



STUDENT HANDBOOK

FOR

PATIENT CARE ASSISTANT

Revised April 2017

Aiken Technical College Mission Statement

Aiken Technical College is a public, open door, two-year, comprehensive institution of higher education established to opportunities for educational, economic, professional, social, and personal development to provide the citizens of greater Aiken County. The college educates and trains students to provide an effective work force to support economic growth and community stability through its focus on teaching and community service.

GENERAL INFORMATION

BOOKSTORE

The ATC Bookstore, located in the Gregg-Graniteville Student Activities Center, is open to all students and carries textbooks and other materials to support all classes offered by the College

In addition to new and used textbooks and other school supplies, the Bookstore offers a large selection of Aiken Technical College sportswear.

Returns

Non-Textbook Merchandise

15-calendar days from date of purchase

No Returns on:

Reference items, clearance items, total testing, special orders and perishable items.

An original cash register receipt must be presented to the bookstore as proof of purchase on all items; textbooks must be in their original shrink-wrap for return. Textbooks must be in original condition, free from markings or damage, in any manner. Store personnel decisions are final on the condition of the return. Software, multimedia products and electronics are refundable in their original unopened packaging only.

Refunds

If you paid by check, a check refund form must be completed. A refund check will be processed and mailed from the ATC business office.

If you paid by credit card, your return will be credited back to your credit card account.

If you paid by sponsor voucher or Pell Grant, the return will be credited to the sponsor or Pell.

Book Buy Back

Book buy backs are done routinely throughout the year. Dates will be announced.

ATC CAFETERIA/VENDING

The cafeteria is not open at this time. Food can be purchased from the book store at specified hours or from the vending machines located in several buildings. Food and drinks are not permitted in labs and classrooms. Please use student break areas.

CAMPUS SECURITY AND STUDENT RIGHT TO KNOW

Information regarding campus crime statistics, security information and overall graduation rate of ATC students is contained in a separate brochure. Students or potential students desiring this information should ask for the brochure in the Counseling Services.

CAREER AND PLACEMENT SERVICES

Career Services

Aiken Technical College offers a variety of career development services to prospective and current students as well as graduates. Our services are designed to link educational planning with career success. Career Services staff members are certified Global Career Development Facilitators with experience in helping students of all ages. Services are provided free of charge.

Career Guidance Services

Would you like to explore your career options? Visit us for assistance with the following:

- Discovering how your personal interests, values, and abilities relate to the world of work
- Understanding career clusters in relation to personality type and temperament
- Setting clear, achievable, and relevant goals
- Identifying strategies for success

Employment Preparation Services

Do you need help with packaging your education and experience for an effective job search? Visit us for assistance with the following:

- Building a résumé
- Writing a cover letter
- Identifying resources for your job search
- Preparing for job interviews
- Identifying current job openings

Career Services also provides workshops on career guidance and employment preparation.

For more information, contact:

Ms. Kathryn Fowler, GCDF

Director of Career Development Services

Voice: (803) 508-7381

Email: fowlerkf@atc.edu

COUNSELING SERVICES

ATC maintains a staff of professional counselors who are available to counsel any student confidentially regarding academic, professional, personal, or social concerns. ATC provides special services to students with disabilities. A counselor is available to provide direct assistance to these students.

STUDENT GRIEVANCE PROCEDURES

GRIEVANCE PROCEDURES

If you feel you have been treated unfairly at any time, please use the proper channels to resolve this matter and avoid a lot of confusion over the issue(s) at hand:

- Make an appointment to speak with the instructor involved.
- If you feel the matter has not been properly addressed, make an appointment to speak with the Hermecender Walton, Dean of Health Sciences, (803-508-7280)
- Our goal is to work as a team and effectively resolve any concerns you may have in the Allied Health programs.

Please refer to the Aiken Technical College Student Handbook and Catalog for further information.

NON-DISCRIMINATORY PRACTICES

Aiken Technical College does not discriminate due to race, color, creed, gender, age, disability or national origin. The College complies with relevant provisions of SCE 04 of the Rehabilitation Act of 1973 and 1990 American Disabilities Act. The College has in place procedures for students to formally complain against faculty and staff if he/she feels that an act of discrimination has occurred.

Sexual harassment of students or employees will not be tolerated. Unwelcomed sexual advances, requests for sexual favors, verbal or written communications, gestures, or physical contacts of a sexual nature will be considered a sexual harassment in violation of Title VI of the Civil Rights Act of 1964. The College has in place a procedure for students/faculty to formally complain if he/she feels that an act of sexual harassment has occurred. ATC's policies are available for review.

Student Responsibilities for Learning

Be Prepared for Class

Students are responsible for reviewing objectives and completing assigned readings prior to class. Minimal preparation is three-hours for every one-hour of class. Students must purchase required materials

Be Prepared for Clinicals

Students are responsible for being prepared for clinicals. Students should be prepared to answer questions the instructor may ask. Students must be rested when they arrive in clinicals. They must also look professional.

Attend Classes and Clinicals

Students are responsible for attending classes and clinicals. Studies show that there is a high correlation between attending class/clinical and succeeding in courses.

Seek Assistance

Students are responsible for asking faculty for help at the earliest sign of a problem. Students are also responsible for seeking clarification in a timely manner regarding course content, instructions, assignments, policies, and guidelines.

Follow Directions

Students are responsible for following directions as outlined in syllabi, the Student Handbook, and policies of the clinical sites. Students are also responsible for following the processes for registration and graduation.

Show Respect

Students are responsible for respecting faculty and peers. This includes being prompt to class and clinical, demonstrating attentiveness, avoiding side-bar conversations, and arguments. Student must treat faculty and peers with kindness.

Exhibit a Positive Attitude

Students are responsible for maintaining positive attitudes toward faculty, staff, and peers. (This includes attitudes about class work, assignments, faculty teaching styles, etc.) Students should not discuss their opinions about these to other students. Students should set up conference with instructor to discuss any problems that may occur.

Participate Actively in the Learning Process

Students are responsible for being motivated to learn, seeking learning experiences, using available resources and accepting constructive criticism from instructors. Students should be open to learning and exploring new ideas and concepts.

Maintain Integrity

Students are responsible for being honest at all times. They must demonstrate integrity in all interaction. They must not plagiarize or copy other student's tests or work. They must not falsify any information. Students must value professional integrity. Academic Dishonesty is a violation of the ATC Student Conduct Code.

FACULTY RESPONSIBILITIES FOR STUDENT LEARNING

Professional Conduct

Faculty is responsible for maintaining a current knowledge base and clinical expertise. This involves continuous reflection and self-improvement.

Respectful of Students

Faculty is responsible for providing regular, timely and comprehensive feedback to students in classroom, lab, and clinical settings where applicable. This includes demonstrating academic fairness and honoring student's privacy.

Student Learning Facilitator

Faculty is also responsible for student's learning. Yeats said "education is not the filling of a bucket, but the lighting of the fire". Faculty endeavor to light the fire in a variety of ways. These include, but are not limited to: varying teaching strategies to reach a range of learning styles, establishing high expectations, sharing experiences that bring theory to life and engaging students in active learning.

Passionate and Enthusiastic

Faculty is responsible for demonstrating high regard for their perspective profession. Faculty strives to exhibit enthusiasm for the subject and share excitement with students about what they are learning and accomplishing.

Professional Communication

Faculty is responsible for encouraging communication with students by being available and approachable. Faculty makes every effort to listen attentively to students about what they are learning and accomplishing.

Professional Integrity

Faculty is responsible for being honest and genuine. This includes being able to acknowledge mistakes and shortcomings.

Positive Attitude

Faculty is responsible for maintaining and role modeling positive attitudes. They maintain a sense of humor and the ability to laugh at themselves.

Professional Demeanor

Faculty is responsible for presenting a professional appearance and demeanor. They are prompt, patient, adaptable, dependable accountable, and maintain high standards for themselves and students. They manage stress effectively and maintain a calm presence.

Collaborator

Faculty are responsible for collaborating with each other and with colleagues in the healthcare environment to make certain that the curriculum is current and up-to-date and that students have optimal learning experiences in the clinical experience.

Allied Health Clinical Guidelines

Clinical Internships/Practicums

Students enrolled in healthcare training courses with Aiken Technical College will typically require completion of clinical rotations and/or internships at area healthcare facilities to successfully receive a Course Completion Certificate. The internship requirement enables Aiken Technical College to measure a student's competency and also allows the student to receive realistic experiences.

NOTE: Students are not allowed to receive any monetary compensation while performing as a student of ATC in any capacity. (This includes, tips, gifts of any kind etc.)

While most clinical internships will vary in length depending on the type of program that the student may be enrolled, most requirements to enter the clinical are the same with some variations. To ensure the college fulfills its obligations to the many healthcare facilities that generously allow their equipment, facility and time for the students' use, ATC will require each student to purchase the clinical handbook and complete all required information for their perspective program. All clinical requirements are responsibility of the student. No student will be allowed to enter a clinical rotation without all requirements being completed.

Professional Liability Insurance

Aiken Technical College covers students with liability insurance for clinical participation. **Please note that liability insurance will cover limited geographical areas, please see Clinical Coordinator for further information (PLEASE SEE UNDERSTANDING OF MEDICAL RESPONSIBILITY FORM)**

Transportation

All transportation to and from classes and clinical is the responsibility of the student. Some clinical agencies may charge a fee for parking.

Supervision

All clinical internships will require supervision of students at all times. Supervision is provided by employees of the healthcare facility and/or faculty employed by Aiken Technical College.



AIKEN TECHNICAL COLLEGE CONFIDENTIALITY POLICY

Patient/Client Confidentiality

All patients/clients have the right to expect complete confidentiality regarding any and all of their information. Each facility has developed internal policies and procedures to comply with the HIPAA regulations regarding patient information security. The students need to follow facility guidelines and instructors/preceptors regarding patient information and adhere to the fundamental principles of the regulations as instructed in this program. This pertains not only to taking/transferring information out of the workplace but also to accessing or discussing information not essential to your work. It is unacceptable to discuss or access patient information on your own, unless it is absolutely necessary to the work you are performing. Talking about patients in hallways, restrooms, break areas, and elevators is not to be done under any circumstances even when it is work related. Any place other than the designated work area holds a potential for a breach in confidentiality. All medical personnel must be prepared to state that they are not at liberty to make any comment regarding patients. Any student found to breach patient confidentiality will be dismissed from the program without refund or credit given.

Additionally, the student is to be aware that patients have legal rights protecting their information and a breach in patient confidentiality holds potential for legal action outside the scope of the program. Aiken Technical College will hold no responsibility in this action if it occurs.

Organizational Confidentiality

During the course of the internship a student may become aware of information that the organization considers sensitive. Information may be marketing or business related, etc. The students are expected to respect the privacy of the organization. Students are not expected to conceal any illegal or unethical practices. Any suspicious problem should be brought to the attention of ATC clinical instructor or ATC clinical coordinator or other appropriate authority within the organization.

Personnel Confidentiality

Any information obtained during the course of the internship regarding the personnel and their personal lives should be considered confidential. The student should not discuss personal issues with the employees. Any information exchanged should be kept as professional as possible so as not to cause distraction. Employees may feel that they can discuss whatever they want to on break because it is “free time” as they are not paid for these breaks. Students however, are there even during break times, as a privileged guest, breach in personnel confidentiality may result in dismissal from the internship. Again, this is not meant to say that the student should conceal any illegal or unethical practice.

AIKEN TECHNICAL COLLEGE ALCOHOL AND OTHER DRUG USE POLICY

The Health Sciences Division adheres to the drugs and/or alcohol policy as outlined by Aiken Technical College.

Faculty who suspect a violation of this policy are required to take action. A student is deemed under the influence of drugs and/or alcohol when exhibiting any of the following behaviors such as, but not limited to:

1. Observable lack of motor coordination without reasonable explanation. Such behavior must be described objectively by the person making the accusations.
2. In coherent speech without reasonable explanation. (Example: diabetic problems, diagnosis of stroke or similar types of problems.)
3. Inappropriate decision-making behavior without reasonable explanation. This behavior must be described objectively by persons making such observation and must clearly be inappropriate based upon reasonable expectations of students at the same academic level.
4. Odor of alcohol detected from a minimum distance of two (2) feet.

Any student whose behavior or job performance indicates that he or she is working under the influence of drugs or alcohol in the clinical facility will be confronted by the clinical instructor or clinical facility official. The instructor or clinical facility official will take the student to a private area for questioning about the use of drugs or alcohol and follow the policy of the clinical facility. The clinical facility retains the right to administer drug/alcohol screening upon suspicion. The student will not be permitted to return to the clinical unit and will be assisted in making arrangements for transportation home. The instructor will initiate appropriate disciplinary action according to the policy regarding professional behavior. The instructor will place a written report of the incident in the student's file and notify the Clinical Coordinator about the incident.

NO SMOKING POLICY

Aiken Technical College maintains a NO SMOKING POLICY as of October 1, 2007. This includes all properties as well as parking lots and vehicles on said lots.

PROGRAM REQUIREMENTS

COURSE REQUIREMENTS

Each student will be given a course syllabus. Students should come prepared to class with assigned textbooks and materials. Please read carefully as it outlines course requirements. It is the student's responsibility to ask for help about any course content that they do not understand. The instructors are available to help and to work with you. All students must receive a final grade of "80% or better to receive credit for the program as outlined in the individual syllabus for each section of the course. All assignments will be graded on thoroughness and accuracy. The instructors will provide specific guidelines for each assignment. Copied work from another student will result in a zero for that assignment.

DRUG SCREENING REQUIREMENTS

For the purposes of appropriate and safe patient/client care, each student entering the clinical sequence shall agree to comply with the Allied Health drug screening policies and procedures of Aiken Technical College.. Further, students shall not be involved in the sale or manufacture of prescription drugs either illegally or in violation of physician's orders.

A student's failure to submit to a drug screening or a student's attempt to tamper with, contaminate, alter or switch a sample or result, will result in immediate dismissal from the program.

STUDENT PREGNANCY AND/OR OTHER HEALTH ISSUES

Students enrolled in Allied Health courses are expected to be fully capable of performing various tasks required by their program/s without endangering patient/client/student/instructor or self. A student who is pregnant, becomes pregnant during the course of their program, or has significant health issues will not be treated any differently than an otherwise healthy student. All course requirements will remain the same for this student. Therefore the following regulations regarding pregnancy and other health issues must be observed.

1. Upon learning of the pregnancy and/or other health issues, the student must provide the College with a statement from their attending physician concerning the health issue and/or pregnancy and their ability to perform in the clinical/classroom/lab setting within two (2) business days.
2. The student must provide a copy of the statement from their attending physician to the clinical coordinator and their instructor. If enrolled in two (2) or more courses, both instructors must be given a copy.
3. As long as the student's condition is ongoing and/or changes this must be done. This means that the student is responsible for notifying immediately of any changes in their conditions. The student will then have two (2) working days to submit a new attending physician statement to their instructor and clinical coordinator. In certain cases, with physician documentation, the student may or may not be allowed to continue in their program. (This will be decided by the instructor and/or Dean of Health Sciences.)

CLINICAL HOURS

Clinical hours will be scheduled and coordinated through the instructor and/or program coordinator. In some programs the instructors will determine assignments. Each program will have different clinical requirements. Students must attend 100% of clinical sessions. Students must be able to perform all required clinical skills to the satisfaction of the instructor and/or clinical preceptor. Students will not be given a grade until all clinicals are completed. Students must complete clinicals during the time frame designated in the class. **(Failure to do so will require that student takes course over again, pay and register as a new student.)**

TARDINESS

Class will start on time. Missed work is always the responsibility of the student.

ATTENDANCE

Prompt and regular attendance is the responsibility of the student. The student is responsible for all materials covered and all assignments made in the classroom or clinical setting. It is the responsibility of the student to make satisfactory arrangements for any make-up work permitted by the instructor. Each program has defined attendance requirement which may impact your final grade or continued enrollment in the program. See program instructor for specific information.

Due to the speed of this training, students must attend classes and clinical and be on time. **No hours can be missed during the clinical portion of the program. During this training, if a student misses one day, the student will be placed on probation and will be required to make up the missed hours. With the second absence, the student is dismissed from the course.**

NOTE---We expect students to be on time, in their seats and ready for class promptly by the time scheduled for each lecture or lab to begin. We also expect each student to be dressed in appropriate lab/class clothing (see dress codes.) Tardiness is considered unprofessional. (Please see tardiness policy above.)

CLINICAL PARTICIPATION

Because of the unique nature of the clinical experience, the clinical objectives cannot be met in any other manner. Therefore students must participate in all clinical hours required of their program to receive a grade for their course.

The student must report for a clinical and/or community experience on time and ready to work.

All students must access the website provided for the student background check and urine drug screen no later than the second day of class.

No student may leave the clinical areas during assigned times except for meals. (Hours for meals will not count toward clinical hours.) In some cases, there will be no time allotted on clinicals for breaks or meals. Students may not leave clinical site without permission from preceptor or instructor. Students must return to clinical area on time as prescribed by clinical preceptor or instructor.

FAMILY, FRIENDS, OR PETS VISITS AT CLINICALS, CLASSES, AND LABS WILL NOT BE ALLOWED UNDER ANY CIRCUMSTANCES. CHILDREN ARE NOT ALLOWED ON CAMPUS WHILE THE STUDENT IS ATTENDING CLASS.

EMERGENCY CONTACT OF STUDENT DURING CLASS OR CLINICAL

While on campus, student should provide the number for Public Safety (**803-508-7911**) to significant others in the case that contact is necessary. Students are responsible for notifying significant family members, baby sitters, etc., of their location during the day(s) of their clinical experience. The Public Safety phone number should only be used in the case of extreme emergencies.

ABSENCE RELATED TO JURY DUTY, MANDATORY COURT APPEARANCE OR MILITARY DUTY

Students who are required to attend jury duty, appear in court, or participate in required military duty must notify the instructor in writing at least 3 days prior to the appearance. Upon student submission of legal

verification document, the instructor and/or clinical coordinator, and/or program director will determine what action to take in regards to these absences.

If student fails to submit verification of the appearance by the court or military duty, then any absence will be recorded for the class and/or clinical, and may impact the student's successful completion of the program.

100 % attendance is **mandatory** for all clinicals.

EMERGENCY WEATHER PLANS

It is the responsibility of the student to seek out weather information and school closings. All local radio and television stations carry this information during inclement weather. If there is a question, call Aiken Technical College Enrollment Center at (803) 508-7263.

While working in the clinical sessions or out in the community, you are representatives of Aiken Technical College. You are looked upon as professionals and should act accordingly. **Remember that confidentiality is a priority and is expected at all times. You will have HIPAA training prior to beginning any clinical or community events.**

MISCONDUCT

Students who are disciplined as a result of academic or behavioral misconduct will be subject to the ATC conduct policies. In addition, students who are disciplined for breach of responsibility in the content areas of: 1) professional behavior, 2) professional confidentiality or 3) drug/alcohol use will be dismissed from the program.

If a student is dismissed from the program because of academic misconduct, readmission will **NOT** be considered.

Students must comply with Conduct Guidelines. Noncompliance may result in disciplinary action. Depending upon the offense, disciplinary action may consist of removal from the internship/clinical experience entirely. Hours lost due to disciplinary action may or may not be made up; this will depend on the discretion of the instructor, clinical preceptor, and clinical coordinator. Removal from the internship for disciplinary action will result in failure for the course.

STUDENT DISMISSAL AS AN EMPLOYEE FROM A CLINICAL FACILITY OR HEALTH CARE SYSTEM

It is the student's responsibility to notify the Instructor in writing if he/she has been dismissed as an employee from a facility or health care system. Failure to comply with this policy will be considered a form of lying and will be dealt with according to the policy as outlined in the ATC Student Handbook.

FALSIFICATION OF RECORDS

Falsification of any information, including but not limited to program application, health forms, sign-in sheets, background checks will make the student ineligible for admission or continuation in any Aiken Technical College programs.

METHODS OF EVALUATION

- A. Tests
- B. Quizzes
- C. Class Participation – to include open class discussions/questioning sessions, staying awake and alert during all class/lab times (eyes closed, resting head on desk, and any inattention will not be

- tolerated.) Students will be warned one (1) time only, failure to comply will result in being asked to leave for the rest of that class day. This absent time and work lost cannot be made up.
- D. Lab practices and skills check-off.
 - E. Homework/workbook and class-work assignments.

GRADES

Students must score an average of 80% or above, plus demonstrate proficiency during clinical sessions. Homework is mandatory and is due when assigned with no exceptions. Homework, tests, and class-work will be mandatory with scores of 80% or above. The instructors will explain the grade structure specific to their program in more detail. **Satisfactory Skills Practice is required prior to clinical participation.**

ATC will not release grades or other personal information regarding the student without the student's written permission.

TEST POLICY

Students must not be absent from an announced quiz, test examination, lab check-off, practical or presentation without an acceptable documented excuse (e.g. documentation of medical, legal or mechanical intervention.)

Refer to Attendance Policy on the class syllabus.

QUIZ POLICY

Quizzes may be given during any class period, scheduled or not, for the purpose of motivating students to read, review and come prepared for each class. Quiz grades are averaged together to equal tests grades. If allowed, students are required to make up any missed quiz on the first day back to class after missing the quiz. It is the student's responsibility to check with the instructor to see what material and/or quizzes have been missed when absent. Students will receive a "0" grade for any unexcused absence from a quiz.

MAKE UP TESTS

If allowed, make up tests must be completed in the testing center within a time limit set by the instructor.

FINAL EXAM/FINAL PRACTICAL/LAB CHECK-OFF

No absences will be accepted for final exam/practical/lab check-off.

TEST SECURITY POLICY

The purpose of this policy is to ensure that test items on Allied Health Program tests remain secure. Violation of this policy is academic misconduct and will result in disciplinary action, up to and including dismissal from the program.

While taking all tests, students MUST;

- Turn off all electronic devices *
- Place all belongings off the desk and at teachers discretion against the wall
- Ensure that only writing utensils, and test are on the desk
- Follow the instructor's direction for starting and stopping the test
- Write their names on the test
- Keep answers covered at all times
- Raise their hands, be acknowledged by the instructor, and come to the front of the room one at a time.

- Keep their eyes on their own papers or look toward the ceiling
- Refrain from talking to peers; remain quiet throughout the examination period
- Return the test to the instructor before leaving the room

Cell phones – SHOULD BE OFF IN CLASS AND NOT BROUGHT INTO CLINICAL LABS.

***In compliance with Aiken Technical College's policy, activated electronic devices are not permitted in classrooms. In the event that an electronic device sounds during a test, upon identification, the student must turn the device in to the instructor for the duration of the test. Failure to do so will subject the student to being sent from the room and the instructor will take up the test for final grading.**

PROFESSIONAL CONDUCT

Students are expected to conduct themselves in a mature adult manner at all times, whether it is in the classroom, lab, or other professional places where you are representing Aiken Technical College. Professional conduct includes (but is not limited to) the following: respecting the beliefs, values, and customs of individuals, safeguarding the confidential information acquired about patient/client, maintaining the highest standards of care possible, and upholding the highest standards in personal appearance, language, dress, and demeanor. **In adhering to standards of professional conduct, students are expected to abide by policies and procedures of the College and clinical facilities to which they are assigned.** Remember that you are a guest while you are in an off-campus facility. First impressions are sometimes the only chance you get to make a good impression. Please think before speaking and acting, and always maintain a positive, respectful attitude to all that you come in contact with including clients, instructors, and classmates. **PLEASE SEE AND SIGN THE FOLLOWING CONDUCT CODE**

CRIMINAL BACKGROUND CHECKS AND CONVICTIONS

Aiken Technical College Health Sciences Division follows state law and the clinical facility policies regarding convictions and entry into its programs.

Clinical facilities retain the right to reject any student as a result of criminal convictions. This means that in some cases students will not be able to attend the clinical portions of their programs. Please see clinical coordinator for more information.

Aiken Technical College requires all Clinical Students to pay a non-refundable fee to obtain the required Criminal Background Check.

NOTE: Students who have prior criminal convictions (excluding minor traffic violations) and/or have a drug or alcohol abuse problem and/or have had disciplinary action taken against a nursing permit, professional certifications or licensed by another Board of Licensing may not be permitted to take the certification exams for their programs. A CONVICTION is defined as one or more of the following: (1) being found guilty; (2) having paid a fine; (3) forfeited bond; (4) having a suspended sentence or; (5) pleading no contest. The conviction does not necessarily have to be classified as a felony.

INTRADERMAL TB (PPD) SKIN TEST (SEE IMMUNIZATION RECORD PAGE 28)

It is the policy of the Health Sciences Division that any student enrolled in a healthcare course must receive a two-step tuberculin skin test (PPD type not tine) prior to their clinical rotation. The process is as follows:

1. Choose a healthcare facility that administers the two-step tuberculin skin test (TST).

2. Visit the facility of choice for the 1st TST and return in 48-72 hours for the test to be read.
3. In one week (7 days), return to the facility of your choice for the 2nd TST and return in 48-72 hours for the test to be read.

PLEASE NOTE: If at any time during the above process the test results are positive, this indicates the student is either infected with TB or had a TB infection in the distant past. The student will need a chest x-ray and physician evaluation. If the chest x-ray indicates no active disease, the student can proceed to clinicals.

When the expiration date for any of these requirements will occur after the date for the beginning of course, the student will be required to present written validations of updates prior to scheduling clinical portions of their courses.

Students are responsible for updating all data as needed throughout their participation in ATC programs; this information must be submitted to the instructor. **No student should assume information is complete until informed by the instructor.** Please submit information in a sealed envelope to the instructor. **Students should retain a copy of any paperwork submitted for their own records. Also, NO COPIES WILL BE GIVEN TO STUDENT AFTER THEY ARE SUBMITTED.**

NOTE: STUDENT SHOULD RETAIN A COPY OF ALL INFORMATION HANDED INTO AIKEN TECHNICAL COLLEGE. NO INFORMATION HANDED IN CAN BE RETURNED TO THE STUDENT.

RECOGNITION CEREMONY/ GRADUATION

Students **must successfully complete the program** with a grade of '80% or above. Students who successfully complete their programs are eligible to receive a class pin at the Pinning Ceremony. (held once per year with the Allied Health Ceremonies). Students who choose not to attend recognition ceremony may pick up their pin

NOTE: SUCCESSFULLY COMPLETING THE CLASSROOM PORTION OF THE PROGRAM IS ONE (1) PART OF COMPLETING YOUR COURSE HERE AT ATC. STUDENTS MUST SUCCESSFULLY COMPLETE ALL PORTIONS (IN MOST CASES THIS WILL BE THE CLINICAL PRACTICUM) OF THEIR PROGRAM TO OBTAIN A GRADE OF 80% OR ABOVE. FAILURE TO DO SO WILL RESULT IN A FAILING GRADE FOR THE FINAL GRADE FOR THE COURSE.

CERTIFICATION TESTS/EXAMS

NOTE: Certifications fees are included in the cost of the CNA program.

Certification Exams are given after the class has ended. Listed below you will find contact information regarding the certification examination for CNA.

NACES Plus Foundation, Inc.
8501 North Mopac Expressway,
Suite 400
Austin, TX 78759
(800) 273-3517

Listed below you will find contact information regarding the certification examination for Phlebotomy and ECG Technician

National Healthcareer Association
11161 Overbrook Road
Leawood, KS 66211
(800) 499-9092
nhanow.com

NOTE: Aiken Technical College is not the testing organization. This means that you should contact the individual testing organizations for any problems that may occur with testing, release of scores, payment of fees, scheduling problems, etc.

STUDENT CLINICAL/LAB ISSUES/RESPONSIBILITIES

STUDENT REFUSAL OF CLINICAL/LAB ASSIGNMENT

Student assignments are made conscientiously and designed to meet learning needs of the student. Consideration of special needs of the student may be included when making assignments. Student safety is also considered when clinical/lab assignments are made. **Students must actively participate in clinical/labs at all times, refusal and/or failure to do so will affect final grades and potential failure of program/lab/clinical.**

CERTIFIED NURSING ASSISTANT STUDENTS ARE ONLY ALLOWED TO CARE FOR THEIR ASSIGNED CLIENTS/ PATIENTS ONLY. ASSISTING WITH OTHER CLIENTS/PATIENTS WILL NOT BE PERMITTED.

PATIENT ABANDONMENT

“In accordance with SC Code Ann. Section 1-23-40 (1986)”, notice is hereby given that the State Board of Nursing for South Carolina has adopted the following statement as guidance for medical personnel/students.

For Patient abandonment to occur, the student must:

- A. Have first **ACCEPTED** the patient assignment, thus establishing a patient relationship; and then,
- B. **DISENGAGED** the patient relationship without giving reasonable notice to the appropriate personnel (supervisor, director of nursing, instructor, etc.) so that others can make arrangements for continuation of care.

Students who abandon patients will be disciplined up to and including dismissal from the program.

INVASIVE PROCEDURES

Students **MUST** be under direct supervision of instructor/clinical preceptor when performing invasive procedures that are approved program trained skills.

STUDENT INJURY IN THE CLINICAL SETTING

When a student is injured in the clinical setting, while providing patient/client care as part of the learning experience, the student will be eligible to submit a liability claim. If an injury occurs, the student must follow these guidelines for eligibility for liability coverage.

1. **Report the incident immediately to the clinical instructor/preceptor.**
2. **Follow the protocol of the clinical facility**
3. **Complete a claim form with Aiken Technical College Public Safety Officer (Students should contact Public Safety; if student fails to do this, then the student becomes responsible for all expenses related to this injury.)**

IF A STUDENT SEEKS MEDICAL CARE WITHOUT FOLLOWING THESE GUIDELINES, THE STUDENT WILL NOT RECEIVE LIABILITY COMPENSATION FOR THE COST OF THAT CARE.

Liability Insurance Carrier will not compensate the student for pain, suffering, lost time, etc.

VERY IMPORTANT REQUIREMENTS

Student's clinical responsibilities are:

1. **Notify my clinical site** and instructor, should I become unable to attend my scheduled clinical hours. If I fail to do so, the school will not re-schedule me for another clinical date and I will not complete my course and receive a grade of "U" for unsatisfactory. (Note: clinical coordinator will determine if student is eligible to be rescheduled for clinicals.)
2. Maintaining a professional attitude at all times while participating in labs and clinicals while a student of Aiken Technical College.
3. Follow all procedures and operational rules of the clinical facilities.
4. **Read and properly fill out forms in this booklet, and return to the proper person(s) promptly.**
5. **It is my responsibility** to update my personal information in writing (address, phone number etc.) so the school will be able to contact me in case of an emergency, etc. or scheduling issues.
6. I must not receive any salary while performing my clinical practicum.
7. **I must be on time** for my clinical hours and **I must not leave early** for any reason. (Time missed cannot be made up and student will not complete clinical requirements.)

Contact Information:

Marlena Isaac Gragg, Instructor
Phone: 803-508-7460
E-mail:graggm@atc.edu

POLICY FOR STUDENTS WITH HIV, HEPATITIS B OR C

General Information

Although not required, students who are at increased risk of acquiring infection with AIDS virus (homosexual and bisexual, IV drug users, persons transfused with contaminated blood/blood products, heterosexual contacts of persons with AIDS or “high risk” behaviors, and children born to infected mothers) are encouraged to be tested for HIV.

Students who know they are infected with HIV, Hepatitis B or C are urged to voluntarily inform their instructor who will provide a contact person for counseling.

Policy

Students who know that they are infected with the HIV virus, Hepatitis B or C are urged to:

1. Adhere meticulously to standard precautions, including the appropriate use of hand-washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.
2. Seek medical care and counseling from a medical doctor who is an infection control specialist regarding risks for being a healthcare professional.
3. Obtain a written statement from the medical doctor who is and infection control specialist indicating where the student is in the infectious process and that he/she can provide direct patient/client care in the clinical setting. (A letter requesting this information can be sent from the Clinical Coordinator upon written request.)
4. Give written permission for disclosure of the student’s HIV, Hepatitis B or C status to the clinical facility on a need to know basis only.
5. Notify the instructor/preceptor immediately if an accident occurs that exposes himself/herself or a patient/client to risk of transmission of a blood-borne pathogen.
6. Notify the instructor/preceptor if the student has dermatitis or any broken areas on the skin. If the student develops dermatitis, he/she would not be permitted to provide patient/client care until the dermatitis subsides.
7. Notify the instructor if signs/symptoms of tuberculosis occur, i.e. cough, fever, or fatigue.
8. Seek medical care from a medical doctor who is an infection control specialist at any time the student’s health status changes.

HAZARDOUS MATERIALS INFORMATION

Laboratory Issues

The school laboratory is utilized for practice and performance of skills. The laboratory is kept locked when not in use.

For the student's protection, all needles used for practicing must be disposed of according to Standard Precautions.

Mercury/Chemical Spill

In the event of a Mercury spill or other chemical spill, the student must immediately report it to a faculty member, due to the risk of exposure. The faculty member will isolate the area and notify Public Safety at (803) 508-7911 to initiate the procedure for clean up/removal of the hazardous material.

Blood and Body Fluid Spills

In the event of a blood or body fluid spill, the student must immediately report it to a faculty member, due to the risk of exposure. Blood and body fluid spills need to be cleaned up using a spill kit provided in the lab areas. (A bleach solution, 10 parts water to 1 part bleach may be used as another alternative.)

STUDENT RECORD COPY FEES

Students must keep copies of ALL required paperwork for their own records.

In the event that extra copies are needed by the student a \$5.00 copy fee will be charged.

Procedure:

- **Complete and sign the attached form.**
- **Bring completed form to office (Room 1310) for payment.**
- **Submit form and copy of paid receipt Marlena Isaac Gragg for processing.**
- **Indicate special handling request on form (mail/fax/pick-up).**



P. O. Box 696, Aiken, South Carolina 29802
Phone (803) 508-7460; FAX (803) 593-5657

I _____ request a copy of my:

Print your full name

Check one or more below:

- ☐ Background check
- ☐ Immunization records/health records
- ☐ Signed letter to Phlebotomy Certification Board
- ☐ Signed CNA test form
- ☐ Completed clinical verification document
- ☐ Blank clinical verification document
- ☐ Other: PLEASE LIST _____

name and date of class you took at ATC

instructor name

Please check appropriate box below and complete required information:

☐ Fax to _____ at fax # _____
person or facility name area code number

☐ Mail to _____ address _____
person or facility name PO Box #

street address

city

state zip

☐

☐ I will pick it up in person at the Health Sciences office, Room 1310

You will be notified by phone or email when copies are ready for pick-up.

Please indicate phone number where you may be reached or where a message may be left.)

Daytime # with area code

Nighttime # with area code

e-mail

sign your full name

date

There is a \$5.00 copy charge for any copy request. Please allow 2 business days for processing.



Student Release of Information

I _____ give Aiken Technical College
Student Name (Please Print)

permission to release any confidential information (educational, personal, and/or medical) that is required for my program's clinical practicum. This information will be released to the specific facility or facilities in which I will be performing my clinical rotation/s only per my individual program's requirements.

The above information will also be released as required to my sponsored facility.

I understand that this will be handled with the utmost confidentiality.

I hereby release Aiken Technical College from all legal responsibility or liability that may arise from the release of these educational, medical, and/or personal records. The release will be in place, as long as I am an active student.

****HIPAA – The Health Insurance Portability & Accountability Act of 1996.**

****FERPA – The Family Educational Rights and Privacy Act of 1974.**

Student/Parent signature***

Date

Witness

Program

*****Parent signature is required if the student is under 18.**



TO BE COMPLETED AFTER HIPAA TRAINING

Aiken Technical College/Clinical Facility Student Confidentiality Agreement HIPAA In-service Requirement

I have received training regarding the Health Insurance Portability and Accountability ACT (HIPAA) and agree to abide by HIPAA requirements as set forth by policies and procedures of Aiken Technical College and the facility for which I will be attending clinical rotations.

I understand that failure to comply with these policies and procedures will result in dismissal from my program of study.

I further understand that there may be further actions taken by my clinical facility and/or any patient/client that were involved. I understand that Aiken Technical College will hold no responsibility for this possible legal action/s.

Student Signature

Date

Print Student Name



UNDERSTANDING OF MEDICAL RESPONSIBILITY

I, _____, understand that Aiken Technical College will be responsible
Please Print Name

for medical expenses requiring a doctor's care resulting from an injury sustained during my class or clinical training. The accident policy at Aiken Technical College is a *secondary* insurance policy. If I have health insurance, I understand that my personal policy covers primarily, and the school policy supplements. If I have no insurance, I understand that the school policy will cover the accidental injury.

I, _____, further understand that Aiken Technical College will not cover
Please Print Name

any medical expenses that may aggravate or worsen any **pre-existing** (past) injury or condition.

I, _____, further understand that Aiken Technical College must be informed
Please Print Name

within three (3) business days of any change in my health status in regards to my participation actively in Allied Health Programs. This will require that I submit an Attending Physician Statement, and/or excuse with specific reasons, restrictions, and limitations to be listed and the amount of time the restrictions will apply. Student will need to submit a return to school release also before coming back to the classroom/lab/clinical setting.

Student Signature

Print Student Name

Parent/guardian signature if student
under 18 years old

Date

AIKEN TECHNICAL COLLEGE

Allied Health Form

PLEASE RETURN THIS FORM ON:

Second Day of Class

Program _____ Date _____

Name _____ Date of Birth _____ Student ID # _____

Address _____ City _____ State _____ Zip _____

Phone (Work) _____ (Home) _____ (Cell) _____

IN CASE OF EMERGENCY NOTIFY:

Name _____ Relationship _____ Phone _____

Family Physician _____

Address _____ City _____ State _____ Zip _____

I hereby certify that all information on this form is correct. I understand that false information will be sufficient cause for the college to cancel my enrollment and require withdrawal. I will report any changes in my health status to my Department Head/Program Director.

I understand that this information is confidential and will not be used as a screening procedure in the admissions process. However, I understand that the completed form must be submitted for admission to the specified program, and I give my permission to allow the appropriate college and agency officials to view the information herein.

I further understand that this information is occasionally requested by area clinical agencies prior to any clinical education assignment required in my program of study, and I hereby give my permission to allow the college to share this record with appropriate agency officials.

Student Signature: _____ Date: _____

Instructions for Completing This Form

Name: _____

1. The prospective **student** needs to complete **PHYSICAL ASSESSMENT—Section A: General Information** located below.
2. A **licensed, practicing physician** or **Certified Nurse Practitioner** must complete **Section “C”**. Specific dates need to be included in IMMUNIZATION RECORD—Section B. Be sure to give results of titers or proof of immunization. The tuberculin test must be completed yearly.

PHYSICAL ASSESSMENT—Section A: General Information

1. Current Medication(s): _____
2. Known Allergies: _____
3. Have you ever been treated or has treatment been recommended for any medical condition(s) that faculty should be aware of that could put you or your patient at risk? Example: diabetes, seizures, infectious diseases (optional): _____

If you answered YES to No. 3, please explain. _____

IMMUNIZATION RECORD—Section B PROVIDE HARD COPIES OF ALL LAB RESULTS

REQUIRED IMMUNIZATION INFORMATION:

Vaccine	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Lab Result/Date
MMR ¹ Measles, Mumps, Rubella				Result:
Varicella ¹				Result:
Tdap/Tetanus-Diphtheria-Pertussis ²				
Td-Tetanus Booster ²				
Influenza ³				
Hepatitis B*				Result:
Tuberculin Skin Test Two step	Result: _____ mm	Result: _____ mm		
	Placed:	Placed:		
	Read:	Read:		

¹ MMR—two doses or positive lab result required.

¹Varicella—two doses or positive lab result required.

²Tdap—One adult dose of Tdap required, thereafter Tetanus Diphtheria (Td) booster every 10 years.

³Influenza—required annually, September through March.

*Hepatitis B Series- Series of 3 doses required and a positive titer.

PHYSICIAN'S EVALUATION—Section C

Name: _____

Eyes : Corrected vision	Yes	No	Cardiovascular
Colored Blindness Red	Yes	No	Ears: Corrected hearing: Yes No
Colored Blindness Green	Yes	No	Abdomen
Nose			Hernia
Throat			Nervous System
Mouth			Skin
Neck			Orthopedic
Breasts			Psychiatric
Lungs			Other

Please furnish all additional pertinent information concerning this student's potential participation in patient care (or child care) in a clinical setting (include chronic illness or infectious disease).

Health Care Provider's Name (PRINT) _____

License # _____ Phone _____

Address _____

To the best of my knowledge, I affirm that the applicant is physically and emotionally able to perform the requirements for college classes and patient care. (INITIAL HERE, PLEASE) _____

If not, explain. _____

Health Care Provider Signature: _____ Date _____



**PROGRAM
STUDENT WAIVER
SCHOOL COPY**

I, _____ waive all responsibility to all persons and
Please Print Name

hold no fellow student and/or instructor accountable when involved in laboratory skill practice associated with Aiken Technical College, Allied Health Programs. I am aware that the skills needed for my program's proficiency will be practiced on me by fellow students, as well as my instructors. This practice will be provided with the supervision of the instructor. This signed waiver also releases Aiken Technical College of all liability and responsibility for injury while a student in the lab portions of these programs. This waiver becomes effective the first day of class and will continue for the entire time I am a student in this program. A copy of this signed document will remain in my permanent student file.

Student Signature

Date

Parent/guardian signature if student under
18 years old

Instructor Signature

Date



**PROGRAM
STUDENT WAIVER
STUDENT COPY**

I, _____ waive all responsibility to all persons and
Please Print Name

hold no fellow student and/or instructor accountable when involved in laboratory skill practice associated with Aiken Technical College, Allied Health Programs. I am aware that the skills needed for my program's proficiency will be practiced on me by fellow students, as well as my instructors. This practice will be provided with the supervision of the instructor. This signed waiver also releases Aiken Technical College of all liability and responsibility for injury while a student in the lab portions of these programs. This waiver becomes effective the first day of class and will continue for the entire time I am a student in this program. A copy of this signed document will remain in my permanent student file.

Student Signature

Date

Instructor Signature

Date

DRESS CODE

School Copy

Dress Codes will be enforced in class and clinical area.

Professional attire for class

- ◆ Blouse or shirt with sleeves – no tank tops or mid-drifts.
- ◆ Females must wear bras at all times.
- ◆ Knee length skirt or dress – this allows for professional look while bending and lifting.
- ◆ Slacks or long pants.
- ◆ No see through garments.
- ◆ No shorts less than knee length for males. Female shorts must be no shorter than fingertip length.
- ◆ No low cut tops or dresses.
- ◆ T-shirts will have no phrases or words, obscene gestures, emblems, etc.

Personal hygiene for classroom and clinics

- ◆ Daily bath or shower, free of body odor
- ◆ Proper dental hygiene is required; breath mints or sprays may be used also, no gum chewing.
- ◆ Hair clean, away from the face, and off the collar secured with rubber bands or clamps.
- ◆ Nails fingertip length, cleaned and groomed, no white rims of nail tips may show, with no nail polish. Hands must be clean also.
 - Failure to do so will result in a failing grade for that clinic
- ◆ Jewelry: plain stud type earrings only. Bracelets, necklaces, rings, or ornamental pins. Religious medals or Medical Alert medals may be worn pinned to the inside of the scrub top or pinned inside the scrub pocket. (no exceptions will be made to this)
- ◆ Make-up conservative:
 - No perfumes, colognes, perfumed lotions or body sprays.
 - No visible body piercings other than one set of stud earrings (This includes the nose area and inside the mouth).
 - No visible tattoos. Tattoos must be covered by clothing, band-aid, or makeup that will not come off during hand washing, sweating, etc.

Dress for Clinical Experience

- ◆ Uniforms: Must be professional. Each program will have a different type of uniform.
- ◆ Beards: Neatly trimmed beards are acceptable except in instances where hospital policy prohibits. Beards should not be started during a program.
- ◆ Cosmetics: Students are encouraged to wear make-up which is tasteful and in moderation. Since perfume and aftershave are often offensive, may cause allergic reactions, or against facility policy, students are not permitted to wear either of these to the clinical area.
- ◆ Jewelry: Only wedding rings may be worn in clinical. Students are not to wear necklaces, chains or bracelets in the clinical setting. Religious medals and/or medical alert medals may be worn pinned to the inside of the uniform or uniform pocket. Earrings: Earrings must be small and discreet; stud type only; one earring per ear.

- ◆ **Body piercing and tattoos:** No visible jewelry may be worn in areas where body piercing has occurred, with the exception of the above mentioned earrings. Tattoos must not be visible while in the clinical setting.
- ◆ **Gum chewing:** No gum chewing allowed in the clinical area.
- ◆ **Identification:** A name tag identifying you as a student must be worn at all times in the clinical facilities. **NOTE:** The student is required to adhere to any further clinical facility's requirements not covered in this handbook.
- ◆ **Smoking:** No smoking on or off campus while in uniform. The student is required to adhere to any further clinical facility's requirements not covered in this handbook.
- ◆ **Students must not wear student ID except while they are in their role as the student participating in the clinical experience.** Doing so will result in disciplinary action up to and including dismissal from the program.
- ◆ **Clinical dress code for Administrative Medical Fields:** Students enrolled in Administrative related internships are expected to be professionally dressed at all times. General business attire is most appropriate. Some facilities may prefer you to wear scrubs. Conform to the highest level of the facility standard. Clothing must fit properly and not be revealing or clingy in any way. Casual clothing such as jeans, t-shirts, sweatshirts, and sweat pants are not acceptable. Denim is not accepted as professional in any form.

I have read and received a copy of the Dress Code and Clinical Guidelines (this includes the individual program requirements listed on separate form/s) for Allied Health Program Students. I understand that if I fail to follow the dress code and clinical guidelines in any way, I will not be allowed to attend class or clinical for that day. I will receive a failing grade for that clinic or class also. I understand that repeated failure to adhere to this code will result in disciplinary action. I also understand that Aiken Technical College will not be held responsible for any personal items that may become lost or stolen (i.e. blankets, sheets, oils, dispensers etc.) during class, clinics, or community events.

Student signature

Date

Instructor signature

Print student name

DRESS CODE

Student Copy

Dress Codes will be enforced in class and clinical area.

Professional attire for class

- ◆ Blouse or shirt with sleeves – no tank tops or mid-drifts.
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- ◆ Knee length skirt or dress – this allows for professional look while bending and lifting.
- ◆ Slacks or long pants.
- ◆ No see through garments.
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- ◆ Proper dental hygiene is required; breath mints or sprays may be used also, no gum chewing.
- ◆ Hair clean, away from the face, and off the collar secured with rubber bands or clamps.
- ◆ Nails fingertip length, cleaned and groomed, no white rims of nail tips may show, with no nail polish. Hands must be clean also.
 - Failure to do so will result in a failing grade for that clinic
- ◆ Jewelry: plain stud type earrings only. No watches (for massage therapy only), bracelets, necklaces, rings, or ornamental pins. Religious medals or Medical Alert medals may be worn pinned to the inside of the scrub top or pinned inside the scrub pocket. (no exceptions will be made to this)
- ◆ Make-up conservative:
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Student signature

Date

Instructor signature

Print student name

STUDENT RELEASE OF CONFIDENTIAL INFORMATION TO STUDENTS AND INSTRUCTORS

I, _____ give Aiken Technical College permission to release
Print Name

any confidential medical information concerning my health necessary to safeguard my active participation in Labs. I understand that this would include any contraindications in having any skills or procedures performed on myself. I understand that this is important for my safety as well as my fellow students and instructor's protection when practicing skills on myself.

The specific type of information released to students will be determined by my instructor and myself.

Student Signature

Date

**Parent/guardian signature if student under
18 years old**

Instructor Signature

Date



**AIKEN TECHNICAL COLLEGE
STUDENT HANDBOOK
COURSE MATERIALS
SIGNATURE SHEET**

I, _____
(Please Print Name)

Certify that I have a copy of the *Student Handbook and Manual*. I have reviewed the information carefully. I further understand that I am accountable for and must abide by all information, rules and regulations in the *Student Handbook*.

I further understand that I am responsible for clarifying with an Allied Health faculty member any areas that I do not understand.

I have been given the opportunity to ask any questions that I have about the *Student Handbook*.

I understand that at the end of one year I will need to submit all new handbook forms etc. to be eligible for further participation in Aiken Technical College Allied Health Programs.

Signature

Date



**AIKEN TECHNICAL COLLEGE
CONDUCT STATEMENT**

I, _____ have read and understand the Conduct

(Please Print Name)

Guidelines and student responsibilities for learning and agree to follow them. I also understand that failure to comply may result in my dismissal without refund or credit given.

Student Signature

Date

Health Sciences Division of Aiken Technical College

Student Ethics and Conduct

Purpose

The term “ethics” refers to a system of moral principles or standards that govern conduct. To introduce the student to ethical concepts employed by health professionals, the faculty of the program has formulated the following guidelines. These guidelines are by no means considered inclusive for all aspects of the student’s environment nor are they necessarily applicable to every situation. Students will be evaluated by the faculty on their professional behavior in the classroom and during clinicals.

Conduct

Students enrolled in these programs are considered to be mature adults and professionals. High standards of conduct are expected at all times. The student’s conduct is representative not only of himself, but also represents Aiken Technical College.

Professional behavior is demonstrated by adherence to work-related values such as honesty, reliability, initiative, responsibility, positive attitude, tactfulness, respect for the role of authority, respect for self, others and property, cooperation, and enthusiasm for learning. Behavior (including but not limited to: disrespect of other students, instructors, and clients, use of profanity or other inappropriate language) that does not exhibit these values and/or disrupts the learning environment will not be tolerated.

Aiken Technical College is committed to providing a quality program learning environment. As a student, you can contribute to a quality learning experience by following these basic principles in your interactions with fellow students, instructors, and clients.

Program Basic Principles (adapted from Achieve Global®)

- ◆ Focus on the situation, issue, or behavior, not on the person.
- ◆ Maintain the self-confidence and self-esteem of others.
- ◆ Maintain constructive relationships.
- ◆ Take initiative to make things better.
- ◆ Lead by example.

Confidentiality

During the clinical education phase of these programs, students are required to review and discuss medical records. **All information obtained from these records is considered confidential** and should not be discussed outside the learning environment. **At no time should the student discuss in public any information contained in a client’s medical record.** In addition, the student should remember that they should never diagnose or try to handle a problem that he/she is not trained to do. Questions of this nature should be directed to the client’s physician. Failure to adhere to the policy on confidentiality may result in expulsion from the clinic and dismissal from the program.

Sexual Harassment

Aiken Technical College and its faculty members do not tolerate sexual harassment. This is defined as sexual discrimination where the harassing conduct creates a hostile environment. Please advise your instructor immediately if you have concerns regarding any form of sexual harassment in this class.

Resources

Please review the following resources for further information such as classroom behavior guidelines, sexual harassment, grievance procedures, etc.

- ◆ Aiken Technical College Student Handbook

By my signature below, I agree to abide by the code of conduct set forth in this handbook and will contribute my best efforts toward a productive, learning experience.

Student Signature

Print name

Date



BEHAVIORAL CONTRACT

Patient Care Assistant Program

Aiken Technical College

1. I will be honest in dealing with patients and their family.
2. I will do only things I have been trained to do and not do things for which I have no training.
3. I will refrain from harmful criticism.
4. I will report any unusual incidents to the charge nurse.
5. I will not take drugs or alcohol, which will cloud my judgment and mar my performance of my duties.
6. I will act in a safe manner at all times.
7. I will be courteous to patients and staff.
8. Smoking is not allowed while in uniform.
9. I will follow the rules of the center where I work.
10. I know that refusal to carry out duties may mean insubordination and my dismissal.
11. I will not discuss the patient or their illness with anyone who is not directly involved in the patients care and treatment. This also applies to anyone outside the facility.
12. I will not accept tips or other gifts from patients.

I understand the above rules and understand my breach of the rules can result in my termination from the center and Nursing Assistant, Phlebotomy, and/or ECG Training Program.

Signature

Date



CODE OF ETHICS

Patient Care Assistant Program

Aiken Technical College

Ethics means “rights”, behavior as accepted by almost everyone. This Code of Ethics is a statement that Patient Care Assistants can believe in and work for.

They include:

1. I will respect at all times the dignity and beliefs of the patients in my care. I will do this without considering their race, nationality, and their economic standing.
2. I will hold in confidence all personal information entrusted to me. I will not discuss happenings or details of the personal life of my patients. I will also respect their privacy.
3. I will do no action, which may injure or endanger my patients.
4. I will do my best to keep my skills at their highest level at all times.
5. I will give support and help to the Health Care Team.

I believe in and can support this Code of Ethics.

Signature

Date

PHLEBOTOMY VENIPUNCTURE SKILLS PRACTICAL

Student's name _____

Date _____

Given all the equipment and supplies, the student will be required to perform. A "0" in more than two areas or an overall score of less than 80% will require the procedure to be repeated for competency. Students must have successfully completed 3 skills check-offs before they are eligible to take the final exam. On final check-off for exam, student must not receive any 0's.

Points to be awarded Points before final: _____ Final Written: _____ Final Practical: _____ Final Average: _____	5 pts. <i>Excellent</i> <i>No errors</i>	2.5 pts. <i>Satisfactory</i> With no critical errors	1 pt. Attempted Needs Improvement	0 pts. <i>Unsatisfactory</i> <i>Did not attempt</i> Or <i>Did incorrectly</i>
1. Identification of patient				
2. Notify patient of tests ordered				
3. Proper selection of equipment				
4. Application of tourniquet				
5. Palpation Techniques				
6. Preparation venipuncture site				
7. Control of adapter				
8. Anchoring vein				
9. Needle entry				
10. Change of tubes				
11. Order of draw				
12. Inversion of anticoagulant tubes				
13. Needle withdrawal				
14. Disposal of equipment				
15. Final check of venipuncture site				
16. Ability				
17. Technique				
18. Professionalism				
19. Skill				
19. Control				
20. Smoothness				
Total number of points				

Total points possible 100

Total points earned _____

Instructor's signature

Student's signature

Student met skill requirements; (circle one) YES NO

Scores less than 80% will require student to repeat procedure after further practice. (Not to be done on same day as initial check-off)

The documents on the following pages are the clinical verification documents for the
Electrocardiography and Phlebotomy clinical rotations.

- ✓ These documents must be taken to clinical and signed by your onsite facilitator in the appropriate areas.
- ✓ When each of your rotations is complete, please make a copy for your records and bring the original to Marlena Isaac Gragg in Office 1302.

Aiken Technical College Phlebotomy Clinical Verification Document

Student Name _____ Supervisor _____

Location _____

Instructions: For each day of the clinical experience, please document the number of total hours attended by the student. The student must complete a minimum of 80 hours by the end of the clinical experience. The student must successfully complete a minimum of 100 venipunctures. This form must be returned to ATC.

NOTE: Student should retain a copy for certification exam.

Date	Time In	Time Out	Total Hours	Total Venipunctures	Facilitator/Preceptor Signature
TOTALS					

I, _____ certify that _____ has
Signature of Facilitator Name of Student

the required clinical hours & venipunctures at _____.
Name of Facility

DATE _____

COMPLETED EKGS

Place check in column whether student performed procedure with a S or U result..

Students must complete 10 EKG's with a satisfactory result.

Date	Result of EKG S-Satisfactory or U-Unsatisfactory	Facilitator/Preceptor Signature

I, _____ certify that _____
Signature of Facilitator
Name of Student

has completed the required hours and EKGS at _____
 DATE _____.

Name of Facility