not mean that quoted information is to be in bold type].

  This information is given to you from the departmental formatting system for manuscript formatting and is for your information in how to quote in a paper correctly (source, year, p. #).

All information that is quoted, and paraphrased, can be cited in one of two ways:
1. Within the sentence, you can introduce the information by stating that the author says, for instance: according to Foxx (year), all reinforcement is….
2. Or at the end of the information, paraphrased or quoted, you end with the author’s name within parentheses, the date of the journal or book and the page number (Foxx, year, p, 33). Note, after that you end the sentence with a period.

Reference List:
The references are given on the last page, in alphabetical order by last name of the author. Do not change the order of the authors on the text. The reference information is based upon the Mission College Library APA formatting as follows:
[see www.wvmccd.cc.ca.us/mc/lib/cite.html]
APPENDIX III

HEALTH OCCUPATIONS PROGRAM
NOTICE OF UNSATISFACTORY PERFORMANCE/NEED FOR IMPROVEMENT

ID #_________________________Student Name: ________________________________

INSTRUCTOR ___________________ SECTION NO. ___________________ COURSE TITLE & NO. ___________________

□ OTHER ________________________________________________________________

□ STEP I  Need for improvement indicated as checked below

□ STEP II Notice of probationary standing for non-achievement or unsatisfactory performance of
objectives (per two (2) instructors decision)

□ STEP III Notice to meet with the director and faculty of the Health Occupations Department program to
present your reason for retention in the program

on________________________/ __________ __________

Date Time

*Grossly unsafe clinical performance (as determined by the instructor and clinical staff) may place the
student immediately on Step III. In the event the student does not carry out the plan and/or continues to
demonstrate unsafe behavior, the student may be requested to withdraw from the course, or may fail
the course.

□ Assignments not current or completed

□ Non-achievement or unsatisfactory performance of course objectives

□ Unsatisfactory grades

□ Other: ________________________________________________________________

Instructor Comments: ______________________________________________________

________________________________________________________________________

________________________________________________________________________

Instructor Signature: ___________________________ Date: ______________________

Student Comments: _______________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature: ___________________________ Date: ______________________

Meet with your instructor on_______________ to reassess performance.

Removed from Step_____________________ on______________________________

Follow up Comments: ____________________________________________________

________________________________________________________________________

________________________________________________________________________

This notice remains in student’s permanent file.

Distribution:  1. Student  2. Instructor  3. Director  4. Department Chair
HEALTH OCCUPATIONS DEPARTMENT
REQUEST FOR RETURN TO A PROGRAM

Date: ______________________

Last Name: ___________________________ First Name: ___________________________

Student ID #: ________________ Social Security #: ________________

Address:______________________________________________________________

City: ___________________________ State: ________ Zip Code: ______________

Home Phone: _________________________ Cell Phone _________________________

Work Phone: _________________________

Last Semester and Year enrolled in program courses: ________________

Name of last clinical nursing instructor: ________________________________

Reason for leaving program: ________________________________

________________________________________

________________________________________

Indicate date wish to return: Fall _______ Spring _______ Year: ____________

Indicate semester to be considered for: First _______ Second _______ Third _______

I feel I will be successful in completing the program for the following reasons:

________________________________________

________________________________________

________________________________________

You must notify the HealthOccupations Office immediately of any changes in your name, address and telephone number,

Signature ___________________________ Date: ________________

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HEALTH OCCUPATIONS DEPARTMENT
DOSAGE CALCULATION EXAMINATION POLICY

1. A semester dosage calculation exam must be passed with 100% by the fifth week of the second and third semester of the PT and VN programs.
2. The first exam will be administered the first week of the semester. If student fails the first exam, the student will be referred for tutoring by a faculty or staff member for remediation. Student must bring proof of successful remediation/tutoring prior to second exam. The second exam will be administered no earlier than the end of the second week of the semester.
3. If second attempt to pass the dosage calculation exam with 100% is unsuccessful, the student will be referred for further tutoring by a faculty member or LATC.
4. Prior to retaking the exam for the third time, the student must provide the instructor with proof of further tutoring and ability to correctly calculate dosages.
5. The third exam must be passed with 100% in order to continue in the program, prior to the fifth week or change of first rotation (whichever occurs first).
6. **ALL EXAMS ARE TIMED.** Time allowed will be identified prior to the exam being given.
7. Basic calculators are allowed for dosage calculation exams. No scientific calculators or cell phones are allowed.

As a Health Occupations student, I agree to abide by the above examination rules and process.

Student: ____________________________
Print Name: ____________________________
Sign Name: ____________________________
Date: ____________________________

Witness: ____________________________
Print Name: ____________________________
Sign Name: ____________________________

PT Semester __________
VN Semester __________
HEALTH OCCUPATIONS DEPARTMENT
EXAMINATION POLICY

Examinations in all Health Occupations classes will be proctored in the following manner and as a Health Occupations student; you will be required to abide by the following rules and process.

1. All student belongings will be placed in a section of the classroom designated by the instructor.
2. Students can use pen, pencil and/or scantron for the test. Blank scantrons will be collected by the instructor prior to the examination and then redistributed to the students.
3. Use of the restroom is only allowed prior to the examination. Students will not be allowed to leave the classroom once the examination has started, and will not be allowed to re-enter the classroom during the examination.
4. If calculators are required, only calculators may be used – no cell phones or PDA’s will be allowed for use as calculators.
5. Students exhibiting cheating behaviors or actions will have their test taken from them and receive a score of “0” for the examination.

If a student is ill or absent for any reason causing them to miss an exam, the ability to take a makeup exam is dependent on the individual course instructor’s policies. The policy and procedure for makeup exams will be defined in the course syllabus.

If a student is ill or dealing with a hardship, the Health Occupations Department will make every attempt to provide accommodations. It is the student’s responsibility to identify and provide the documentation for the illness or hardship to the instructor and program director prior to the exam, in order for any accommodations to be made. If the student chooses to take the exam on the initial exam date, regardless of the illness or hardship, the grade on the exam will be final. No further makeup or retake of the exam will be allowed. If the student identifies an illness or hardship after the exam has been taken, the grade for the exam will remain final and no makeup or retake of the exam will be allowed.

As a Health Occupations student, I agree to abide by the above examination rules and process.

STUDENT:
Print Name: _______________________________________
Sign Name: _______________________________________
Date: _____________________________________________

WITNESS:
Print Name: _______________________________________
Sign Name: _______________________________________

PT Semester ______________
VN Semester ______________
HEALTH OCCUPATIONS PROGRAM
ACCEPTANCE STATEMENT

I have been informed of and have read the policies and procedures of the Health Occupations Department of Mission College. I understand that Mission College does not exclude me from being accepted into the program based on background or fingerprinting results. However, if at any time a clinical agency denies me access related to my background or drug screening, I understand that I will be unable to complete the program requirements and must withdraw from the program. By initialing and signing below, I am stating I understand and accept my responsibilities as a Psychiatric Technician/Vocational Nursing student at Mission College and will abide by the requirements and policies of the program as stated in the Health Occupations Spring 2013 Student Handbook.

Initial each policy listed below:

- General Code of Conduct
- Attendance
- Student Illness
- Dress Code Policy
- Hospital Protocol
- Impaired Student
- Health Occupations Requirements
- Lab Use
- Student Evaluation Process
- Grading Policies
- Dosage Calculation Exam
- Examination Policy
- Remediation
- Cheating/Dishonesty
- Dismissal of students
- Reinstatement procedure
- Student Responsibilities

STUDENT:
Print Name: ____________________________
Sign Name: ____________________________
Date: ____________________________

WITNESS:
Print Name: ____________________________
Sign Name: ____________________________
Date: ____________________________

FORM WILL NOT BE ACCEPTED WITHOUT WITNESS SIGNATURE AND INITIALS ON EACH POLICY.
HEALTH OCCUPATIONS DEPARTMENT

Student Acknowledgement of Patient Confidentiality and Elder & Child Abuse

I, __________________________________________ as a Nursing Assistant, Psychiatric Technician, Vocational Nursing or Registered Nursing student, hereby recognize the medical records, patient care information, personnel information, reports of regulatory agencies, and conversations between or among health care professionals regarding patient matters are considered confidential, and should be treated with utmost confidentiality. If it is determined that a breach of confidentiality has occurred as a result of my action, I can be liable for damages that result from such breaches, and possible termination from the program.

I recognize the mandated Elder Abuse & Child Abuse reporting requirements and my role to report any appearance of abuse that I may witness while in clinical to my clinical instructor immediately.

By signing this document, I am confirming that I understand my responsibility in maintaining confidentiality and reporting of elder or child abuse and that I have been given the HIPAA guidelines and Abuse Reporting guidelines outlining my responsibilities.

Student:

Print: ______________________________ Name: __________

Sign Name: __________________________________________

Program: __________________________________________

Date: __________________________________________

Witness:

Print: ______________________________ Name: __________

Sign Name: __________________________________________

Date: __________________________________________
Mission College Health Occupations
Simulation Laboratory Confidentiality
Agreement and Release Form

In consideration of the educational opportunity to obtain practical experience in a simulated patient environment, I understand the significance of confidentiality with respect to information concerning the simulation scenarios, the simulated patients, and fellow students. I understand that active participation in the simulation scenarios is part of the course requirements. In addition, I understand that the simulation scenarios are videotaped and the video recordings shall be erased at the end of each simulation day.

I agree to adhere to the following conditions and guidelines:

• The simulation mannequins are to be treated with respect and handled with care as if they were live patients.
• As the simulation mannequins are to be treated as live patients, I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.
• All patient information, including but not limited to diagnosis, interventions, laboratory values, medications, and vital signs, used in the simulation scenario is privileged and confidential regardless of format: electronic, written, overheard or observed. As such, any viewing, discussion, or disclosure of this patient information to another student is a violation of the Health Occupations Program policy whether intentional or unintentional and may lead to disciplinary action as outlined in the Student Handbook.
• Patient information may be viewed, used, disclosed, and discussed with other students participating in the simulation scenarios only as it relates to my educational duties in the simulation scenario. Any viewing, discussion, or disclosure of this information outside of the simulation environment is a violation of Health Occupations Program policy as well as a violation of HIPAA and other state and federal laws.
• The simulation laboratory is a learning environment. All students are expected to demonstrate behaviors that maintain this respectful and supportive learning environment. The students participating in the scenario should have everyone’s respect and attention. All scenarios should be treated in a professional manner.
• No Betadine and no ink pens will be used near the mannequins.
• The undersigned authorizes and consents to the use of the undersigned’s name, voice, photograph, video recording, and likeness by Mission College Health Occupation Program without reservation or limitation and with the understanding that the undersigned will not receive compensation.
• Mission College has the absolute rights and permission, with respect to the photographs and videotaped images taken of me or in which I may be included with others, to use such images for educational purposes and training only. This authorization and release shall apply to the person(s) for whom the photographs or videotaped images were taken for educational purposes only.

Signature: ___________________________ Printed Name: ___________________________

Date: ___________________________ Course: ___________________________

Instructor: ___________________________