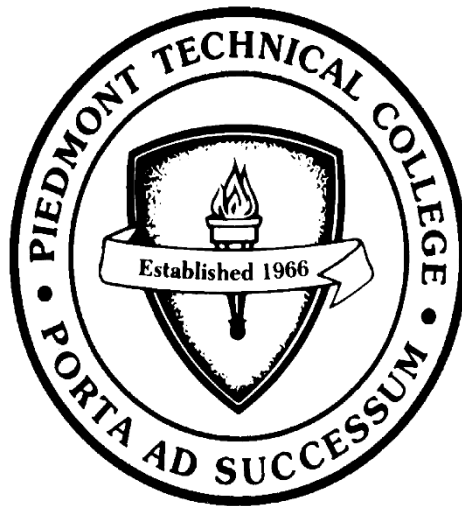


Health Care Division Student Handbook



Piedmont Technical College

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The following sections contain Programmatic Policies and Procedures. See Programmatic Table of Contents.

WELCOME

The Health Care Division Faculty are pleased that you are pursuing your education at Piedmont Technical College (PTC). We compliment you on your career choice and your commitment to grow intellectually and professionally.

Higher education involves a process of interaction between the educator and the learner. The instructor's role is to facilitate your learning by assisting you in identifying your learning needs and guiding you in the learning process. The student's role is to assume responsibility to use all resources available and engage in all learning activities. We wish you every success in your endeavor.

This handbook is to be utilized in conjunction with the PTC Academic Catalog, PTC Student Calendar and Handbook and PTC Nursing and Health Science websites. Please refer to them for additional information.

We reserve the right to revise and update this handbook as necessary. All updates will be presented in writing to students, signed, and housed in the Health Care Division. We wish you the best of luck with your educational journey!

Yours in Health Care,

Mrs. Tara B. Gonce
Dean of Health Care

Health Care Division Curricula

Associate Degree Programs

Associate in Applied Science – Major in Cardiovascular Technology
Associate in Applied Science – Major in General Technology
Associate in Applied Science – Major in Nursing
Associate in Applied Science – Major in Occupational Therapy Assistant
Associate in Applied Science – Major in Radiologic Technology
Associate in Applied Science – Major in Respiratory Care
Associate in Applied Science – Major in Veterinary Technology

Diploma Programs

Medical Assisting Diploma
Pharmacy Technology Diploma
Practical Nursing Diploma
Surgical Technology Diploma

Certificate Programs

Emergency Medical Technician Certificate
Healthcare Certificate
Patient Care Technology Certificate
Phlebotomy Technician Certificate

Health Care Division Staff and Contact Information				
Name	Program	Office	Telephone	Email
Tara Gonce	Dean of Health Care Division	149H	864-941-8525 803-768-8186 (Newberry)	gonce.t@ptc.edu
Miranda Gaillard	Department Head of Nursing	141H	864-941-8534	Gaillard.g@ptc.edu
Susan Kinney	Department Head of Certificates and Diplomas and Surgical Technology	118H	864-941-8535	Kinney.s@ptc.edu
Kim Easler	Health Care Division Administrative Specialist	145H	864-941-8504	Easler.k@ptc.edu
Lori Cooper	Nursing	124H	864-941-8531	Cooper.l@ptc.edu
Holly Davis	Nursing	142H	864-941-8538	Davis.h@ptc.edu
Elizabeth Wilson	Nursing	130H	864-941-8548	Wilson.e@ptc.edu
Susan Skawski	Nursing	131H	864-941-8790	Skawski.s@ptc.edu
Karen Larson	Nursing	133H	864-941-8637	Larson.k@ptc.edu
Mary Ann Vaughn	Nursing	140H	864-941-8778	Vaughn.ma@ptc.edu
Madeline Riley	Nursing	136H	864-941-8619	Riley.m@ptc.edu
Amanda Knight	Nursing	144H	864-941-8354	Carelock.a@ptc.edu
Eden Shock	Nursing	132H	864-941-8720	Shock.e@ptc.edu
Deborah Camak	Nursing	138H	864-941-8780	Camak.d@ptc.edu
Lenette Thompson	Articulation / Surgical Technology	119H	864-941-8516	Thompson.l@ptc.edu
Ann Piggott	Respiratory Care	116H	864-941-8533	Piggott.a@ptc.edu
Christopher Martin	Respiratory Care	114H	864-941-8326	Martin.C@ptc.edu
Lee Balentine	Radiologic Technology	108H	864-941-8523	Balentine.l@ptc.edu
Dana Long	Radiologic Technology	107H	864-941-8587	Long.d@ptc.edu
Jerry Ryans	Radiologic Technology	106H	864-941-8383	Ryans.j@ptc.edu
Debbie McCallum	Medical Assisting	125H	864-941-8464	Mccallum.d@ptc.edu
Laura Boone	Cardiovascular Technology Non-Invasive	103GC	864-941-8717	Boone.l@ptc.edu
Lena Scott	Cardiovascular Technology Invasive	101GC	864-941-8618	Scott.l1@ptc.edu
Clay Sprouse	Pharmacy Technology	110H	864-941-8527	Sprouse.c@ptc.edu
Quenithia White	Administrative Assistant Newberry Campus	NW 313NN	803-768-8192	White.q@ptc.edu
Sara May	Occupational Therapy Assistant	NB 231NN	803-768-8188	May.s@ptc.edu
Laura Hollamon	Occupational Therapy Assistant	NB 233NN	803-768-8189	Hollamon.l@ptc.edu
Dr. Ruthie Buist	Veterinary Technology	NB 602NN	803-768-8162	Buist.m@ptc.edu
Tanya Niles	Veterinary Technology	NB 601NN	803-768-8161	Niles.t@ptc.edu
Melissa Entrekin	Veterinary Technology	NB 600NN	803-768- 8197	entrekin.m@ptc.edu
Kendra Anderson	Patient Care Technician	NB 322NN	864-941-8326	Anderson.k@ptc.edu

The ADN program is accredited by the following agency:

The Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
(866) 747-9965
Fax 404-975-5020
Website: <http://www.acenursing.org>

The ADN and PN programs are approved by the following agency:

South Carolina Department of Labor, Licensing & Regulation Board of Nursing
Synergy Business Park, Kingstree Building
110 Centerview Drive, P. O. Box 12367
Columbia, SC 29211-2367
(803) 896-4550
Fax (803) 896-4525
Website: www.llr.state.sc.us

The Health Science programs are accredited by the following agencies:

Radiologic Technology
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Website: www.jrcert.org

Respiratory Care
Committee for Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021
(817) 283-2835
Website: www.CoARC.org

Pharmacy Technology
American Society of Health System Pharmacists
7272 Wisconsin Avenue
Bethesda, MD 20814
(301) 657-3000
Website: www.ashp.org

Veterinary Technology
American Veterinary Medical Association
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
(847) 925-8070

Fax (827) 925-1329
Website: www.avma.org

Occupational Therapy Assistant
Accreditation Council for Occupational Therapy Education of the American Occupational
Therapy Association
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
(301) 652-AOTA
www.aota.org and www.acote.org

The following Health Science programs are accredited by the following agency:

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350
www.caahep.org

Approved by the following agencies:

Medical Assisting
Medical Assisting Education Review Board
20 North Wacker Drive, Suite 1575
Chicago, IL 60606
(800) 228-2262
Website: www.maerb.org

Surgical Technology
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
(303) 694-9262
Website: www.arcstsa.org

Cardiovascular Technology
The Joint Review Committee on Education in Cardiovascular Technology
1449 Hill Street Whitinsville, MA
01588-1032
(978) 456-5594
Website: www.jrccvt.org

SECTION I:

General Information and Policies for Health Care Division Students

Piedmont Technical College Institutional Mission

Piedmont Technical College transforms lives and strengthens communities by providing opportunities for intellectual and economic growth.

College Code of Conduct

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/ or the college community. The Code applies to all “students.” Refer to Piedmont Technical College Student Calendar and Handbook for complete details beginning on page 42. This can be found on https://www.ptc.edu/sites/default/files/documents/student_services/student_calendar_handbook_2020-2021.pdf

Student Conduct Regulations and Disciplinary Procedures

The Health Care Division will follow all the policies and procedures in this Handbook and as outlined in the Piedmont Technical College Student Calendar and Handbook. The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this Code. The entire procedure can find this information beginning on page 44
https://www.ptc.edu/sites/default/files/documents/student_services/student_calendar_handbook_2020-2021.pdf

Financial Aid and Scholarships

Refer to Piedmont Technical College Academic Catalog for complete details. Also students may refer to the website for more details.

Services for Students with Disabilities

Refer to Piedmont Technical College Student Calendar and Handbook for complete details.



A cornerstone of the mission at Piedmont Technical College is to transform the lives of students by providing the access and support needed to attain their career and educational goals.

The CAREplan has been developed to further that mission by providing a strengthened advising platform for students in the pre-program phase of health science and nursing programs.

Participants in the CAREplan will:

Connect with an advisor and develop a plan that leads to program readiness

Learn to **Access** the necessary resources to stay on course

Follow the degree plan to **Reach** program readiness

Engage with a career in health care.

Through a newly-designed **guided pathway** that will include **early connection** activities, a **common first semester**, and a **required Health Care Careers course**, students will start forming relationships with advisors, faculty and other students with similar career interests.

In the CARE Planning Center, a designated **centralized location** for advising for pre-program health science and nursing students, students and advisors will collaboratively develop **individualized degree plans**.

These students will benefit from:

- Participation in related student activities and leadership development through the establishment of a **student organization** for students pursuing careers in healthcare.
- Advisors who will monitor student progress to program readiness.
- Additional assistance, if needed, through a **case management advising process**.
- Career validation through the Health Careers course as well as in each advising appointment.

A critical component for effective advising, **advisor training and support**, will begin with face-to-face training of all pre-program health science and nursing advisors. Additionally, a competency-based online advisor training program will be developed and implemented, to provide advisors with access to individualized training based on their skill level and needs. The advisor training will incorporate NACADA core competencies and values.

Admission into Health Science and Nursing Programs

Applicants who wish to qualify for admission into the Health Care Division must meet PTC general college requirements and the specific admission requirements for the Health Care Division program of choice as stated in the PTC Academic Catalog. These requirements are needed in order to ensure that students have a background in science and mathematics, which will enable them to meet the competency demanded by the workplace. ***Your ability to matriculate in the program requires*** extensive pre-clinical criminal background checks (CBC) and drug screens (DS), as more fully discussed below.

Health Care Program Academic Advising

Mission Statement:

The mission of Academic Advising at Piedmont Technical College is to create a shared educational partnership, which involves the development of meaningful planning consistent with the student's academic, personal and professional goals. Using a holistic approach to empower students, sharing available resources, providing accurate and timely information, and assisting students with clearly defining their goals are all essential to this outcome.

Student Learning Outcomes:

Students who participate in academic advising will be able to:

1. Schedule an advising appointment and prepare in advance by reviewing goals, progress, and challenges.
2. Demonstrate an awareness of college, departmental, and program requirements, policies, and procedures.
3. Demonstrate an understanding of their academic plan and degree requirements.
4. Identify and use college resources to facilitate academic success.
5. Utilize the college's electronic advising and registration systems.

The advisor will meet with the advisee as needed. **It is the student's responsibility to request a conference when assistance is needed.** In addition, the student has the responsibility of meeting with the advisor when the advisor requests a conference. Because faculty and staff are often participating in off-campus activities, the student should schedule appointments in advance to ensure the advisor will be available. Appointments may be scheduled by phoning, emailing or by referring to advisors posted office hours. Advisors may also schedule group advising sessions to accommodate advisee needs. Students are required to self-register for classes, but are encouraged to see their advisors regularly to track their progress. The administrative assistant for the Health Care Division can also schedule advising appointments. See their contact information in the directory above.

Requirements to Progress in the Program

Students in any program must meet the following requirements to progress in their program ultimately leading to graduation from the college. The requirements for progression in the programs, included by are not limited to:

1. A grade of "C" or better in all required courses. This is necessary to provide minimally safe practitioners;
2. Attempts at another college will be considered;
3. A GPA of 2.0 is required to graduate from any Health Care Division program;
4. Up-to-date medical records (Please see Health Assessment Form Section);
5. Current BLS Provider CPR completion card;
6. Documentation of yearly Hospital Orientation through Care Learning;
- (6) advising students of the need for a clear background check and drug screening.
- (7) advising students that they must be able to demonstrate mastery of competencies (or a basic skills set) necessary for clinical /fieldwork placement).

** Current BLS Provider completion card and documentation of yearly Hospital Orientation through Care Learning is not required for Veterinary Technology Program.*

Piedmont Technical College General Competencies for All Graduates

Health Care Division students will adhere to PTC's General Core Competencies. Students who successfully complete the health science and nursing programs should be able to draw on knowledge from a broad range of disciplines to make decisions and perform tasks while working independently or as a part of a team, in selected academic or career pursuits, using the following skills:

1. Communicate effectively.
 - a. Read with comprehension
 - b. Write with standard English
2. Apply mathematical skills appropriate to an occupation
 - a. Apply mathematical skills to solve problems
 - b. Perform computational skills
 - c. Read and interpret tables and graphs
3. Employ effective processes for resolving problems and making decisions
 - a. Integrate information to solve problems
 - b. Summarize information and draw conclusions
4. Demonstrate the basic computer skills necessary to function in a technological world.
 - a. Locate and retrieve information in digital environments
 - b. Adapt, apply, and construct information in electronic environments (Word, Excel, PowerPoint, etc.)

Course Grades

The faculty will use the Piedmont Technical College grading scale (see catalog) unless otherwise stated in a Course Information link:

A:	94 - 100
B:	85 - 93
C:	75 - 84
D:	70 - 74
F:	69 and below

The lowest acceptable grade for all nursing and health sciences courses is C (75%). Final course grades will be computed out one decimal place. Then the final grade will be determined **without rounding so that 75.0 and above is passing but 74.9 and below is not.**

For completion of any course, a minimum final theory grade of 75% and a satisfactory clinical evaluation are necessary. Those students who receive a theory grade "C" or above, but have an unsatisfactory clinical evaluation, will be required to withdraw from the course (if prior to the withdrawal period) or receive an "F" for the course and will not continue in the healthcare program sequence.

Faculty members will **NOT** issue grades or progress reports to parents or anyone other than the student. Faculty members will **NOT** give grades over the phone to anyone.

Readmission and Health Care Attempts Policy

Students enrolled in any program who do not progress in the curriculum sequence for any reason (academic or personal), must seek readmission in order to repeat a course or progress to another clinical course. Eligibility for readmission is based on meeting the criteria below, and **course and space availability**.

A student must:

1. Complete and submit the Readmission Application available online within the established timeframe at <https://www.ptc.edu/nursinghealth-science-readmission>
2. Must be in good academic standing with the college;
3. Have no more than one prior unsuccessful attempt in a Health Care Division program course. Readmission is limited to two attempts per program and three attempts in any Health Care Division program combined (**with exception to the nursing program and cardiovascular technology*). An unsuccessful attempt is defined as receiving a D, F, U or W in a Health Care Division program course (***e.g. unsuccessful completion of two courses in the same semester counts as two attempts***)
4. Students who are eligible for readmission but cannot complete the specific program within the time limits allowed for the program must re-apply for the beginning of the program based on specific program accreditation policy. Re-entry at the **beginning of a program does not negate previous attempts in a program.**
5. ***Any student desiring readmission to the any Health Care Program may be required to demonstrate competency and remediation in all classes completed.***
6. Meet the following additional conditions of eligibility:
 - a. Updated Castle Branch health requirements according to current criteria, proof of current CPR certification and hospital orientation;
 - b. Maintain professional malpractice insurance issued through the College;
 - c. Submit to a new background check and drug screening if the student has been out for one entire semester or longer.
7. Any student who has used the maximum allowable attempts may be granted one additional Health Care program attempt after a minimum of 5 years from the last Health Care program course.

Transfer Students:

- The Health Care Division will review each case individually in consultation with the respective program faculty and with the College Registrar.
- Transfer students should have no more than two attempts in a previous healthcare program and be in good academic standing with the previous college.
- ***Any student desiring readmission to the any Health Care Program may be required to demonstrate competency and remediation in all classes completed.***

** The ADN, PN, Transition, and CVT programs are considered one program. If a student has two attempts in any of the above listed, they CANNOT readmit into another nursing or CVT program but can readmit into a different Health Care Program for one additional attempt.*

Current BLS Provider completion card is not required for Veterinary Technology Program.

** Documentation of yearly Hospital Orientation through Care Learning is not required for Veterinary Technology Program.*

Instructional Complaint or Appeal Process

Refer to the Student Instructional Complaint/Appeal Process in the Student Calendar and Handbook. This procedure can also be found at https://www.ptc.edu/sites/default/files/documents/student_development/instructional_complaint_appeal-54.pdf.

* *May vary for the Radiologic Technology Program. Please refer to their programmatic policies.*

Change of Name/Address/Phone Number

If a health science or nursing student changes his/her name, address, or phone number the student must submit a Student Information Change form to the Student Records Department or complete the change in their student Pathway account.

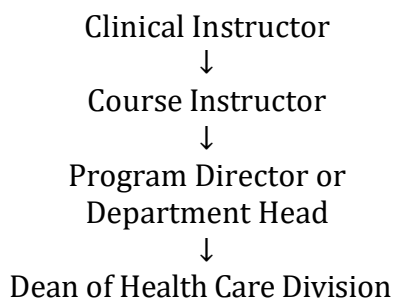
Communication

Communication between department faculty, staff, and students is facilitated through Brightspace Desire 2 Learn course management system (D2L BRIGHTSPACE). It is the student's responsibility to check their D2L BRIGHTSPACE accounts daily for important information and updates about the Health Care Division programs. Students are responsible to check Pathway and D2L BRIGHTSPACE for important dates of upcoming events. Students should download and use the Brightspace App as it will alert students to any updates within the courses.

Students must send and receive emails through D2L Brightspace in order for the email to be delivered. Emailing from a personal email account to a Brightspace email account may not be delivered

Lines of Communication

In the Nursing and Health Science Departments, students should utilize this line of communication when attempting to make complaints, solve problems, offer suggestions, get questions answered, etc. This line of communication **must** begin with the student's clinical instructor or course instructor and only then proceed as follows:



Student References

Faculty will only provide references for students once a release form has been signed and a copy filed in the student's file. When signing the release form, the student is giving permission for official representatives of the program to communicate, either in writing or electronically with potential employers in order to provide employment references. Should students request a reference, students are requested to provide the name and address of the person to whom they wish the reference to be sent.

Time Frame for Student Requests from the Divisional Office

Students making requests to the Health Care Division office must allow at least one week turnaround time for letters from the dean/faculty, endorsements, and student/graduate references.

Class Representative

In an effort to facilitate communication between faculty and students, class representatives will be selected. These students will be responsible for planning class meetings and attending meetings with the dean and/or faculty. These meetings occur in March, July, October, and as needed.

The students elected as representatives will:

1. Act as liaison between Health Care Division students and faculty:
 - a. bring information from students to faculty
 - b. collect data from students as requested by faculty
 - c. attend designated faculty meetings;
2. Serve as a role model for students in:
 - a. attitude and decorum
 - b. problem-solving skills
 - c. support of PTC and the Health Care Division programs;
3. Assist with designated divisional functions such as pinning or advisory committees or other requested functions;
4. Meet with the Health Care Division Dean at least once per term and give a report from this meeting to their peers at the first available opportunity.

Field Trips/Workshops/Conferences

The Health Care Division endorses a variety of educational experiences related to the student's curriculum. Any student who participates in these extra curriculum experiences becomes a representative of this college and their respective program. Students are expected to conduct themselves in a mature manner following PTC's College Code of Conduct. Students must be dressed per instructor specifications. In addition, all students and faculty must complete a field Information form located in the Appendix prior to the trip.

Classroom Attendance Policy

Refer to Piedmont Technical College Academic Catalog for complete details.

Absence Related to Jury Duty, Mandatory Court Appearances 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. Students must submit official court documentation within the timeframe to be eligible to make-up missed course work. It is the student's responsibility to obtain assignments and make up any work/clinical missed. Refer to the test policy regarding making up tests/exams.

Personal Electronic Devices

Refer to the Piedmont Technical College Student Calendar and Handbook for Use of Cell Phones and Other Electronic Devices.

https://www.ptc.edu/courseinfo/CalendarHandbook/Student_Calendar_Handbook_2017-2018.pdf

Electronic devices must be off in all educational locations, faculty offices and clinical settings. Students are only allowed to use electronic devices for educational purposes as directed by the instructor. **If violated, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook.**

Social Media/Networking Policy

Refer to the Piedmont Technical College Student Calendar and Handbook for Use of Social Media.

https://www.ptc.edu/courseinfo/CalendarHandbook/Student_Calendar_Handbook_2017-2018.pdf

Piedmont Technical College students, faculty, and staff should exercise caution, sound judgment, common sense, and professionalism when using social media sites. Improper use including unprofessional or unethical conduct and breach in confidentiality may violate state and federal laws.

As a result, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook. These Guidelines cover all social media platforms.

Accident Policy for Students on Campus

The following are excerpts from PTC institutional directive 4-8-1010.5.

Procedures

A. Incident Reporting

1. All incidents involving personal injury or damage to equipment are reported immediately to the supervisor or instructor and also to the Campus Police and Security Department.
2. The Campus Police and Security Officer on duty investigates each incident and files the appropriate report with the Campus Police and Security Office. Reports of incidents involving injuries require the completion of injury reports. Completed injury reports are forwarded electronically to the Human Resources Office. A follow-up report is sent to the supervisor of the injured. All incidents involving missing and/or damaged equipment are documented on equipment report. Completed equipment reports are forwarded electronically to the Facilities Management Department and Inventory Manager.
3. When a student is involved in an incident that causes physical injury, a Personal Injury Report is completed and filed with the Human Resources Office. A copy is retained in the Campus Police and Security Office. The injured student is informed to bring all physician statements to the Human Resources Office.

B. Injury Reporting

All employees are responsible for complying with the following procedures for reporting and recording injuries and occupational illnesses:

1. Students and Work-Study Students
 - a. Students are instructed to report any illness or injury immediately to their instructor or supervisor and to the Campus Police and Security. Campus Police and Security electronically delivers a copy of the form to be completed to the appropriate departments for their documentation.
 - b. The appropriate injury report should be obtained from and completed by the Campus Police and Security Office or the County Campus Director or designee prior to seeking medical attention. When the urgency of the situation precludes obtaining completion of the forms prior to treatment, the student must report to the Campus Police and Security Office as soon as he/she is able. A report to the insurance carrier is made in each case requiring medical attention before any claim is paid.
 - c. Campus Police and Security Office completes an injury or incident report and sends a copy electronically to Human Resources and the appropriate department.

Note from Campus Police and Security: The faculty at PTC campus locations other than the main Greenwood campus must call security at 864-941-8000 to report incident and/or injuries at their location. The report must be completed and sent

to the officer indicated during the initial phone call. These reports must not be sent to public safety email address.

C. Insurance

1. Student Health and Accident Insurance is administered by the Human Resources Office. All full time students are covered by this plan. Details on coverage and instructions for filing a claim can be obtained from the Human Resources Office.
 - a. All full-time and part-time students are covered by accident insurance.
 - b. This insurance is provided by Piedmont Technical College. Coverage is limited to coverage of injuries or occupational health incidents received while on the campus of Piedmont Technical College, engaged in Piedmont Technical College (off campus) activities, or while engaged in traveling to or from a place of residence to Piedmont Technical College.
 - c. Accidents should be reported to the Human Resources Office; all claims must be processed by this office.
 - d. The Human Resources Office is available to provide assistance in resolving problems regarding medical insurance.
2. Tort Liability Policy
 - a. Liability for students working as an apprentice, or similar programs while on the premises of private companies are included in this coverage.
 - b. The tort liability policy is underwritten the State of South Carolina.
 - c. Medical Professional Liability covers actions of students while training in a medical/clinical setting.

Web-based Assignment Policy

Web-based assignments are dependent on meeting D2L Brightspace system compatibility requirements and reliable internet connection. Wireless connections are not reliable and therefore are not recommended. It is the responsibility of the student to maintain connectivity during the web-based assignment. Faculty are not responsible should a loss of internet connectivity occur. If internet connectivity is lost during an assignment, get back on as soon as you can. Time will not be added, but you can continue until time runs out. It is the student's responsibility to reconnect within the session time and complete the assignment. If you are unable to reestablish connectivity, your session will time out and the assignment will be scored at the point at which you disconnected.

Any technical difficulties in D2L Brightspace must be reported through the D2L Technical Support Link: <https://piedmonttech.freshservice.com/support/home> or via the D2L Technical phone line at 866-832-2327. Following the report, a help desk ticket confirmation will be emailed to the student. A copy of the ticket confirmation must be immediately forwarded to the course instructor. Do not use the synchronous chat feature online as this will not provide a ticket confirmation. Technical difficulties that impact a student's performance during any web-based assignment will be dealt with on an individual basis.

Test/Exam Policy

It is strongly recommended that all personal items be left in the student's personal vehicle. PTC is not liable for any items left outside of the classroom. Violation of these policies may result in adhering to the Student Code of for the South Carolina Technical College System.

While taking all tests/exams students **MUST**:

- Only bring the following items for tests/exams: pencil (if applicable), earplugs (if desired) and car keys. At the time a student is found with any other items not allowed during tests/exams, the student will be required to immediately submit their test/exam. Only the completed questions when submitted will be graded and any unanswered questions will be counted as incorrect. **During virtual testing student should only have pencil (if applicable), blank sheet of paper (if applicable), and earplugs (if desired) in the testing area.**
- Cell phones/electronic devices are not allowed in the classroom when students are taking tests/exams. At the time a student is found with a cell phone/electronic device during tests/exams, the student will be required to immediately submit their test/exam. Only the completed questions when submitted will be graded and any unanswered questions will be counted as incorrect. **During virtual testing student should not have any cell phones/electronic devices in or around their testing area. Electronic devices should be outside of the room when testing.**
- Only those students who are in their seats (and logged into D2L if applicable) at the scheduled test/exam time will be allowed to take the test/exam that day. Any students arriving late will be required to make up the test/exam at the end of the semester or at the instructor's discretion. **Students should be logged in at the assigned testing time (during assigned class time) and should start promptly at scheduled start time. (In the event of technology issues, the student should immediately email the instructor via D2L or as advised by your instructor) Students will NOT be permitted to test if not logged in at the assigned testing time. Ex: if your class is Tuesday at 0830 your test will be assigned Tuesday at 0830 and student should be logged in and ready to test.**
- Once the test/exam has been started, students will not be allowed to leave or enter the room for any reason; **During virtual testing student should refrain from leaving the testing area, and there should be no other people in the testing area.**
- Only 1 make-up test is allowed per course per semester and will be given at the end of the semester. Any additional missed tests will result in a zero for those

tests.

- Make-up tests/exams may not be the same test/exam, format, or number of questions as test/exam given in class. It is the responsibility of the student to remember test/exam dates and take all test/exams as scheduled
- If a student fails to report to a scheduled make-up test/exam, a zero will be recorded for that test/exam and no further make-up will be scheduled.
- **Any student found to be in violation of any of the above listed testing policies will be reported as Academic Misconduct as outlined in the PTC Student Calendar/Handbook policies related to student conduct regulations.**
- Those students testing in the TLC must adhere to the start time as specified by the instructor or they will not be allowed to test that day. Students must arrive at the TLC 10 minutes before the scheduled test start time.
- For students in the classroom or the TLC, follow the instructor's directions for starting and stopping the test/exam or any special directions for alternate format questions;
- Scratch paper will be given out by the instructor;
 - **For virtual testing, student will show blank sheet of scratch paper during "check in" to respondus**
- Write name on the scratch paper;
- Keep answers covered at all times;
- Raise hands to be acknowledged by the instructor if they have a question;
- Keep eyes on your own test/exam;
- Refrain from talking to peers and remain quiet throughout the examination period;
- Return the scratch paper to the instructor before leaving the room.
- All unanswered questions will be counted as incorrect.

Using LockDown Browser and a Webcam for Online Exams

Nursing courses requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

When taking an online exam that requires LockDown Browser and a webcam, follow the guidelines below. Failure to do so will be viewed as an act of academic misconduct and may result in disciplinary action.

- **Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device is likely to move**
- **Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window**
- **Ensure you're in a location where you won't be interrupted**
- **No other people are allowed in the testing room. The presence of others will be**

detected by Respondus Monitor and will generate a report of suspicious activity.

- **No communicating with anyone, this includes electronic communication. The only exception is if needing to contact a faculty member or support in the event of technical difficulties.**
- **Turn off all other devices (e.g. tablets, phones, watches, second computers) and place them outside of your reach**
- **Clear your desk of all external materials not permitted by the instructor — books, notes, other devices**
- **Students must do an environmental video scan using the Webcam prior to starting the exam utilizing these guidelines**
- **Room must be shown at workstation.**
- **Test takers should show the area on the desk and a 360-degree view of the entire room.**
- **If scratch paper is needed, the student must show the blank paper (front and back) at the beginning of the test. This paper must be destroyed and no notes from the exam are allowed to be kept. Strict test integrity guidelines must be followed.**
- **Move the camera slowly and thoroughly enough to provide a clear view of the test environment.**
- **An incomplete or poor room scan can result in a lower grade or suspicion of academic misconduct.**
- **Avoid tilting the screen after the webcam setup is complete.**
- **Webcam must be focused on test taker at all times. Students entire face must be showing during testing so adjust camera to ensure that faculty can see your face during testing.**
- **Nothing can cover the lens of the camera at any time during the test.**
- **Avoid wearing baseball caps or hats with brims**
- **No music playing, wearing headphones or earbuds**
- **Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it**
- **Remain at your computer for the duration of the test. No leaving the exam for any**

reason until the exam is completed and submitted.

Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Quiz Policy

- A scheduled or unscheduled quiz may be given on any class day and may cover previous lecture material or may be on the topic of the day.
- Only students in their seats at the announcement of the quiz will be allowed to take the quiz.
- If student is unable to take a quiz for any reason, a “0” will be given.
- Missed quizzes will not be made up and a grade of “0” will be recorded, with the exception for students required to attend jury duty, appear in court, or participate in required military duty, or have a documented medical excuse. Refer to the Absence Related to Jury Duty, Mandatory Court Appearances or Military Duty section of the handbook for more information.

Test/Quiz Review Policy

- Students have 5 instructional days from the date the grade was posted to make an appointment with the instructor to review the test/exam/quiz. After 5 instructional days have passed, the test/exam/quiz will not be available for review.
- Student may only bring car keys to test/exam/quiz review.

Assignment Policy

- Assignments are due by the designated due date;
- If instructor is unavailable when an assignment is due the student must have the assignment dated, timed, and initialed by an available faculty or staff member prior to submission.
- Late assignments will not be accepted.
- Missed assignments due to absences will not be accepted, with the exception for students required to attend jury duty, appear in court, or participate in required military duty. Refer to the Absence Related to Jury Duty, Mandatory Court Appearances or Military Duty section of the handbook for more information.
- Failure to follow the assignment policy will result in the student receiving a grade of “0”.

**The Web-based Assignment policy, Test/Exam Policy, Quiz Policy, Test/Quiz Review Policy, and Assignment policy may vary for the Respiratory Care Program, and the Veterinary Program. Please refer to their programmatic policies.*

SECTION II:

Clinical/Lab Policies for Health Care Division Students

Student Files and Records

Castle Branch, Inc. is used to store student's confidential records (health form, CPR, criminal background and drug screening reports, etc.). If a student desires to have copies of his/her personal health records, he/she must sign in to his/her personal Castle Branch account by going to www.castlebranch.com.

Criminal Record Checks/ Drug Testing for Health Science and Nursing Students

In order to protect the public, health care agencies require extensive pre-clinical criminal background checks (CBC) and drug screens (DS). These requirements must be met in order to comply with clinical affiliation agreements. The results of the CBC and DS must be obtained and reviewed for any positive findings before the student will be allowed into the clinical site. The CBC and DS will be shared with and approved by each clinical site prior to any clinical rotation. Healthcare agencies may require updated CBC or drug test prior to any clinical experience. If the results of either of these procedures document a violation as indicated below, the student may be denied entry or further progression into the program of study. Any student who changes programs or stays out of a program for one semester or longer will be required to submit a new criminal background check and drug screen upon reentry to any Health Care Division program. All CBC's and DS will be done at the student's expense.

Each student will create a Castle Branch account and the CBC and DS are purchased through Castle Branch. The student is solely responsible for the Castle Branch fees for CBC and DS, following Castle Branch instructions for providing DS sample, and uploading health records.

Criminal Record Checks

Once students have created a Castle Branch account and paid, Castle Branch will run a CBC. Students who had convictions of, pleas of guilty, pleas of no contest (*nolo contendere*), or pending criminal charges during the past 7 years included, but not limited to the following crimes may make the student ineligible for enrollment or participation in clinical/laboratory courses:

- Crimes of violence; murder, manslaughter, criminal sexual assault, crimes involving use of deadly force, simple assault, assault and battery of high and aggravated nature, assault and battery with intent to kill, criminal domestic violence, abuse of children or the elderly, abduction, distribution of illegal drugs;
- Crimes that involve moral turpitude, including but not limited to breach of trust, fraud, identity theft (excluding fraudulent checks, shoplifting, petit larceny and other crimes not deemed to raise a substantial question as to the qualification and fitness of the applicant);
- An acceptable CBC is required for taking licensure exams. Students with a criminal record may not be eligible to become a licensed healthcare professional even if a degree has been conferred. The Health Care Division

has no way to determine the future decision of the licensure boards.

Students may contact the licensure boards with inquiries.

- The results of the criminal background check and the drug screen will be available for review by designated personnel in each clinical or field placement agency. Clinical agencies may deny a student with a criminal record permission to be assigned to their agency. Some clinical agencies reserve the right to perform their own criminal background check on students prior to placement. Students must be able to attend clinical experiences in all agencies used by the college. If a student is denied access to any clinical agency, it may result in the student being ineligible for enrollment or participation in clinical/lab courses. The Health Care Division Dean will be notified immediately of a student's refused status.
- It is the student's responsibility to inform their instructor and Health Care Division Dean of new documented offenses as listed above, but not limited to, on their criminal record in writing within 5 instructional days of the offense occurring. Failure to report any new arrest or conviction may result in removal from the health science or nursing program.
- Students may dispute inaccuracies on the background check by calling Castle Branch or filling out the Dispute Accuracy of My Background Check form. The form's link is located on the bottom of the CastleBranch website or can be accessed using <https://www.castlebranch.com/dispute-accuracy-of-my-background-check>. By law CastleBranch or any other consumer reporting agency has 30 days to complete the dispute resolution process.

Drug Screening

Students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their educational experience and/or associated events with Piedmont Technical College. Regarding medications, it is the student's responsibility with assistance from the student's physician or pharmacist to determine if the medicine you are taking will impair your ability to function safely and accurately in class and clinical. Legally, you should not be taking any medication that would impair your judgment when caring for patients. All drug testing expenses are the responsibility of the student.

- Students will undergo an initial 10-panel drug screening upon acceptance into the program. After a student creates a CastleBranch account, the student will login to CastleBranch and print a Drug Test Form. Instructions are on the CastleBranch website on how/where to perform the drug test. Students must perform drug test prior to the first day of class in the program. If the result is positive then the student will be removed from the program.
- The Health Care Division reserves the right to implement additional drug or alcohol screenings at any time without prior notification in both the classroom and clinical

settings. If a student refuses to provide a specimen for testing, the student may not be offered a second opportunity for testing and may be removed from the program.

- Students who display reasonable suspicion will be reported to the Health Care Division Dean and to the Campus Public Safety Officer and may be removed from the education experience and required to submit to an immediate drug screen.
- Students removed from any program of study for drug related issues will not be eligible to reapply to any Health Care Division program for 12 months.

Castle Branch Procedure for Positive Drug Screen:

- Upon a positive DS result, an independent Medical Review Officer (MRO) who is a physician designated by CastleBranch will reach out to the student. The student has 3 business days to respond. If no response, the result will report as the lab reported (generally positive). The MRO tries to contact the donor at least twice within the first 24 hours. If there is no response, they leave a generic message for the donor to call in.
- If the donor is in contact with the MRO, the MRO will conduct an interview with the donor. The donor is asked to provide a medically verifiable reason for the substance in question.
- If there is a medically verifiable reason, the MRO will ask for the documentation and the donor will have 3 business days from this point to provide documentation. Documentation is in the form of a prescription that must be uploaded into CastleBranch. The prescription must be in the donor's name and must be dated prior to the drug test.
- If the donor confirms there is not a medically verifiable reason, the result is posted as the lab reported (generally positive).
- If the donor does indicate they have medically documented verification for the substance in question, but fails to provide the documentation within 3 business days, the result will be reported as the lab reported it (generally positive).
- If the donor does indicate they have medically documented verification for the substance in question and provides incorrect documentation, he or she has one more day to comply with the appropriate documentation. Otherwise, it will be reported as the lab reported it (generally positive).
- If the donor does indicate they have medically documented verification for the substance in question and provides correct documentation, it will be reported as negative.
- A donor may dispute a positive drug test b. The student must call the CastleBranch User Support Center (888-723-4263 x7196) and initiate a drug test dispute within 3 calendar days of the student receiving the positive drug test notification. CastleBranch will then supply the student with a new package code that they must order (approx \$250) and the specimen will then be sent to a different lab than initially ran the test, for re-testing. The turnaround time for results will be 10 days from the time that the specimen is received at the lab where it will be retested. If the specimen result is overturned, the student will be refunded the fees by Castle Branch.

Medical Marijuana Policy

- a) Students and Visitors are prohibited from possessing or using marijuana on Campus, in vehicles owned or leased by the College, and at official and unofficial events sponsored by Piedmont Technical College.
- b) Students and Visitors may not possess or use marijuana at facilities operated by Piedmont Technical College
- c) Students and Visitors are prohibited from being under the influence of marijuana at any of the locations listed above.

Students who are required to take a drug screen due to reasonable suspicion or post-accident situations and test positive for Marijuana (THC) or any derivative of THC may be disciplined up to and including expulsion. Students who are prescribed medical marijuana under a physician's care must have a valid medical marijuana registry identification card issued by the South Carolina Department of Health. The card and certification are valid for a maximum of one year. Students in a "Safety Sensitive" program of study will not be allowed to participate in clinical education or fieldwork while medicated by medical marijuana. The Student member may be required to take time off (leave) under our medical leave policy. The Student member will be required to meet with faculty and staff regarding special arrangements for the completion of programs of study. Piedmont Technical College will not accommodate for the ingestion of medical marijuana on Campus or any Piedmont Technical College sanctioned, related or approved event. NOTE: Marijuana, even used as a medication, is considered an illegal substance under federal law.

Health Assessment Form

The health assessment forms along with completed immunization records are required by each student **prior** to admission to select Health Care Division programs. The Health Assessment form must be completed by a physician or nurse practitioner **by the assigned due date**. It is the student's responsibility to keep all health records updated in Castle Branch. Failure to turn in completed health records by the due date and keep them updated throughout the course of the program will prevent students from attending clinic/lab. The evaluation and immunization requirements will be at the students' expense and must be kept current.

It is the student's responsibility to obtain an annual flu shot and intradermal TB skin test/exam. Documentation of the flu shot and results of the TB test must be uploaded to the Castle Branch account prior to expiration. The two-step skin test/exam may be waived if an incoming student has two negative consecutive annual one-step skin test.

CPR Certification

Students entering select Health Care Division programs must obtain/maintain CPR certification upon admission and throughout the entire program. It is also the student's responsibility to upload current documentation of certification into Castle Branch. The student is responsible for uploading documentation prior to the beginning of the semester of the expiration. Failure to turn in completed CPR documentation by the due date will prevent students from attending clinic/lab.

The CPR certification must be obtained through the American Heart Association – A BLS provider card is required. Students may contact the American Heart Association to inquire when and where CPR courses are being offered. Make sure the course is geared toward Healthcare Providers so you achieve the correct certification. Current certification through the American Heart Association as a Basic Cardiac Life Support (CPR) Instructor would also fulfill this requirement. AHS 106 is offered for CPR certification prior to each semester at PTC or students may take CPR as a continuing education course.

Student must possess a current card. If student has lost their documentation card, it is the student's responsibility to obtain proof by notifying the Regional Community Training Center and purchasing another card. Address of PTC's Regional Training Center is:

Piedmont Technical College
Community Training Center
PO Box 1467
Greenwood, SC 29648-1467
864-941-8246

**The Occupational Therapy Assistant program requires CPR prior to acceptance into the program.*

Student Health Status Changes

Students are required to promptly notify the College of any changes in their status that could affect their ability to fulfill the obligations of their clinical assignment. Any student who has been subject to surgery, injury, or extended physical/mental illness must have a signed clinical release from his/her physician indicating that he/she may return to clinical at full capacity. A student may not return to clinical if he/she cannot perform at full capacity. Clinical agencies reserve the right to determine if a student may practice in their facility while under a physician's care. Students who fail to provide a signed clinical release will be unable to attend clinical/laboratory and will be subject to the clinical/lab attendance policy.

Student Pregnancy

Any student who is pregnant and experiences pregnancy or delivery complications need to communicate with her instructor about any situation that would interfere with

attending clinical or classroom activities. PTC is willing to work with students that may have pregnancy related issues and may need accommodations to complete the semester. A student must have a signed clinical release from her physician indicating that she may return to clinical at full capacity. A student may not return to clinical if she cannot perform at full capacity. Clinical agencies reserve the right to determine if a student may practice in their facility while under a physician's care. Students who fail to provide a signed clinical release will be unable to attend clinical/laboratory and will be subject to the clinical/lab attendance policy.

Professional Liability Insurance

All students are required to carry professional liability insurance by the State of South Carolina. This insurance covers the person only in the clinical area while in the student role. Liability protection is obtained through PTC and the cost will be assessed as part of tuition fees each semester.

Infectious Disease Policy and Procedures

Students need to be aware that they may be exposed to various diseases and bodily fluids in clinical rotations. If a student acquires or is notified that there was exposure to an infectious disease during a clinical rotation, they will follow the Accidental Injury/Exposure Protocol.

Exposure to Infectious Disease

It is the policy of PTC to ensure the safety of all students, faculty, staff and patients from contracting and/or spreading infectious diseases.

The following are excerpts from PTC institutional directive 8-7-1040.1.

Under all circumstances, the individual's right of privacy will be protected. Only those individuals who are directly involved with the student(s) or employee's daily activities will be notified concerning the presence of a communicable disease.

Contagious and Infectious Diseases-For the purposes of this procedure, communicable disease shall include, but not be limited to:

- Influenza
- Viral hepatitis-A
- Viral Hepatitis-B
- Human immunodeficiency virus (HIV)
- Acquired immune Deficiency Syndrome (AIDS)
- AIDS Related Complex
- Coronavirus Disease 2019 (COVID-19)
- Severe Acute Respiratory Syndrome (SARS)

Tuberculosis
Chicken Pox
Ringworm
German Measles
Measles
Whooping Cough
Scabies
Trachoma, Granulated lids
Impetigo
Acute conjunctivitis
Lice

1. Student's Responsibility

If any student has knowledge of having a contagious or infectious disease or having been exposed to a contagious or infectious disease, it is the responsibility of the student to notify the Instructor and Department Head.

2. Employee Responsibility

If an employee suspects a student of having a health condition which could possibly be communicated to others, the Dean of Health Care should be notified immediately. The student may be excluded from the campus until an appropriate assessment of the student's medical condition can be made.

3. Assessment of Students

- a. The assessment of a student with a suspected contagious or infectious disease and the determination of a student's ability to remain at school will be made by the President after a preliminary consultation with the Vice President for Student Development, based upon recommendation from local health authorities.
- b. If the President feels that the situation poses a real threat to the College or the community at large, he will notify the Public Health Authority of all known details and seek their advice and counsel.
- c. Under provision of South Carolina Code 44-29-200, the President will prohibit the attendance of any student until a satisfactory certificate is obtained from one or more licensed physicians and the Public Health Authority stating that such attendance is no longer a risk to others at the college.

Accidental Injury or Exposure Protocol for Students in Clinical

This protocol is to provide detailed information on how to obtain appropriate treatment for a student who has been involved with an accidental injury in the clinical agency.

1. Immediately inform the instructor of the incident and the supervisory personnel in the clinical agency;
2. Complete the Incident Report for the agency and/or an Accidental Injury/Exposure Report for the college. On campus exposure must be reported to Campus Police and Security to complete and file the report for the college;
3. If an agency has an Employee Health Office, refer student to that office for assessment. If no Employee Health Office or the equivalent is available refer the student to the Emergency Room; Campus Police and Security require additional information from the following as well: supervisory report from clinical agency, employee health at the clinical agency, and any emergency room or physician care documentation;
4. A student who is exposed in clinical/externships must submit all bills to the Human Resource Officer of the college, to initiate payment. A student who is exposed in the laboratories on campus must take all bills to the Business Office at Piedmont Technical College. Failure to do so may make the student ultimately responsible for all costs incurred.

Note from Campus Police and Security: Report from clinical agency or physician must be provided to PTC Campus Police and Security.

Dress Code and Clinical Requirements

UNIFORM: Only school mandated tops and pants will be acceptable. Undergarments should not be visible. Colors of undershirts are limited to solid options of white, navy, black, and grey.

LAB COATS: Only approved PTC lab coats with the official Piedmont Technical College logo may be worn over the uniform in clinical, fieldwork, or lab settings. Personal coats are not allowed in clinical facilities.

*Some healthcare programs may not require lab coats.

SHOES: Shoes must be one solid color. Extravagant designs or colors are not allowed. No clogs, sandals, canvas, or open heels or toes.

HOSIERY/SOCKS: Student are permitted to wear solid colored socks and/or stockings.

WATCH: A watch with ability to count seconds.

*Some healthcare programs may not require watches.

NAME/PICTURE BADGE: PTC ID and specific agency badge must be worn on uniform top. Obtain picture ID from library on Lex Walters Campus and appropriate healthcare facility. At the end of each course or upon withdrawal, the agency specific badge must be returned to the course instructor. A fee may be assessed for replacement badges.

JEWELRY: Only a wedding band is permissible. Facial jewelry may only be worn on the ears, limited to one small stud per ear. Nose rings, brow piercings, nose piercings, tongue piercings, and/or cheek piercings are not allowed.

HAIR: Hair should be neat, clean and off the uniform collar in a controlled fashion. Ponytails must be controlled and not drop forward when giving patient care. Bangs must be contained and not drop forward into the face when providing care. Hair must be a natural human color. Beards and mustaches must be neatly trimmed.

COSMETICS: Natural looking only. No bright eye or lip color. No artificial eyelashes.

NAILS: Clean, short, and without polish. Nails should not protrude over the ends of the fingers when the hand is held directly in front of the face with the palm toward the face. No nail treatment of any kind is allowed.

SMOKING/VAPING: Not permitted at any clinical setting, whether in uniform or street

clothes. Smoke odor will be brought to the attention of the student and may result in being dismissed from the clinical site.

CHEWING GUM: Chewing gum is not allowed while in clinical.

TATTOOS: Tattoos considered offensive or inappropriate are not permitted and must be covered while at clinical. Tattoos and body art from the neck up are not permitted.

PERSONAL HYGIENE: Body must be kept clean and free from odor. Use of deodorant is recommended. Perfume or aftershave is not permitted. Noticeable halitosis, body or smoke odor will be brought to the attention of the student.

ADDITIONAL NOTES:

- The student is required to adhere to the uniform policy of the clinical facility in which he/she is assigned. Any additional regulations of the clinical facility which are not covered in this handbook must be met by the student.
- Students may not wear any Piedmont Technical College healthcare student identification or uniform except while they are in their role as the student. Doing so will result in disciplinary action up to and including dismissal from the program.
- Electronic devices are not allowed in the clinical setting for personal use unless prior permission is given by your instructor.

Clinical/Lab Attendance Policy

Because of the unique nature of the clinical experience and to prepare students for employment, the faculty will adhere to the following clinical/laboratory attendance policy.

Tardies

Tardies and early departures are not professional attributes. A tardy is five minutes late. After the first tardy the student will receive a documented verbal warning. For any subsequent tardies, the student will not be permitted to remain in clinical/laboratory for that day and an absence(s) will be recorded. In addition, if a student arrives more than 15 minutes after the onset of the clinical/laboratory, the student will not be permitted to remain in clinical/laboratory for that day and an absence will be recorded.

Early Departures

Early departure is leaving prior to the end of the scheduled clinical/laboratory day. No student is allowed to leave clinical/laboratory early without the instructor's permission. After the first early departure, the student will receive a documented verbal warning. For any subsequent early departure(s), the student will not receive credit for the day and an absence(s) will be recorded.

Absences

Absences from clinical/laboratory experiences are unacceptable and all students are required to attend all scheduled clinicals. If a student must miss clinical/laboratory due to extenuating circumstances, the student **MUST** call the clinical unit and call/email the primary instructor 30 minutes prior to the starting time. Failure to notify the clinical unit and the primary instructor with an explanation of the absence 30 minutes prior to the start of the clinical day demonstrates unprofessional clinical behavior and will be documented. The student will then have 5 instructional days from the missed clinical date to email the instructor via D2L BRIGHTSPACE to provide documentation verifying the absence and to request the make-up clinical experience. Failure to request the make-up experience per the above policy will result in forfeit of those clinical hours and no-makeup experience will be scheduled. Failure to arrive at clinical/laboratory with appropriate ID badge(s) will result in dismissal from the clinical site that day and an absence will be recorded.

Make-up Clinical Experience

Only 1 make-up clinical experience will be allowed per course. Make-up clinical experiences may not be the same as originally scheduled. At the end of the semester, if the student does not have the set number of clinical hours per the original clinical schedule, the student will receive an "F" for the clinical component of the course.

Note: Under no circumstances will friends, family, or pets be allowed in the clinical/laboratory unless required by disability services.

**The Clinical Attendance Policy may vary for the Respiratory Care Program. Please refer to the programmatic policy section.*

Patient Abandonment

Patient abandonment is defined as any student who leaves the assigned clinical area and/or clinical facility without the instructor's permission. **If violated, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook.**

Emergency Contact of Student during Class or Clinical

While on campus, students should provide the number for Public Safety (941-8000) to significant others in case that emergent contact should need to be made.

Students are responsible for notifying significant family members, baby sitters, etc., of their location during the day(s) of their clinical experience. The phone number of the clinical area where the student can be reached should be provided to the appropriate individual(s) for contact in the case of extreme emergencies.

Student Dismissal as an Employee of a Clinical Facility or Health Care System

It is the student's responsibility to notify the Health Care Division Dean in writing if he/she has been dismissed as an employee from a facility or health care system where he/she is scheduled to have a clinical experience. All clinical sites used by the college have their own particular Human Resources policy and have the right to determine if a student will be allowed to come to their facility for clinical study. If a student is denied access to any clinical agency, it may result in the student being ineligible for enrollment in clinical/lab courses that may impact progression in the program.

Clinical Group Assignment

Students will receive course/clinical assignments each semester. A great deal of planning goes into making courses/clinical assignments which ensure that students have quality experiences that meet our standards. Clinical assignments are made without regard to race, color, sex, religion, national origin, sexual orientation, age, or disability. Faculty make efforts to ensure as much diversity as possible in classes/clinical. For these reasons, students are expected to abide by the course/clinical assignments as posted. If student evaluations show less than satisfactory in particular skill sets, students may be remediated or reassigned per the clinical affiliation request.

Student Refusal of Clinical 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 assignments are made. Students who are concerned about an assignment must review their programs Code of

Ethics, Standard Precautions, and/or relevant hospital policies prior to discussing the assignment with the instructor. This discussion will be documented and will include the:

1. Nature of the assignment including data that indicate that the assignment is appropriate for the student based on the student's knowledge level;
2. Student's reasons for concern;
3. Final outcome/decision

Clinical Availability

Due to the increase of student enrollment and the limited availability of clinical facilities, clinical hours will be varied. Clinical hours may include mornings, afternoons, evenings and nights. Occasional weekend shifts are possible in all clinical areas. Clinical times will be posted as soon as possible each semester to allow time to adjust family and work schedules.

Professional Confidentiality

All information regarding patients must remain strictly confidential. Information about a patient will not be shared or discussed with any person other than those directly involved with the aspect of care that requires such knowledge. At no time should a student use his or her position to seek information about a patient other than the patient to which he or she has been assigned. Case discussion, consultation, examination and treatment are confidential and will be conducted discreetly. At no time should patients be discussed on breaks, elevators or other settings aside from the above stated learning experiences. All health care institutions have policies and guidelines concerning confidentiality and HIPAA laws (Health Insurance Portability and Accountability Act). Upon accepting clinical assignments, students agree to abide by HIPAA's privacy protections.

At no time should clients be identified in assignments by first and/or last name. Follow individual instructor guidelines for identifying clients. Copying and/or removing any portion of the medical record or printed client information from any Clinical or Simulation experience is strictly prohibited. In order to maintain client confidentiality – no photo copying and no photos of any client data or clients will be allowed.

If violated, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook.

Narcotic Medications and Parenteral Administration of Medications/Fluids

In select programs medications are administered to clients. Due to the narcotic laws, no student shall be in possession of the narcotic keys or codes at any time. Also, no student

shall retrieve any medication from the narcotic drawer or cabinet EXCEPT in the presence of a faculty member or a registered nurse.

Preparation and administration of all parenteral medication and fluids must be performed under the DIRECT supervision of a faculty member, approved preceptor, or a registered nurse (including flushing peripheral and central I.V. sites, hanging fluid bags, I.V. push medications, etc.). **If violated, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook.**

Invasive Procedures

Students MUST be under the DIRECT supervision of a faculty member, approved preceptor, or Registered Nurse when performing procedures. Students may be allowed to perform procedures independently only after obtaining permission from clinical faculty.

Observational Experiences

Students who are assigned observational experiences are **NOT** allowed to perform any skills or assist with patient transfer or document any information. Under **no circumstances** is the student allowed to give any medications during the observational experience.

Professional Incompetence

“Incompetence” means the failure to demonstrate and apply the knowledge, skill and care that is ordinarily possessed and exercised by other healthcare professionals of the same licensure status and required by the generally accepted standards of the profession.

Charges of incompetence may be based upon a single act of incompetence or upon a course of conduct or series of acts or omissions that extend over a period of time and that, taken as a whole, demonstrate incompetence.

It is not necessary to show that actual harm resulted from the act or omission or series of acts or omissions if the conduct is such that harm could have resulted to the patient or to the public from the act or omission or series of acts or omissions.

If violated, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook.

PHYSICAL AND MENTAL STANDARDS

All nursing and health science programs require physical agility and strength sufficient to move from room to room, lift and position patients, maneuver in small places, and perform clinical services. Students must possess gross and fine motor abilities as well as auditory, visual, and tactile acuity, which are required to assess health status and perform effective patient care. See the chart below for specific requirements by program.

O = Occasionally (1 – 33%)

F = Frequently (34 – 66%)

C = Constantly (67 – 100%)

Physical Stamina Required (Description)	RES RAD	MAS	ADN PN PCT	CVT	MED	PHB	PHM	VET OTA	SUR
<i>Lift</i> - up to 50 lbs to assist moving patients, supplies, equipment	F	F	F	F	F	O	O	F	F
<i>Lift</i> - up to 200 lbs when moving patients	O	O	F	F	O	O	O	C	F
<i>Stoop</i> - adjust equipment	F	F	F	F	F	F	C	C	F
<i>Kneel</i> - manipulate equipment, perform CPR, plug in electrical equipment	O	F	O	O	O	O	O	F	O
<i>Reach</i> - overhead lights, equipment, cabinets, attach oxygen to outlets, stocking	C	C	C	C	F	O	C	C	C
<i>Motor skills, manual dexterity</i> - small and large equipment for storing, moving; apply sterile gloves; take BP; operate computers; perform CPR; utilize syringes, tubes, catheters; set up and maintain sterile field.	C	C	C	C	C	C	C	C	C
<i>Stand</i> for prolonged periods of time (to deliver therapy, check equipment and patients; perform surgical procedures)	C	C	C	C	C	C	C	C	C
<i>Feel</i> - palpate pulses; perform physical exams; feel arteries or veins for puncture; assess skin temperature	C	O	C	F	C	C	O	F	F
<i>Push/pull</i> - large wheeled equipment, i.e mechanical ventilators, wheelchairs, patients, x-ray, equipment, EKG machines, and office equipment.	C	C	C	F	O	O	O	O	F
<i>Walk</i> for extended periods of time	C	O	C	O	C	C	C	C	O
<i>Manipulate</i> - knobs, dials associated with diagnostic or therapeutic devices, small instruments, syringes.	C	C	C	C	C	C	C	C	C
<i>Hear</i> - verbal directions, alarms, telephone; hear through a stethoscope for heart sounds, lung sounds, and blood pressure.	C	C	C	C	C	C	C	C	C
<i>See</i> – patient conditions such as skin color, work of breathing; read small print and calibration on equipment; perceive color	C	C	C	C	C	C	C	C	C
<i>Talk</i> - communicate goals and procedures to patients in English	C	C	C	C	C	C	C	C	C
<i>Read</i> - typed, handwritten, computer information in English	C	C	C	C	C	C	C	C	C
<i>Write</i> - communicate pertinent information (patients assessment, outcome assessments) in English.	C	C	C	C	C	C	C	C	C
MENTAL ATTITUDE									
Function safely, effectively, and calmly under stressful situations.	C	C	C	C	C	F	F	C	C
Maintain composure while managing multiple tasks simultaneously	C	C	C	C	C	C	C	C	C
Prioritize multiple tasks	C	C	C	C	C	C	C	C	C
Social skills necessary to interact with patients, families, co-workers – of the same or different cultures; respectful, polite, discrete; able to work as a team	C	C	C	C	C	C	C	C	C
Maintain personal hygiene consistent with close contact during patient care	C	C	C	C	C	C	C	C	C
Display actions, attitudes, consistent with ethical standards of the profession	C	C	C	C	C	C	C	C	C
Exposure to blood borne pathogens – Hepatitis, HIV.	F	O	C	F	F	F	C	O	F

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

Student signature: _____ Date: _____

**Piedmont Technical College
Health Care Division**

STUDENT SIGNATURE PAGE

I acknowledge that I have read the current *Health Care Division Student Handbook* including the program specific sections and have had the opportunity to clarify any questions. I indicate my understanding and willingness to comply with the information contained in these materials, *PTC Student Calendar & Handbook*, and *the Academic Catalog*. I understand that the materials within the *Student Handbook* are valid for the period that began when I received the handbook. I understand the faculty reserves the right to revise and update this handbook and that I will be made aware of any changes made in this handbook in writing.

I have read and understand the policies and their consequences if not followed and agree to abide by them:

Student Name (please print) _____

Signature: _____

Date: _____

*This sheet is to be uploaded into Castle Branch under Student Handbook Signature Page.



Authorization for Release of Information

I hereby authorize the faculty/staff of Piedmont Technical College to release any information requested by a potential employer for the purposes of providing a recommendation. This may include information about attendance, class activities and participation, grades, or participation in other college activities. This release will be effective for one year from the date of my graduation from PTC. I understand that once this information is released that it is no longer protected by FERPA guidelines. Piedmont Technical College does not guarantee the confidentiality of this information once it is release to a third party.

Student Name: _____ DOB: _____

PTC ID (if known): _____ SSN: _____

Student Signature: _____ Date: _____

Witness: _____ Date: _____

Printed Name of Witness: _____

**Piedmont Technical College
Personal Injury Report**

Report Number:		Incident Type:		Day of Week:	
Incident Date & Time:			Report Date & Time:		
Personal Status (Employee, Student, Visitor)					
Location In Which Injury Occurred (Bldg & Room):					
Complainant					
Name:		DOB:		Age	
Address:			Phone		
City:		State:	Zip:	SS# or Student ID:	
Race	Sex:	Ht	Wgt:	Hair:	Eyes
Witness If Additional Witnesses Show Information in Narrative.					
Name:		DOB:		Age	
Address:			Phone		
City:		State:	Zip:	SS# or Student ID:	
Race	Sex:	Ht	Wgt:	Hair:	Eyes
Physical Appearance:					
Part of Body Affected:					
Specific Activity Engaged In When Injury Occurred:					
Equipment, Tools, or Chemicals Involved in Injury:					
Description of Event/Narrative:					
AED on Scene		Yes	No	AED Used	
				Yes	
				No	
Requested Medical Treatment:					
Officer		Complainant		Director of Campus Police & Security:	
The Section Below is to be Completed if an Employee is involved.					
TO SUPERVISOR:					
Action Taken To Prevent Recurrence (Attach additional Sheets as needed)					
Supervisor Signature				Date:	
Complete Then Forward to Campus Police & Security & Human Resources.					

Rev. 1/08

Field Trip Information Form

Trip Destination :	
Dept. sponsoring Trip :	
Trip Coordinator :	
Coordinator Contact Information:	
Date & Time of Departure:	
Date & Time of Return:	

Persons going on Trip								Emergency Contacts		If Vehicle is left on campus (Please Park in lot # 7)	
	Name:	Contact #	P #	Name	Phone Number	Vehicle color, Make & Model	Vehicle Tag #				
1											
2											
3											
4											
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Created by the Department of Public Safety on 03-07