



CUYAHOGA VALLEY  
CAREER CENTER

8001 Brecksville Road  
Brecksville, Ohio 44141

# Cuyahoga Valley Career Center

## Adult Education Student Handbook Health Careers

*Updated May 2011*

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CUYAHOGA VALLEY  
CAREER CENTER

# Welcome & Introduction

Welcome to the Cuyahoga Valley Career Center's Adult Education Health Careers Program. We hope you have a memorable and rewarding experience during your time with us. Your instructors and I are here because we are committed to providing the highest quality health care education. It is our goal to prepare our students to enter and compete in one of the fastest growing occupations. Read this material thoroughly and familiarize yourself with the policies and procedures within. You will notice that the information is relevant to CVCC as a facility and some information is specific to the Health Careers programs. As you read through the following pages, the rules are stringent and expectations are high. CVCC is preparing you to successfully enter a profession in health care. Demands and expectations in this field are high and they begin in the classroom

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## CVCC's Mission Statement

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world.

## Adult Education Office Information

**ADULT EDUCATION EVENING HOURS** - The Adult Education Department is open from 8:00 am to 8:00 pm Monday through Thursday, and from 8:00 am to 5:00 pm on Friday. Please Note: During the summer the building may be closed on Friday.

**FOOD AND BEVERAGES**- To keep our facility clean and protect valuable equipment from damage **food and beverages are not permitted in any classrooms or labs**. Please restrict your snacks to the Staff Lounge (Level 2) and the Commons (Level 6).

**PARKING AREAS** – There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a **one-way entrance and a one-way exit lane** for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

**RESTROOMS** – The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the **Adult Education** wing off the corridor to the computer labs before the cafeteria.

**SMOKING** – Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

## Alcohol and Drugs

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment and with a notation of same in student's permanent file.

## Crime Awareness and Campus Security

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each enrollee to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors an enrollee may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

*Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.*

*Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Enrollees are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.*

## Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

## Grievance Policy

### 5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

### 9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

## **Matters Regarding a Professional Staff Member**

### **A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

### **C. Third Level**

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

### **D. Fourth Level**

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

## **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

## **Matters Regarding the Superintendent or Treasurer**

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

## **Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

## **Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

## **Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

## **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG [9130A](#) and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
  1. one (1) or more professional staff members;
  2. one (1) or more Board members on the Board Curriculum Committee;
  3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his /her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

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## Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact [pcoyne@cvccworks.com](mailto:pcoyne@cvccworks.com) or call 440-746-8233.

## Non-Discrimination Policy

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Educational Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) should be directed to:

**Business Manager**

**Title VI, Title IX, and Section 504 Coordinator**

**(440) 838-8909**

## Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or program coordinator.

## Refunds and Withdrawal Policy

### Refund Policy:

Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 6 weeks of refund request.

### Withdrawal More Than 1 Week Before The First Class:

Students will receive a full refund of their course tuition fee, less a \$20 service charge.

### Withdrawal Less Than 1 Week Before The First Class:

Students will receive a refund equal to 50% of the tuition less a \$20 service charge.

**FOR ONE-DAY CLASSES AND WITHDRAWAL AFTER FIRST CLASS: NO REFUND.**

## Release Policy

The adult enrollee voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollee will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

## **School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each enrollee to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons, all day and evening adult classes will be canceled. If applicable, enrollees with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Enrollees are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

## **Student Health and Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

## Student Health Care Services

For Adult Education evening students, please contact your instructor or program coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

## Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student’s file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

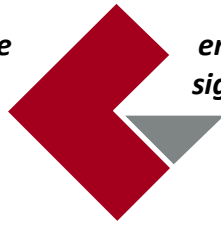
## Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

## Telephone Calls

Personal telephone calls are not permitted during class. Messages of an emergency nature will be taken by the Adult Education staff and presented to the student at the earliest convenience. **Please remember personal phone, pagers, beepers and electronic devices are not permitted in the classroom or clinic.**

*Read the following policies and appropriate signature page(s) at the for your reference and return the Health Careers Training The signature page will be kept in*



*procedures and sign and date the end of this booklet. Please keep one copy signature page(s) to your instructor or the Coordinator. your student file.*

## **Behavioral**

## **CUYAHOGA VALLEY CAREER CENTER**

## **Expectation**

As enrollees prepare to enter a profession in health care they will be expected to model the behavior required in a health care environment. Violation of program and school policies, disruptive conduct and insubordination will not be tolerated. If a student is removed from class for breach of policy, disruptive behavior or insubordination, the student will receive a 0 for all of that day's activities including but not limited to classroom activities, lab, quizzes and tests.

- Bring necessary materials to class in order to facilitate learning.
- Foul language will not be tolerated in class, lab, clinical or any class related function.
- Noise level will be kept to a minimum and talking off of the subject will be discouraged. Please be considerate to instructor(s), classmates and guest speakers.
- Respect each other, equipment, the school and facilities utilized.
- Classroom lab upkeep is a team responsibility. It takes each one of us to maintain a healthy clean environment. Desks, floors and equipment will be kept clean and in good order.
- Professionalism in behavior, attitude, work ethic and appearance is expected at all times.
- Good attendance—be on time and prepared to work.

## **Warning**

A warning (verbal or written) is notification of unsatisfactory progress, performance or inappropriate behavior in classroom or clinical.

## **Probation**

Probation may be issued for a more serious or recurring violation of established policies and procedures.

## Dismissal/Termination

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, academic performance below 80%, continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language, violation of clinical site policies/procedures, violation of confidentiality oath, unsafe lab/clinical practice or careless performance.

## Attendance Policy

Regular attendance and punctuality is expected of each student. Each student must attend at least 90% of classes per term or module to successfully complete this program.

**There are no excused absences**—just provisions to deal with time away from the program. Absence from the school or tardiness will be recorded by the instructor and noted in your personal file. Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and program coordinator with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.

- The vast amount of information covered within the typical class period makes it difficult to catch up on missed work, labs and clinical rotations (when applicable). Attendance is mandatory.
- In the event that a student must miss class it is that student's responsibility to contact the Health Careers Coordinator or the course instructor as soon as possible.
- Unexcused absences (no call, no show), excessive tardiness, and/or absence from clinical/externship rotation (when applicable) is grounds for automatic dismissal without prior warning.
- In the event of an absence, if one-on-one make up time is necessary due to the nature of the missed material and/or lab time, ***it is up to the instructor's discretion to schedule time to make up class work or lab time.*** This additional time will be charged to the students at a rate of \$30.00/hour to cover the cost of the instructor's time and schedule adjustment.
- In the event a student misses class, it will be their responsibility to check with the instructor regarding assignments, handouts and supplemental materials and to get notes they have missed from a classmate.

## Grading Scale

In-class assignments, quizzes and exams will be given on a regular basis to evaluate and ensure each student's progress. It is at the instructor's discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. All of this will be disclosed to the students on the first day of class or at the program orientation.

Students must maintain an 80% average in class. If a student falls below 80%, it will be at the instructor's discretion to approve the student for participation in a clinical or externship rotation. This determination will be based on the student's overall performance, class participation and attendance. Students with less than an 80% will not be approved to sit for the state or national certification exam (when applicable).

A+	100%
A	95-99%
A-	90-94%
B+	85-89%
B	80-84%
C	75-79%
D	70-74%
F	0-69%

## **Assignments**

It is at the instructor's discretion to determine grading penalties for late assignments, attendance and unexcused absences. All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

## **Tests and Examinations**

Tests and/or quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

## **Tutoring**

In support of our student's success, CVCC instructors are available to answer questions and/or clarify information as needed. If a student's question cannot be addressed during class time, it is the student's responsibility to make arrangements with their instructor to further discuss the issue at a break time, before or after class, or make special arrangements to meet with the instructor at a designated time. It is at the instructor's discretion to spend additional time above and beyond scheduled class time with a student.

If a student is in need of excessive assistance and/or tutoring, it will be at the discretion of the instructor to schedule tutoring time with the student based on the instructor's availability. This additional time will be charged to the students at a rate of \$30.00/hour to cover the cost of the instructor's time and schedule adjustment.

## Clinical Experience (when applicable)

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals, physician's offices and health care facilities for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space. ***CVCC cannot control or guarantee the timeliness of clinical opportunities or how many student spots, if any, will be made available to our school.*** If sites are limited, students will be assigned to a clinical externship site in order by registration date to determine the rotation schedule in which students will be placed in available clinical openings. ***If a student declines a clinical opportunity for any reason, their name will go to the bottom of the rotation schedule.*** Students have the right to pursue their own clinical assignments. If and when any student successfully acquires a clinical assignment on their own, that student must notify the Health Careers Program Coordinator and obtain the appropriate documentation required to verify the number of clinical hours completed. This documentation is required by the accrediting institutions in order for a student to sit for the certification exam.

- The clinical experience is learning, not a working experience.
- Students are not to replace any employee or assume anyone's job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience.
- The on-site preceptor may change from day to day based on the facility's staffing schedule.
- The preceptor is responsible to document the student's experience and evaluate performance.
- It is the student's responsibility to notify the facility and CVCC if for any reason the student will be unable to attend on a specific date or will be absent due to illness.
- Each student is responsible to notify the facility and CVCC Health Careers Program at least 1/2 hour before assigned duty time if unable to report.
- Students will wear the appropriate uniform and identification while in the facility, unless directed otherwise by clinical faculty. This applies to dress, shoes, hosiery, jewelry and hair. (see Dress Code)
- Student will provide, upon request, a certified copy of his/her health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facilities social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance

with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality.

Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, ect.)
- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situation, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

## Dress Code

Cuyahoga Valley Career Center and the Health Careers Program strive to promote professionalism in our students. Your personal appearance is not only a representation of yourself, but also of CVCC, the Health Careers Program and the healthcare industry. Appropriate casual attire or the proper uniform (when applicable) is expected. Enrollees who are not dressed properly will be warned and/or sent home by a faculty member, supervisor or a clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.

**Uniform:** In programs where a uniform is required, enrollees must appear in complete uniform when in uniform. If wearing a tunic pant uniform, white cuffed bobby socks and white polished nurses' shoes or approved white athletic shoes with clean shoe strings, closed in heels and toes. If the uniform requires white pants, skin-tone underclothes are required. The male student shall wear a skin-tone tee shirt, white or skin tone undergarment and white socks. Enrollees wearing a pant uniform may wear plain white socks. Pant cuffs are to be worn at a length breaking on the shoe. Cuffs are not to drag on the floor. Enrollees may choose to wear a white, or silver-gray colored short sleeve or long sleeve snugly fitted to the forearm with a cuff cotton or cotton/poly knit shirt with a turtle neck, mock turtle, crew, V-neck or regular neck for warmth and to cover up tattoos. Complete uniform includes a watch with a second hand, bandage scissors, black/blue pens, identification tag, and small pocket pad. Students not dressed according to dress code with necessary equipment, i.e.: watch with second hand, scissors, stethoscope, black ball point pen, name, etc. may be dismissed as absent from the clinical site. The acceptable white sweatshirt, cardigan or a full-length white lab coat or white sweater may be worn to and from the clinical area, however not while in client service areas. Gum chewing is never appropriate while in uniform in the clinical site.

**Hair:** Hair is to be clean, away from the face, cut or arranged and fastened with non-ornamental hair accessories and worn in a manner so it does not fall in the face of the enrollee, interfere with work, or touch the client in clinical and laboratory environments. Long hair is to be pulled back at the nape of neck (not in a ponytail). Style, arrangement of hair, and coloring must appear professional and natural at all times. Ringlets, tendrils and other small strands of hair are unacceptable. Male students are to be clean-shaven daily unless a trimmed mustache/beard are sported. No hats or head coverings are to be worn in the classroom or clinical areas.

**Jewelry:** Permissible jewelry while in uniform includes: small, gold, silver or white stud earrings (**less than 1/4"**) without design (if earrings are worn, a maximum of two (2) are permitted (one per each ear), plain necklace on the inside of the uniform as long as it is **not** visible (neck bands and wrist bands, scrungies of any type, are unacceptable in class and clinical environment); engagement and wedding rings may be worn. If an engagement and/or wedding ring is worn, the enrollee must assume all responsibility for loss of the stone, ring, loss of finger or injury of the hand or injury to the client. Basically, only plain gold or silver band rings are

safe. No other rings are to be worn. Medi-alert bracelets, anklets, and/or necklaces must be worn at all times. **If a history of severe allergic reaction is documented, a prescription “epi pen” is to be on your person at all times. No other jewelry (nasal, facial, oral or tongue jewelry, etc.) is appropriate while in uniform, in street clothes in class or clinical sites. This jewelry is not to be seen by others.**

**Make-up:** Clear or light pink, unchipped nail polish may be worn on well-manicured, clean, short nails. Fingernails must not be seen when looking at the extended fingers from the palm of the hand. Heavy and gaudy make-up and perfumes are not to be worn in the clinical area nor classroom environment.

**Classroom Dress:** If a uniform is not required for class, caps, hats and other head gear are not to be worn in the classroom or clinical areas. Halter tops, tanks, tubes, halter dresses, open backs, bare shoulders and sleeveless garments or pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments/clothing are permitted supporting drugs, alcohol, foul language, etc. Tights, spandex, and biker pants are permitted only when the upper body's clothing extends well past the hips to mid-thigh area. Properly fitted culotte skirts or shorts may be worn before November and after April. Skirts or shorts are to be no shorter than fingertip length when the forearm is fully extended. Shorts should be of a length appropriate for a mature adult. Shoes or sandals must be worn. Jeans may be worn as long as they are **not frayed, cut-off, faded, have rips or holes, or in need of repair**. Each enrollee is expected to dress in appropriate attire for their body build, chronological age and role model as a health care worker. If enrollee's dress is not in keeping with the established dress code, the enrollee may be sent off and recorded as absent.

**Enrichment, Observations, Internal Rotations, Preceptor Experiences, and Internship Experiences:** Complete student uniform is to be worn, unless otherwise directed by school administration. Each enrollee is expected to regulate himself/herself and comply with the dress code. Enrollees who are not dressed properly will be warned and sent home by a faculty member, supervisor or a clinical representative and be recorded as absent. This action may be followed by dismissal for repeated violation.

## Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical sites staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language, or profanity in classroom or clinical area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, "Sexual Harassments" has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of health care professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the Health Careers Program.

## Health

Each enrollee is responsible for his/her own health care and is required to have the physical examination and drug screen completed and submitted at the opening of school specifically prior to clinical experiences. In case of sudden illness or accident while in the clinical facilities, the adult is to contact the instructor and may be seen in the Emergency Room then referred to their own physician. Cost of treatment will be assumed by the enrollee. In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The enrollee is required to provide a copy of the report to the school/faculty before returning to clinical. A copy is filed in the enrollee's folder. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager.

The enrollee is expected to communicate any personal medical or surgical situations requiring care or treatment or having received recent treatment to the supervisor and appropriate faculty as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the supervisor at the earliest possible time to facilitate arrangements. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions. Cooperating agency clinical requirements must be consistently met by all enrollees. Dishonesty regarding one's own health makes one suspect in caring for the health of others and subject to dismissal.

If the enrollee has been exposed to chickenpox (varicella), and has a documented personal history of chicken pox, a varicella screening antibody (IGG) test is not required unless otherwise required by a cooperating clinical externship site. If it is determined the individual has had no exposure or disease, he/she is required to have a series of two vaccinations before entry into the program.

A series of three Hepatitis B injections is required by our clinical sites, or a positive titer.

Criminal background check and fingerprinting have become mandatory for participation with cooperating clinical agencies. **Fingerprinting costs are included in supplies/fees charge.** Clinical sites have the right to refuse the opportunity to "learn with their clients" which may subject the enrollee to immediate dismissal with **no** return of funds paid by CVCC.

Some clinical externship sites may require a drug screen along with a physical examination and immunizations for admission to the program. There is zero tolerance for drug/alcohol utilization in this program. In addition, a random and spontaneous screen may be mandated at

the discretion of the faculty/supervisor clinical **any time throughout the program**, paid for by the enrollee, and submitted to the school. Results of these screenings will be reviewed by the Health Careers Training Coordinator and Adult Education Director for final determination if the enrollee is to remain active in the program.

Individuals with known serious allergies, diabetes, epilepsy, etc. must wear med-alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If an enrollee has a known documented latex allergy he/she are discouraged from enrollment and if enrolled, is referred to this publication's Release Policy, documentation of such allergy is required in enrollee's file. If suspected latex allergy develops during enrollment, a latex sensitivity test (at enrollee's expense) is required to document need for latex-free glove usage.

All enrollees are responsible for their own health insurance coverage. Each enrollee is urged to a have personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status.

## **American Disability Act (ADA)**

The School of Nursing at CVCC supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. *Enrollees must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program.* See Non-Discriminatory Policy and Mission Statement in text. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the enrollee upon proper supporting documentation of eligibility. Enrollee is urged to "self reveal" early on with the supervisor of this program.

The following are the minimal physical and mental qualifications necessary to function as a health careers student within this adult vocational educational practical program wherein 25% - 35% of the total program is clinical.

- The ability to move around in the classroom, lab and clinical site and work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors, printouts, dials, gauges and record effectively.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breath sounds, and bowel sounds.

- Gross and fine motor abilities sufficient to provide safe and effective health nursing care. Tactile ability sufficient for physical assessment, safely perform laboratory procedures, and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking/clinical judgment ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

## **Confidentiality Commitment**

You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients, patients/residents in confidence. **The Ohio Supreme Court has identified breach of confidentiality as a tort.** You will be expected to sign a confidentiality statement related to all clinical components of your program, see Appendix. Violation of client confidentiality could result in your dismissal from the program. The enrollee's signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the enrollee to read and sign with their clients/patient residents.



CUYAHOGA VALLEY  
CAREER CENTER

## Health Careers Receipt of Student Handbook

I have read and fully understand the Health Careers Handbook and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_