Career Center Catalog
Volume 1.0

ADULT EDUCATION

STUDENT CATALOG/HANDBOOK
(Student Consumer Handbook Topics Integrated Within Catalog/Handbook.)

2023-2024

This copy of the Student Catalog/Handbook is current as of the Board Approval June 2023
Please review the Tri-Rivers Web Site:
www.tririvers.com
for changes or later revisions.

Tri-Rivers Career Center ~ Adult Education
Catalog/Handbook 2023-2024

Purpose of Student Catalog/Handbook

Program and Policy Changes

This Catalog is published in order to inform students and others of Tri-Rivers Career Center's (TRCC) – Adult Education's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between TRCC and any individuals. The information provided is current and accurate as of the date of publication. TRCC expects its students to read and understand the information published in this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement of policy published herein. TRCC may make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as regulatory and instructional circumstances dictate. TRCC reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such, changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as an integral part of this Catalog. Students are expected to be familiar with the information presented.

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Tri-Rivers Career Center – Adult Education
Main School Building
2222 Marion – Mt. Gilead Road
Marion, OH 43302
Phone 740.389.4681

Expansion Facility for Healthcare/Public Safety Service Programs
2227 Marion – Mt. Gilead Road
Marion, OH 43302
Phone 740.389.4682

Adult Education Fax 740.389.4683

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GREETINGS FROM THE ADULT EDUCATION DIRECTOR

Welcome to Tri-Rivers Career Center – Adult Education,

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

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

As part of the University System of Ohio we operate under the authority of the Ohio Department of Higher Education. Our programs hold program specific accreditation and operational approval as required by their specific organizational agency including the Ohio Department of Health (STNA), the Ohio Board of Nursing (Practical Nursing and LPN-RN) and the Ohio Department of Public Safety. Our direct vocational employment related programs are accredited by the Council on Occupational Education (COE). We are the 1-year option for training leading to nationally recognized, industry approved credentials.

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

We are continually adding training directed specifically to the needs of our local businesses. We invite you to visit our website www.tririvers.com to see what's new and access resources designed to help our adult students.

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

Sincerely,
Aaron Stewart, MS, BA
Director, Adult Education

ADMINISTRATION

Aaron Stewart, MS, BA
Adult Education Director

Emeline Kelly, DNP, MSN, ACNS-BC, RN
Director of Healthcare Education and Public Safety Service Programs/Nursing Instructor

OFFICE OPERATIONS

Regular Hours
August 1, 2023 – June 7, 2024: Monday – Thursday 7:30am – 8:00pm; Fridays 7:30am – 3:30pm

Summer Hours
June 10, 2024 – July 30, 2024: Monday – Thursday 7:00am – 4:00pm; Closed on Fridays

Healthcare Graduation Date: June 14, 2024

Non-School Days – Please refer to program-specific schedules as some courses with clinical experiences or online component may still be in session.

Holidays
September 4, 2023   Labor Day
November 23, 2023 Thanksgiving Day
December 25, 2023   Christmas Day
January 1, 2024   New Year's Day
January 15, 2024   Martin Luther King, Jr. Day
May 27, 2024   Memorial Day
June 19, 2024   Juneteenth

Non-Holidays
February 15, 2024   Presidents day
November 22,& 24, 2022 – Thanksgiving Break
December 20, 2023-January 1, 2024 – Winter Break
March 18- 22, 2024 – Spring Break – Spring Break is subject to change per specific program – check with school for the most-up-to-date information.
March 29, 2024 – Good Friday

PROGRAM DATES – Dates are subject to change dependent on enrollment.

PN Day Class 2023-2024 Quarter I: August 7, 2023 – October 13, 2023 Quarter II: October 16, 2023 – January 5, 2024 Quarter III: January 8, 2024 – March 15, 2024 Quarter IV: March 27, 2024 – June 7, 2024 **PN Evening 2023-2025 Class – 1ˢᵗ Year** Quarter I: August 7, 2023 – January 5, 2024 Quarter II: January 8, 2024 – June 7, 2024 **PN Evening 2022-2024 Class – 2ⁿᵈ Year** Quarter III: August 7, 2023 – January 5, 2024 Quarter I: January 8, 2024 – June 7, 2024	**LPN to RN 45 Week Class 2023-2024** Quarter I: August 2, 2023 – October 13, 2023 Quarter II: October 16, 2023 – January 5, 2024 Quarter III: January 8, 2024 – March 29, 2024 Quarter IV: April 1, 2024 – June 10, 2024 **LPN to RN 90 Week 2023-2025 Class – 1ˢᵗ Year** Quarter I: August 1, 2023 – January 5, 2024 Quarter II: January 8, 2024 – June 10, 2024 **LPN to RN 90 Week 2023-2025 Clas 2nd Year** Quarter III: August, 2024 – January, 2025 Quarter IV: January, 2025 – June , 2025
Patient Care Technician 2023-2024 Quarter I: August 21, 2023 – Sept 29, 2023 Quarter II: October 2, 2023 – December 15, 2023 Quarter III: January 03, 2024 – February 29, 2024 Quarter IV: March 4, 2024 – May 17, 2024	**Public Safety Services** – Paramedic Quarter I: July 5 2023 – October 07, 2023 Quarter II: October 10, 2023 – January 26, 2024 Quarter III: January 30, 2024 – May 2, 2024 Quarter IV: May 5, 2024 – June 4, 2024
Industrial Maintenance Quarter I: August , 2023 – October , 2023 Quarter II: October , 2023 – December 2023 Quarter III: January 2, 2024 – March 3, 2024 Quarter IV: March 2024 – May, 2024	**Welding, Fabrication and Allied Processes** Quarter I: August , 2023 – September, 2023 Quarter II: September, 2023 – October, 2023 Quarter III: October, 2023 – November, 2024 Quarter IV: November, 2023 – January, 2024

INTRODUCTION

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

TRI-RIVERS MISSION

Educate students in an engaging environment for tomorrow's opportunities in the workforce and community.

CORE VALUES

- Engaged with the community
- Student-centered
- Innovative
- Constant improvement
- Investment in skills needed for success
- Respect for self and others

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

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

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

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

SCHOOL DISTRICT GOALS AND OBJECTIVES [*Adapted date: June 1986, LEGAL REF: State Board of Education, Minimum Standards 3301-35-02 (A)]*

- *Develop Mastery of Basic Skills* – The Board of Education will promote the acquisition of basic comprehension, communication and computation skills to the greatest extent possible for each student. Every effort will be made to offer each student the opportunity to master the basic skills needed to pursue his/her chosen goals.
- *Develop a Positive Self-Image* – The Board of Education will respond to each student's need to develop a positive self-image and will cultivate within students the ability to determine, understand and examine their own capabilities, interests and goals.
- *Gain Knowledge and Experience in Field of Study* – The Board of Education will provide, on a continuing basis, the opportunity and encouragement for each student to gain knowledge and experience in field of study.
- *Develop Skills Appropriate to a Technological Society* – The Board of Education will provide to each student knowledge necessary to function in a rapidly changing workforce
- *Gain Understanding of Value Systems, Cultures and Heritage* – The Board of Education will provide for each student knowledge and understanding of social skills, so that he/she is prepared to participate responsibly and successfully in an ever-changing society.
- *Gain Knowledge and Understanding of the Environment* – The Board of Education will develop within students a respect for an appreciation of the maintenance, protection and improvement of the physical environment.
- *Continual Evaluation and Revision of Curriculum* – The Board of Education will provide, through constant evaluation, curriculum that is pertinent to student needs.
- *Develop Skills of Constructive and Critical Thinking* – The Board of Education will foster skills of constructive and critical thinking in order to enable each student to deal effectively with situations and problems in an independent, self-fulfilling and responsible manner.
- *Develop Respect for Others and the Law* – The Board of Education will promote the development of students who are mature, responsible citizens with respect for the rights of others and the law.
- *Gain Understanding of Economic Roles in Society* – The Board of Education will help each student gain a critical understanding of his/her role as a producer and consumer of goods and services and of the principles involved in the production of goods and services.
- *Develop Within the Community a Sense of Pride in Their Schools* – The Board of Education will provide communication with the community highlighting the strengths of the education program and inviting the community to participate in school functions.

ADVISORY COMMITTEE – The advisory committee is composed of persons who are interested in Adult Education programs. This committee is advisory only in nature, but may make recommendations to the coordinator, superintendent and Board of Education.

Specific purpose includes to review established curricula of the program, instructional–related program materials, equipment and facilities, and student achievement outcomes as means to provide the school with an external review of its programs. Institutional and Program Advisory Committees must be completed of appropriately qualified representatives external to the institution who can provide a meaningful review of the school's programs and supporting resources and materials. The Institutional Advisory Committee meets annually and the Program Advisory Committees meet semi-annually, at minimum.

HISTORY OF TRI-RIVERS CAREER CENTER – Early in the 1960s efforts were made to form a joint vocational school in this area. These efforts were realized in November 1973 with the passage of five-year Multipurpose Levy to build, equip and operate the Tri-Rivers Joint Vocational School. The Tri-Rivers Joint Vocational School District was formed in May 1973 by the Marion County Board of Education. The original participating schools were: Cardington-Lincoln, Elgin, Highland, Marion Catholic, Marion City, Mt. Gilead, North Union, Pleasant, Ridgedale and River Valley. Upper Sandusky Exempted Village Schools became a member in January 1976.

A board of education was then formed with the following membership: Don Bachelder, Mt. Gilead (President); John Walker, Marion City (Vice President); Forest Porter, Morrow County (Clerk); E.L. Mitchell, Marion City; Ralph Williams and Arthur Isler, Marion County; and George Weaver, Union County. A.O. Gross, Marion County Superintendent of Schools, was appointed Acting Superintendent.

A successful levy campaign was spearheaded by the "Citizens for Tri-Rivers Vocational School" who kicked it off with a rousing rally at OSUM September 26, 1973. Jack E. Lautenslager coordinated the campaign with the able assistance of Tri-Chairmen Bill Gartley, Bob Hickson and Vern Ulery.

The Architectural firm of Edwards, Burris and Lockwood was employed to develop plans and specifications for the new school and to supervise its construction. This firm is now Burris, Lockwood, and Tangeman following the death of Robert Edwards in 1975. Ground breaking ceremonies took place May 19, 1975; Dr. Byrl Shoemaker, Ohio Director of Vocational Education, was the main speaker for this occasion.

Throughout the building program great support was given to the architects and school administrators by craft committees in laying out labs, determining equipment needs, establishing course content, and selecting instructional materials. During this same period, a general advisory committee was advising the administrations of policies communications, and other items of an overall, general nature.

With the splendid cooperation of administrators, counselors and teachers of the participating schools, operational procedures were developed and student orientation programs conducted. This close cooperation has overcome most problems typical of a new joint vocational school.

Tri-Rivers Career Center opened September 7, 1976 with 1027 students. The students were greeted by a staff of 72 teachers and administrators, and 16 non-teaching personnel. The creation and subsequent realization of the Tri-Rivers Joint Vocational School was truly a citizen-centered project involving people from throughout the district. Agricultural, business, industrial, labor and many other groups and organizations provided excellent support. All can be proud of the role they played in providing a comprehensive program of vocational education to interested youth and adults of this vocational district.

Adult Education Background
Due to a critical region need for welders, the Tri-Rivers School Board leased space and started an Adult Welding program prior to the Tri-Rivers Campus being completed. The first classes were held on April 21, 1975. In September 1976 the new JVS building opened and the training was moved to the new building. An Evening School Program for adults was then initiated on October 18, 1976. It has served thousands of area adults providing quality skills-based training allowing students to upgrading their skills or to learn a totally new vocation. The adult training provided focuses on the employment needs of our local area and graduates of Tri-Rivers adult programs generally stay within our local communities providing skilled nursing, public safety and industrial employment.

TRI-RIVERS BOARD OF EDUCATION
Charles Speelman, Superintendent, Tammi Cowell, Treasurer
Glenna Potts President, Mid-Ohio ESC, Morrow County
Eric Park Vice President, Ridgedale Local Schools
Gary Sims, Pleasant Local Schools,Jim McFarland, NCOESC,
Mickey Landon, NCOESC, Pam Pinney, NCOESC
Michael Patterson, Cardington-Lincoln Schools, Mike McCrery, Marion City
Ted McKinniss, Marion City Schools, Shelly Ehret, North Union Schools
Deborah Good, Elgin Local School, Keith Rogers, Mt. Gilead Local School
Bob Haas, River Valley School District

ACCREDITATION AND APPROVALS
- Tri-Rivers Career Center - Adult Education Vocational programs are nationally accredited by the Council on Occupational Education. 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone 770-396-3898 / Fax 770-396-3790. www.council.org.
- Tri-Rivers Career Center - Adult Education is a member of the Ohio Department of Higher Education, 25 South Front Street Columbus, Ohio 43215, (614) 466-6000.
- Tri-Rivers School of Practical Nursing and LPN to RN Diploma Nursing programs are approved by the Ohio Board of Nursing, 17 South High Street, Suite 600, Columbus, Ohio 43215-7410, (614) 466-3947.
- Tri-Rivers Public Safety Programs are approved by Ohio Department of Public Safety, 1970 West Broad Street, Columbus, Ohio 43223, (614) 466-4344, Accreditation #329.
- The Tri-Rivers/Marion General Hospital School of Paramedicine is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
- Contact CAAHEP: 25400 US Highway 19 N., Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org.
- Contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 FAX 214-703-8992 www.coaemsp.org

- Tri-Rivers Patient Care Technician Program is approved by National Healthcare Association, (800) 499-9092.
- Tri-Rivers Nurse Aide Classes are approved by Ohio Department of Health, 246 N. High St. Columbus, Ohio 43215, (614) 466-3543.

FACILITIES AND EQUIPMENT

Tri-Rivers Career Center's Adult Education programming is located in Marion Ohio with our main school facility located at 2222 Marion – Mt. Gilead Road and an expansion facility located at 2227 Marion – Mt. Gilead Road which is home to our Healthcare and PSS training programs and houses the Adult Ed business office and provides student support services. Both locations are accessible from any part of the city of Marion or the surrounding counties.

Our facilities have up-to-date amenities for the returning student including adequate and safe parking, comfortable classrooms, and excellent computer and Wi-Fi access. Tri-Rivers is a drug-free environment. This policy is strictly enforced. All staff and students are identified by name badges. Anti-harassment and acceptable use of technology policies are in place.

Tri-Rivers Career Center offers Adult Education programming geared toward many students with different educational goals, from Industrial Maintenance, Welding, Fabrication, and Allied Processes, Public Safety Service to health careers such Patient Care Technician, LPN and LPN to RN. Our classes are convenient with an adult student's schedule in mind, and tuition is competitive and affordable. Financial aid options are also available. We encourage prospective students and their families to visit the school and speak with faculty and admission personnel.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Tri-Rivers Career Center - Adult Education is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Director of their program of study. The Director in consultation with the Coordinator of the specific program, and/or Nursing Education Manager, will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Adult Education Director within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

ADA Compliance Policy – Tri-Rivers Career Center – Adult Education provides program accessibility and reasonable accommodation for person defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 as amended. Students who require accommodation in facilities, services, programs or activities should notify the Director of their program of study prior to the start of a program. Determination of appropriate accommodations to be provided will be based upon documentation of the disability. The Director will coordinate accommodations and provide a certification letter that eligible students will present to faculty documenting the accommodations approved for an individual student. A student should notify the Director in writing within two (2) days of any disagreement between a student and a faculty member if the agreed upon academic adjustments are not provided in order to

seek a resolution. A student who alleges discrimination on the basis of disability may file a grievance through the Adult Education Center's established grievance procedures. The following have been designated by the Superintendent to provide assistance and ensure compliance with the ADA; the Chief Instructional Officer and the Director of Adult Education.

Service Animals – The Americans with Disabilities act defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or task include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the present of allergens, or retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interruptive, impulsive, or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition." (ada.gov/regs2010/titleII_2010/titleII-2010-fr.pdf).

The disabling condition must be severe enough to substantially limit one or more major life activities, such as the ability to see or hear, speak, breathe, learn, work, think or take care of one's self. An animal that meets this definition is considered a service animal and is allowed to accompany the person with a disability to class, meetings, services, activities, program, field trips, or residences and to be allowed anywhere on campus unless specifically prohibited by this policy or federal/state law.

NON-DISCRIMINATION STATEMENT

Tri-Rivers Career Center - Adult Education programming does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to the school or treatment in its programs, activities, advertising, training, placement, or employment. The Chief Instructional Officer is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Chief Instructional Officer. The Chief Instructional Officer must act equitably and promptly to resolve complaints and should provide a response within seven working days.

INSTITUTIONAL FACILITIES / CLASSROOM INFORMATION

Tri-Rivers Career Center - Adult Education holds its classes at the main school building located at 2222 Marion – Mt. Gilead Road and at 2227 Marion – Mt. Gilead Road in Marion Ohio. The main school building has a high-bay Adult Education Industrial Maintenance lab with integrated classroom. Adult students have access to the new

RAMTEC Robotics and Advanced Manufacturing Center. We have a Public Safety training area, instructor offices, student lounge area, classroom, and skills lab. We have a transitions classroom and pre-entrance exam testing area. We also have access to and use of any of our Secondary classrooms and labs during the hours that our Secondary Students are not in session (After 2:45 pm M-F).

We have a modern facility at 2227 Marion – Mt. Gilead Road for use with our Healthcare and PSS classes. This building has three large classrooms, a computer lab, and two skills labs. Room 105 holds approximately 24 students; this room is used to administer Patient Care Technician Classes. Room 122 can accommodate a maximum of 46 students and is currently designated for the Practical Nursing Program. Room 111 can accommodate 30 students; this room is assigned to the LPN to RN Program. Lecture rooms have internet connectivity, media cabinets, and digital projectors. Wi-Fi Internet Access is available throughout both locations. The computer lab contains twenty individual computer stations. The computer lab includes student computers with internet access, word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Skills labs are equipped with medical beds, beside table, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machine, and other medical training equipment as applicable. There is a student lounge area with vending machines, refrigerators, and microwaves. Library resources and library information services are available to students and faculty. Tri-Rivers Career Center also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities.

Breaks – Breaks are conducted 10 minutes for every hour of classroom instruction and will be arranged with the instructor.

MAXIMUM CLASS SIZE & STUDENT TO INSTRUCTOR RATIOS

Practical Nursing Program Courses: 48:1 Lecture, 12:1 Lab, 10:1 Clinical
LPN to RN Diploma Program Courses: 30:1 Lecture, 12:1 Lab, 10:1 Clinical (Smaller group in Critical Care Unit), 2:1 Preceptorship
Patient Care Technician Program Courses: 30:1 Lecture, 12:1 Lab, 5:1 Externship
Public Safety Services: 24:1 Lecture, 12:1 Lab, 2:1 Externship
Nurse Aide: 8:1 Lecture, 8:1 Lab, 8:1 Externship

CAREER PLANNING – Employment assistance available to students and graduates.

Career Advising – Are you undecided about your next career move? Tri-Rivers offers career advising services to help you make a change or find a new direction. This service includes an assessment of your interests, values, and abilities. You will explore careers that match your interests and abilities, your values and your current lifestyle. Call Marion Connections at (740) 382-0076 to set up an appointment for the initial assessment or contact Amy Pirnstill, (740) 389-4681 ext 7353 for a one-on-one assessment. There is no fee for the first session.

Individual Career Plan – All students in career development or full-time programs will be asked to complete an individual career plan upon entering the program. The counselor, instructor and/or job placement coordinator will meet with each student at mid-term and then again at the end of the program to make recommendations and modifications and to ensure successful completion of the plan.

ASPIRE – The Aspire Program at Marion Technical College (MTC) is a **tuition-free** service for people who need to work on basic math, reading, or writing skills that help them be more successful in their college courses, their employment situation, or their preparations for taking a high school equivalency (HSE) exam. Both college students and non-college students participate in Aspire classes. Please contact the program directly for more information at 740-386-4123 or aspire@mtc.edu.

Resume Development Policy – Resumes will be prepared in the following classes as a part of the course curriculum: Transitions, Practical Nursing, LPN to RN, Industrial Maintenance, Paramedicine, and Patient Care Technician. Resumes will be done by the students. Each student will be provided a copy of their resume on electronic media. Once resumes have been initially developed, a staff member will approve them. Students will receive additional copies of their resumes as requested. These copies and their original media will be given to the student. For individuals who have not been enrolled as students in our full-time programs, the development price of a resume is $60. This includes 1-hour consultation, typing and 25 copies. This process may take ten days to two weeks. Additional consultation will be charged at the rate of $30/hr. Copies of a disk can be obtained up to one year from the time of class for $10 and with a 48-hour notice. There is no cost for resume review and follow-up for graduates of our full-time Career Development programs.
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Job Placement – Job placement is critical to the success of full-time training programs in Adult Education. The Placement Coordinator contacts business and industry representatives to inform them of available candidates and to encourage employers to call the center when openings exist. The placement coordinator works closely with other student services personnel and maintains placement follow-up data. The goal of job placement services is to maximize student opportunities for gainful employment. Upon completing a full-time training program, each student will have an opportunity to discuss the best ways to find and keep a job.

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

LABOR MARKET INFORMATION

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

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

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

Major Industries: The number of jobs for Ohioans is anticipated to rise from 5.726 million in 2008 to 5.975 million by 2018. Service-providing industries will account for almost all of the job growth; construction is the only goods-producing industry expected to add jobs. Education and health services will add 45 percent of the new jobs, while more than one in four new jobs will be gained in professional and business services. Large numbers of new jobs are also projected in construction, leisure and hospitality, and other services. Transportation and utilities and financial activities are each projected to add more than 10,000 new jobs by 2018.   Also growing are government; and wholesale and retail trade.
In Ohio, over two-thirds of manufacturing employment is in production of durable goods, such as machinery, motor vehicles, and steel. Ohio also has a higher concentration of employment in manufacturing than most other states.

High Growth Rates: Home health aides top the list of fastest growing occupations. Overall healthcare occupations are projected to grow by 20.7 percent. Personal care and service occupations also are projected to grow at a high rate—14.5 percent. Personal and home care aides and skin care specialist are both in the top ten fastest growing occupations. For more Ohio Labor Market projections, please go to www.ohiolmi.com/proj/ohiojoboutlook.

STUDENT SERVICES

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

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

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

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

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

Tutoring – The tutoring service is free and available to all students. The tutoring service helps students with diverse learning styles enhance their academic experience by providing individualized academic support. Every student enrolled at TRCC are encouraged to use the tutoring service.

GENERAL ADMISSION INFORMATION

Applicants who seek to enroll in vocational certificate programs must have official high school transcripts, GED diplomas and other postsecondary transcripts sent directly to the school. Applicants whose high school or postsecondary transcripts are unavailable due to documented extraordinary circumstances (i.e. records destroyed, home county in turmoil, etc.) may request an exception to the transcript requirement.

Foreign Education Transcripts: If the transcript is not originally produced in English it is the applicant's responsibility to have the transcript officially translated to English and then to have it evaluated by a member of the National Association of Credential Evaluations Services (NACES). See the program specific sections in this catalog handbook for additional program specific admissions requirements.

TRANSFER OF CREDIT

Tri-Rivers Career Center - Adult Education reserves the right to accept or reject credits earned at other institutions. In general, it is the Career Center's policy to accept credits earned at institutions fully accredited by their regional or national accrediting association for colleges and universities, provided that such credits have been earned through college-level courses appropriate to the student's program of study at Tri-Rivers Career Center - Adult Education.

1. Prior to the first day of the course in which you enroll, you must complete a Credit for Previous Education, Training, Work Experience (Experiential Learning), or CLEP form and submit official transcripts, course descriptions, and other supporting documentation for consideration to the program coordinator.
2. Transfer of credit will be based on:
   - Courses that have a grade of C or better
   - Course descriptions, objectives, or outcomes
   - Core/major courses that apply to the program
3. Students requesting credit for experience as a nurse aide, a written request must be submitted and a written employer statement with proof of 12 months of full time employment as a nurse aide within the last 3 years.
4. Only school administrators are authorized to evaluate transfer credits and will determine the number of credits that should be granted for each course and reserve the right to reject or reduce credit when necessary.

Transfer credit policy for Armed Forces of the US as required in Chapter 4723-5 of the Ohio Administrative Code (OAC 4723-5) – The process for awarding credits for individuals with experience in the Armed Forces of the United States, or in the National Guard or in a reserve component include the following:

1. The applicant/student is required to submit documentation describing the military education and skills training completed.
2. The Program administrator of the nursing program who is authorized to review the documentation will determine whether any of the military education or skills training completed is substantiality equivalent to the curriculum established in OAC 4723-5.
3. Credit/s will be awarded based on the following:
   - Courses that have a grade of C or better
   - Courses descriptions, objectives, or outcomes
   - Core/major courses that apply to the nursing program equivalent to the curriculum established in Chapter 4723-5 OAC

ENTRANCE TESTS

ENTRANCE TESTS – Our programs require that a minimum score level (that has been pre-determined for each program and can be found in our program specific information) be met on the WorkKeys™ tests.
- Applied Math
- Workplace Documents
- Graphic Literacy

Procedure for Test and Retest - WorkKeys®
See the Health Care and Public Safety programs for their WorkKeys retest policy. (page 32)
If the minimum level is still not achieved for the WorkKeys® test(s), you may re-test again. To qualify for a second time re-test you must:

1. You must show proof to the Program Director that you have attended a skill enhancement or a remedial class designed to help you improve your skills in the corresponding subject are that was not passed: Locating Information, Reading, & Math.
2. Provide proof of approval to retest, pay the $15.00 re-test fee (per each category re-tested) and schedule a re-test date.

If our records indicate that you have attempted the WorkKeys™ test three (3) times and have not met the required minimum score, then the following steps must be completed in order to retest for the 4th time.

1. You must show proof to the program director that you attended a skill enhancement or a remedial class designed to help you improve your skills in the subject that was not passed (Applied Math, Workplace Documents, Graphic Literacy).
2. Skill enhancement training is available at no cost through the ASPIRE program at Marion Technical College [740-386-4123 or aspire@mtc.edu]. As part of their program, you are required to attend a free orientation session; and we recommend that you take a copy of your test results with you to the orientation.
3. Submit completion of the training to Tri-Rivers; and upon approval, you will be allowed to retest. You will then pay the $15.00 retest fee per test and schedule the retest date.

TRANSFER BETWEEN PROGRAMS – Transfer between related programs (i.e. Healthcare – PN to PCT) must be approved by the Program Director. Credit will be given where applicable, for classes previously taken and passed by a transferring student.

PROGRAM COMPLETION – Certificates of Completion will be awarded to students who satisfactorily complete minimum requirements for the class, including attendance requirements and academic achievement or skilled proficiency, and payment in full of all fees. Please see program-specific information.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) –
The Family Educational Rights and Privacy Act (FERPA) mandates confidential treatment of all documents containing personal information pertinent to students and employees. FERPA is a federal law enacted in 1974 that applies to all colleges and universities receiving funding from the U.S. Department of Education. Breach of FERPA guidelines could result in the revocation of all federally awarded financial aid funding for TRCC. The following guidelines are intended to assist you in complying with FERPA requirements. Please do not release any personal or academic information to anyone other than the student. Here are a few examples, but compliance is not limited to those listed:

- Secure class rosters, grade sheets, and tests that clearly identify students by name, social security number, student number, telephone number, address or any other unique identifying information.
- Do not release any information over the phone, especially grades or student schedules.
- Do not release information to parents or spouses on students in your class without students' **written** permission.
- Do not leave graded tests or homework in piles for students to pick up on their own. You must return assignments to students individually.

FINANCIAL AID INFORMATION - Financial aid is available for qualified students for Paramedicine, Patient Care Technician, Practical Nursing, LPN to RN Diploma Program, Industrial Maintenance, and Welding, Fabrication and Allied Processes Program. Once accepted into these programs, you can apply for aid.

The first step towards financial aid is to complete the Free Application for Federal Student Aid (FAFSA) located at www.studentaid.gov. After the FAFSA has been processed by the US Department of Education (USDOE), a Student Aid Report (SAR) will be issued. This report will contain a student's Expected Family Contribution (EFC). Your EFC is used by the school to determine your eligibility for student financial aid.

Policy concerning verification of an applicant's FAFSA information:

The school is responsible for verifying the accuracy of the financial data used to calculate the student's EFC. It there is an asterisk (*) next to the EFC on the SAR or ISIR and the verification tracking flag has a value of "Y", the FASFA has been selected for verification by the US Department of Education, and verification must be performed on the student's Federal Application. The school may also select a student for verification. If an applicant is flagged for verification, the Financial Aid Office will send a letter to the applicant requesting that required verification documentation be submitted to the Financial Aid Office before an award determination can be made.

A Verification Worksheet must be completed by the applicant. The information required on the Verification Worksheet varies depending on the type of Verification that is requested by the USDOE. The Financial Aid office will then make any necessary corrections and will submit them electronically to the USDOE via FAA Access.

- Verification must be submitted prior to the first day of class.
- If verification has not been received by the first day of class the student will be required to pay the first period fees. No funds will be disbursed prior to verification being completed. If the student fails to submit the required documentation by the end of the program they will forfeit all aid which would have been awarded for that time period and the student will be responsible for tuition and fees incurred. Students will not be permitted to pass on to another quarter without the previous quarter being paid in full.
- If a student's award changes as a result of a verification/correction, a revised award letter will be sent to the student.

Referral: If a student is suspected of misreporting information or altering documents for the verification process to fraudulently obtain federal funds, the Financial Aid Office will contact the Office of Inspector General to make a confidential report.

Federal Pell Grant – A Federal grant based on financial need. Maximum amount available depending upon program hours is $7,395 for full-time students. Monies do not need to be repaid.

Federal Direct Loan – A low interest repayable loan administered by the U.S. Department of Education. Repayment does not begin until six months after your schooling ends. The current maximum request amount for a subsidized loan is $3,500 based on total hours in program. The current maximum request amount for an unsubsidized loan is $6,000 for an independent student and $2,000 for a dependent student and is based on total hours in program.

Federal Direct Plus Loans – The Federal Direct Plus Loan Program is designed for parents of dependent undergraduates. The U.S. Department of Education is the lender. The borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

Other Possible Sources of Financial Aid:
- **BVR (Bureau of Vocational Rehabilitation)** – Disabled persons may qualify for training monies.
- **WIOA (Workforce Innovation and Opportunity Act)** – Go to your local Job and Family Services office for specific information.
- **TRA/TAA (Trade Readjustment Assistance)** – Assistance available to workers who lose their jobs or whose hours and wages are reduced as a result of increasing imports.
- **Veterans Assistance** – Veterans can log onto www.gibill.va.gov or call 1-888-GIBILL1 to find out more information about eligibility requirements. These benefits are available for Nurse Aide, Practical Nursing, Basic EMT, Paramedicine, PCT and Industrial Maintenance.
- **Financial Aid Disbursement Policy** – Students will receive a copy of how monies will be applied to their accounts. Pell and student loans will be drawn down/disbursed four times during the course of the year – equally divided by hours – not quarters.
- **TRA (Trade Readjustment Act)** – TRA monies will be applied directly to the student's account as they are received.
- **Financial Aid Recipient Overpayment / Refund Policy for Title IV Programs** Whenever a student withdraws or is dismissed, the amount of any refund due to the student or the Title IV Federal Program will be calculated according to the Federal Withdrawal Policy. The School policy will follow the Federal Policy so all students are treated equally.

Disbursement Information – All monies will first be applied to the student's account. The following will also be implemented:

- **Direct Loan** –When the account is paid in full, a refund will be issued for any excess monies. Enrollment verification and satisfactory academic progress are federal regulations and must be checked before money is issued. Other funding sources may have guidelines on the amount of refunds that are specific to each county. Students will be required to complete an entrance interview for student loan before their first disbursement is made and an exit interview at the end of the program.

- **Pell** –Students are entitled to a refund for living / educational expenses, if all fees are covered for the payment period. A student may receive no refund at all, if fees are due and no other payment method is possible.

Refund Policy – Title IV Aid – Refunds to the Federal Financial Aid programs (Pell Grants, Stafford Direct Loans) will be made according to the Federal Return of Title IV Funds Policy and are based upon the number of weeks and/or hours the student attended. Please note that students may be required to repay Pell Grant/Student Loan Funds received for attendance in addition to any funds which are required to be returned by the school. Federal regulations require a refund calculation for all students receiving Title IV funds who withdraw before completing their training program. If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV aid received for the payment period. In this case no funds need to be returned to the Title IV aid programs. However, if a student officially or unofficially withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV grant and loan aid the student received for the payment period must be re-calculated to reflect the portion of the payment period that he or she completed prior to withdrawal. The unearned Title IV grant and loan aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs. Students in a full-time program receiving Title IV aid will receive a refund based on the percentage of hours completed. The calculation is determined by:

Hours Scheduled to Complete

Total Hours in the Payment Period = _____ %

The calculated percentage of the payment period or period of enrollment completed becomes the percentage of the Title IV aid that the student has earned. The total Title IV aid disbursed to the student, or that could have been disbursed to the student, minus the amount of Title IV aid earned by the student yields the amount of Title IV grant and loan aid that is unearned and that must be returned.

Example: A student completes 225 hours of a 900-hour program. The student is receiving a Pell Grant which is covering the cost of his/her tuition. The student has completed 25% of the program and 25% of the Pell Grant for that period can be applied to the student's account. If the student had completed over 60% of the payment period's hours then the entire amount of the Pell Grant for that period could be applied to his/her account. Once the percentage of Title IV Aid Earned has been calculated for a student who has withdrawn from a program, that percentage is also used to calculate the Institutional charges for the same period and any unearned Title IV aid is returned by the school to the government

program from which it was received. If there is unearned Federal Funds that have been received by the student, they are responsible for returning/repaying those funds to the government program from which it was received. Refunds will be credited to the Title IV programs in the following order: 1st Federal Direct Loans – 2nd Federal Pell Grants.

Institutional Refund Policy – Non-Title IV Funds (covers all full time programs) – Students withdrawing from a program will be refunded tuition and /or lab fees within 45 days from date of determination based on the following refund policy:

Period of Enrollment	% Refund	% Retained
0%	100%	0%
1-10%	90%	10%
11-31%	75%	25%
31-50%	50%	50%
51-60%	25%	75%
61-100%	0%	100%

All refunds (except the 0% enrollment period) are less a $35 administrative processing fee and less the cost of any books, supplies, equipment, or other tangible items not returned to the school in "as new" condition within seven days of withdrawal from the program.

Application fees do include the cost of initial WorkKeys® testing and program specific assessment testing and are non-refundable once the initial testing has been given, but are transferrable for use in another program offered at Tri-Rivers.

Cancellation Policy - Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant will be refunded if requested with three days of signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event will the school retain more than $150.

Statistical Information – "Some private organizations use Social Security numbers for record keeping purposes. Such use is neither required nor prohibited by Federal law. The use of a person's Social Security number by such an organization for its own records is purely a private matter between the organization and the person. Knowing your number does not allow these organizations to get information from your Social Security records. Any Federal, State or Local government agency that asks for your number must tell you whether giving it is mandatory or voluntary, tell you its authority for requesting the number, and tell you how the number will be used" . . . Social Security Administration. A social security number is required for: 1) returned checks; 2) proof that a person exists for audit purposes. Certain statistics are required by Federal law. If a student does not complete the information, an instructor must do so based on observation.

Student Re-Entry Tuition Policy – Students who withdraw or are dismissed for academic reasons from a full-time career development program, may request readmission into the same program within two years following their dismissal. If they are approved by the faculty committee for readmission, they will be allowed credit for classes satisfactory completed in their prior studies with Tri-Rivers. Tuition will be prorated basis the percentage of hours scheduled for each quarter (see individual program sections for program specific tuition.) If a student left the program before completing 60% of a payment period and financial aid monies were returned on behalf of the student those monies must be repaid to the school prior to reentry into the program.

Veterans Benefits:

In order to be in compliance with Section 103 of the *Veterans Benefits and Transition Act of 2018* Tri-Rivers Career Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or have a requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

For more information regarding financial aid, please contact our Financial Aid Coordinator.

Gramm—Leach—Bliley Act (GLBA) Required Information

Overview: Tri-Rivers Career Center is required to maintain comprehensive written information security procedures, responsibilities and guidelines as mandated by the Federal Trade Commission's Safeguards Rule and the Gramm – Leach – Bliley Act ("GLBA"). This law requires that Tri-Rivers (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers (students). The Program is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: Per Board Policy the Superintendent is authorized to develop guidelines and procedures to insure compliance with the District's legal requirements. The District Administration designates the Director of Technology, the Financial Aid Coordinator, and the Director of Adult Education who shall be responsible for coordinating and overseeing the Program. The Program Officers may designate other representatives of the District to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officers or his or her designees.

Scope of Program: The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the District, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the District or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the District involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Program:
1. **Risk Identification and Assessment.** The District intends, as part of the Program, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Program, the Program Officers will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:

   - Employee training and management. The Program Officers will coordinate with representatives in the District's Human Resources and Financial Aid offices to evaluate the effectiveness of the District's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area, including the Adult

Student Catalog, District Employee Handbook, and Employee Training Requirements.

- Information Systems and Information Processing and Disposal. The Program Officers will coordinate with representatives of the District's Information Technology Department to assess the risks to nonpublic financial information associated with the District's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the District's current policies and procedures relating to the Acceptable Use, Information Security, Public Records, Student Records, and Confidentiality Policies. The Program Officers will also coordinate with the District's Information Technology Department to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

- Detecting, Preventing and Responding to Attacks. The Program Officers will coordinate with the District's Information Technology Department to evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the Program Officers may elect to delegate to a representative of the Information Technology Department the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the District.

2. **Designing and Implementing Safeguards.** The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The Program Officers will, on a regular basis, implement safeguards to control the risks identified 30 through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

3. **Overseeing Service Providers.** The Program Officers shall coordinate with those responsible for the third party service procurement activities among the Information Technology Department and other affected departments to raise awareness of, and to institute methods for,

selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the Program Officers will work with the District Administration to develop and incorporate standard, contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.

4. **Adjustments to Program.** The Program Officers are responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the District's operations or other circumstances that may have a material impact on the Program.

5. **Federal Aid Applicant Information and Breach Disclosure.** In accordance with the Student Aid Internet Gateway Agreement (SAIG) Tri-Rivers Career Center takes steps to ensure that Federal Aid applicant information is protected from access by or disclosure to unauthorized personnel. In the event of a data breach exposing said information to unintended parties, the Program Officer will notify Federal Student Aid as per the data breach reporting protocol located at https://ifap.ed.gov/eannouncements/Cyber.html.

ACADEMIC PROGRESSION – After a student has been admitted to a program, continuous progress toward completion is expected. The time limit for the completion of course work is two and a half (2.5) years. The time limit is computed from the first date credit is recorded on the Tri-Rivers transcript until the program curriculum requirements are completed. Petitions requesting extension of the time limit may be submitted to the school for consideration. Extensions are only considered if there is adequate and unusual circumstances beyond the control of the student in meeting the time limit for program completion.

Leave of Absence – Due to the critical nature of the progression of skills taught in our career development programs, leaves of absence are not permitted. Career development programs are: Patient Care Technician, Phlebotomy Technician, Practical Nursing, LPN to RN, Paramedic, EMT, Industrial Maintenance, and Welding/Fabrication/Allied Processes.

Attrition – Faculty will meet any student who withdraws due to personal or academic reasons. Students will complete an exit interview and must submit a letter in writing of the intention to withdraw. If the student is eligible for readmission, the faculty will provide academic counseling. The Student/Academic Disciplinary form will be completed and kept with the student file. The student may request to receive a copy of the form.

Grading Scale – See program-specific information.

Financial Aid and Academic Progression – In order to receive financial aid, students must maintain satisfactory academic progress. Please see program-specific information.

1. **Probation** – If a student fails to meet the requirement for satisfactory academic progress at the end of the academic warning period, consultation with the program coordinator will be scheduled. The program coordinator will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress standards by the end of the next payment period.

    The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards of the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student will no longer be eligible for any form of student assistance under Title IV Aid and will lead to termination from the program.

2. **Appeal Procedure** – A student must submit a written appeal for financial aid probation. The appeal should be a letter addressed to the program coordinator describing in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standards or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards

of progress at the end of the next evaluation period. A review board will be convened by the program manager to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified of appeal decisions within two weeks. The program coordinator will inform the student by letter of her/his probation/suspension status and/or her/his dismissal from the school.

3. **Reinstatement** – If a financial aid probation or educational plan is successfully appealed, the student's financial aid eligibility will be reinstated for the payment period in which the appeal is applicable.

4. **Quantitative Measure** – The maximum timeframe is within 110 percent of the published length of the educational program will be terminated and the student may be subject to termination from the program.

Course Repetition – A student may repeat a course they failed or did not complete. However, for students repeating a course, they must complete the program within the maximum time frame allowed. The repeat grade will supersede any previous grade.

REGISTRATION AND PAYMENT – Registration is required for all adult courses. Admission requirements are program-specific; please refer to respective program requirements. Students may enroll:

*   In-person: 2227 Marion – Mt. Gilead Road, Marion, OH 43302
*   By phone: (740) 389-4682, or
*   By mail: 2222 Marion-Mt. Gilead Road, Marion, OH 43302

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

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

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

Textbooks and Supplies – Textbooks, manuals, and supplies are utilized in most classes. Such supplies vary in cost and may or may not be included in the price of tuition. Carefully check the course description in the course catalog for textbook information pertaining to your course. Where applicable, books are not to be disbursed to students until textbook fees are paid in full.

PAYMENT POLICY – Students are advised that their accounts and payments are their responsibility. All fees are paid in advance of the class in order to be enrolled and reserve a seat for the student. Any deviation in the financial payment procedure must receive approval from both the Adult Director and the Chief Instructional Officer. Application and admission fees are due before a student is reserved a seat in class. Enrollment should be accepted based upon the date of payment of fees and completion of other pre-requisites. A student's account must be current from the previous quarter before beginning another quarter.

All fees must be paid up front or a formal pay plan has been approved, before services are delivered. Students may make partial payments ahead of time, as long as the amount is paid full before the due date. Full payment and VISA/MasterCard are preferred over many small payments.

In recent years, we have accepted contracts from JFS, WIOA, TRA/TAA, BVR, etc. as payment on a student's account. If an agency or organization cannot pay in a timely manner, the student must pay for the quarter's fees, until money is received from the contractual agreement and then a refund will be issued.

Federal financial aid and grants (Pell and Direct Loans) will be honored as payment as long as all paperwork is on file. If a company is paying for a student and cannot pay until the class is over, then the student must pay the fees in full and request reimbursement from the company.

TAA, Job and Family Services contracts, WIOA, State Workforce Development Contracts, VA to the school, BVR Contracts – No other contracts will be honored. Individual company/agency contracts will only be accepted under our department workforce development contracts, where customized training is being done or a special request for a nonscheduled class (not training for one or two students) has been made. Once the contract is signed, if a company/agency cancels a class within thirty days of the start date, all consultative fees, preparation time, cost of materials and supplies and 15% of the total instruction times are due. No future contracts will be accepted with a specific company/agency until cancellation fees are paid in full.

Short-term or part-time classes – Fees and tuition must be paid in full two weeks prior to the start of the class date, so that books and supplies may be ordered. Other students may sign up later, if space is available, and students understand that their books or supplies may not arrive on time.

Full-time classes – Students must pay all quarterly fees and tuition in full before the first day of the quarter or students will not be permitted to attend class and are counted absent (unexcused) until fees are paid in full.

Payment of Fees – Students who are enrolled in a full-time program but are taking classes on a less than the complete full–time schedule will be billed the following tuition fees (lab fees and technology fees are not prorated) :

Pro-Rated Tuition When Taking Less Than Full Hours in a Quarter.
30% or fewer of the hours in a given quarter = 33% of full tuition.
31% - 59% of the hours in a given quarter = 66% of full tuition.
60% or more of the hours in a given quarter = 100% of full tuition.

Program	Amount	Hours
PN Program	$1,235	30% or fewer of the hours in a given quarter
	$2,470	31% - 59% of the hours in a given quarter
	$3,741	60% or more of the hours in a given quarter
LPN to RN Program	$1,303	30% or fewer of the hours in a given quarter
	$2,605	31% - 59% of the hours in a given quarter
	$3,947	60% or more of the hours in a given quarter
PCT Program	$731	30% or fewer of the hours in a given quarter
	$1,462	31% - 59% of the hours in a given quarter
	$2,214	60% or more of the hours in a given quarter
Industrial Maintenance Program	$884	30% or fewer of the hours in a given quarter
	$1,768	31% - 59% of the hours in a given quarter
	$2,687	60% or more of the hours in a given quarter
Welding, Fabrication and Allied Processes	$979	30% or fewer of the hours in a given quarter
	$1,958	31% - 59% of the hours in a given quarter
	$2,966	60% or more of the hours in a given quarter
Paramedic Program	$569	30% or fewer of the hours in a given quarter
	$1,139	31% - 59% of the hours in a given quarter
	$1,725	60% or more of the hours in a given quarter

STUDENT RESPONSIBILITIES

Instructional – See specific program catalog/handbook for requirements.

Pre-requisites are required in some classes – Prerequisites or classes may be waived by showing evidence of approved successful training (official transcript) at another institution, testing out and evidence of skills competencies. Contact the program coordinator to arrange an appointment if you are choosing this option. In order for a transfer student to be issued a certificate for this course from our school, a student must have completed a minimum of 400 hours in the Tri-Rivers program. Transfer students must follow the same procedures for admission as other students entering the full-time program.

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

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

Course Audit – Students taking classes for personal interest have the option of taking the class for a grade or on a pass/fail basis. The grading policy used for the part-time students will be the same as for the full-time students.

ATTENDANCE POLICY – Student success is dependent on attending classes. Attendance is mandatory for the satisfactory completion of all classes (90% unless otherwise specified in the respective program). In order for a student to be eligible to receive financial aid and/or a certificate of completion for a program, 90% percent attendance is required for each quarter/part-time class time the student is enrolled. Attendance is tracked. Extenuating circumstances must be documented and will be reviewed on an individual basis. Any deviation from the attendance policy must be approved by the coordinator or the Adult Education director. A written documented waiver will be signed. Students in Patient Care Technician and Industrial Maintenance must maintain 90% attendance in each portion of the course in order to receive a certificate of completion for the program. As a courtesy and good business, any student who will be absent should call the appropriate instructor and inform them. Refer to program rules for clinical sites or exceptions.

ACADEMIC INTEGRITY POLICY – What is Academic Dishonesty? Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill which he or she does not possess. The two most common kinds of academic dishonesty are "Cheating" and "Plagiarism". Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it to fulfill academic requirements. It is your responsibility to know what constitutes academic dishonesty. If you are unclear about a specific situation, speak to your instructor. The following list exemplifies some of the activities defined as academic dishonesty.

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

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

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

Consequences of Academic Dishonesty – Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:
1. Receive a failing grade on the test, paper; or
2. Have your course grade lowered, or possibly fail the course; and/or
3. Under the standards of student conduct, the student may receive a:
   a. Warning
   b. Probation
   c. Dismissal

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

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

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

Appearance – There is a definite relationship between good dress habits, good work habits, and proper school behavior as health, safety, and dress standards may affect the future employment of the individual. In the best interest of our students, industrial safety standards and procedures will be closely adhered to and students will be required to wear the appropriate clothing and protective shoes. In general, student dress should be acceptable for the type of job for which the student is training. Any clothing which attracts undue attention to the wearer and thus causes a disturbance in the school is in bad taste and not acceptable. Hats and coats are not to be worn in the building. Please review program specific information regarding dress code.

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

SAFE CAMPUS ATMOSPHERE – Please refer to Appendix F for further details.

Name Badges – All staff and daytime students are to wear name badges. This helps with security in the building. Other badges may be assigned depending on program-specific requirements. Name badges must be returned at the completion of the program or upon dismissal.

The following protocol will be followed for students with clinical at Marion General Hospital:
1. The school is responsible for submitting an alphabetical list of student/faculty names to the Human Resource Department at the beginning of the school year/semester or quarter in which the student is assigned to Marion General Hospital.
2. Prior to graduation or at the end of clinical experience, the school will collect the badges and return them to the Human Resources Department. Nursing students may be denied access to skills lab check-off or final exam until the badge is turned into the nursing office in Quarter IV.
3. When a student or faculty member is terminated, the school is responsible for obtaining the identification badge and returning it to the Human Resources Department.
4. If the identification badge is lost, the student will be charged a $5 fee for replacement of the badge. Any problems that occur should be communicated to the program administrator.

Security Cameras – We utilize security cameras to aid in providing a safe campus atmosphere. Cameras are reviewed regularly.

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

Parking – Students have designated parking as follows:
- Students attending classes at the main school building (2222 Marion-Mt. Gilead Rd.)
  - During the day – Park in the northwest parking lot, marked RAMTEC Training Center
  - During the evening – Park in lots on either the east or west side of the building
- Students attending classes at the expansion facility (2227 Marion – Mt. Gilead Rd.) – Park in the southeast parking lot (shared with MTC and OSU-M). Parking in the front of the building is reserved for short-term/visitors. Adult students are not permitted to park their vehicles in the compound area or those areas designated for visitors. Parking stickers are not required for adult students. Other disabled parking and wheelchair ramps are available various places on the school grounds.

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

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

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

Theft or Damage to School Property – A student shall not steal or damage nor attempt to steal or damage any property belonging to an individual. Such activities may place student on probation or be cause for dismissal.

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

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

Tobacco-Free Campus – Tri-Rivers Career Center is a tobacco-free campus. The tobacco-free environment is to comply with Federal Law.

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

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

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

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

ANTI-HARASSMENT POLICY – It is important that faculty, staff, and students enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the well-being of any member of our school. Harassment of individuals based on their race, sex, religion, color, national or ethnic origin, age, disability, or genetic information is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal law. Equally unacceptable within the school is the harassment of individuals on the basis of their sexual orientation, gender identity, or gender expression. Conduct constituting harassment may take different forms, including, but not limited to, the following inappropriate behaviors:

A. Verbal: Written or verbal innuendoes, slurs, comments, jokes, insults, threats or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the district, or by third parties.

B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties.

C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the district, or by third parties.

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

1. If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the district other than the Director of Adult Education, the affected students should, as soon as possible after the incident, contact the Director of Adult Education. (The Director of Adult Education must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint).

2. If the alleged harasser is the Director of Adult Education, the affected student should, as soon as possible after the incident, contact the district's Title IX coordinator or if the student is disabled, their Section 504 Coordinator at the schools administrative board office.

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

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

A. Protect the confidentiality of the student who files complaint;

B. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment.

SEXUAL HARASSMENT

A. Verbal: The making of written or sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other persons associated with the district, or by third parties.

B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties

C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the district, or by third parties.

Protect the reputation of any party wrongfully charged with harassment. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All students and other involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

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

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

DRUG/ALCOHOL POLICY –

1. Students shall not possess, use, transfer, sell, conceal, or consume any alcoholic beverage or intoxicant or any controlled substances while attending school. Likewise, students shall not be under the influence by having consumed any alcoholic beverages or intoxicant or drug of abuse or controlled substance at a time before the students' arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse or controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, or other substances that could modify behavior. Drugs of abuse are more or other substances that could modify behavior. Drugs of abuse are more clearly defined in Chapter 3719 of the Ohio Revised Code under narcotics (3719.30 – 3719.36), hallucinogens (3719.40 – 3719.49) and glue (3719.50). Alcohol abuse is defined as any use of alcohol under the age of 21, unless meeting one of the exceptions provided under Ohio law, or the presence of a positive alcohol level of 0.02 grams per 210L of breath while attending Tri-Rivers.

2. Student shall not possess, use, transfer, sell or conceal any drug of abuse or instrument of paraphernalia (for example, hypodermic needle, syringe, water pipe, roach clip, etc.).

3. Students shall not possess, deliver, attempt to deliver, or cause to be delivered and counterfeit (look-alike) drug and/or non- controlled substance which resembles a controlled substance or drug of abuse.

4. Tri-Rivers Center for Adult Education will permit the Legal use of medication or drugs prescribed by a licensed practitioner provided that such usage does not adversely affect the student's performance or endanger the health and safety of the student or others. Tri-Rivers Center for Adult Education reserves the right to define, "adversely affect" and may, at its discretion, place on probation any student that it deems may be adversely affected by the use of legally prescribed medications or drugs.

5. All staff members shall immediately report to the appropriate law enforcement agency, any time said staff member has reasonable suspicion of any inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug.

6. A violation by a student of the Student Drug-Free Environment Policy may result in the decrease or suspension of financial aid and/or affect certification.

SUBSTANCE ABUSE AND ALCOHOL USE – The Tri-Rivers Center for Adult Education provides a variety of programs in the health care and public safety services area including nursing, patient care technician, and public safety. Because students in these programs are required to participate in clinical settings as a part of their curriculum, safety of the patient, high quality care and compliance of the clinical site rules/regulations is our first and foremost obligation. The school acknowledges chemical dependency (alcoholism and/or drug addiction) as a treatable disease and takes a supportive stance in dealing with students. This policy coincides with the guidelines of our malpractice insurance. Students enrolled in full-time training programs for employment, health care programs with clinical components, public safety services programs with clinical components, or students who are eligible to receive any kind of financial aid are required to sign the Consent for Drug and Alcohol form (see below).

Students under the influence of alcohol or illegal drugs are prohibited from report to class and clinical sites. A zero tolerance policy will be enforced (no consumption, under the influence, exuding odor of alcohol, or performance that endangers or adversely affects the well-being of others). Infractions may result in dismissal.

We reserve the right to drug test students where there is a reasonable suspicion of improper use or to institute a random drug testing program.

Reasonable suspicion may include:
- Exhibits some of the behaviors identified on the instructor referral form;
- Is witnessed using drugs or in possession of drug paraphernalia; and/or
- Publicly makes statements about his/her drug use.

Testing will be done immediately at the local facility of the school's choice. If a student who is suspected of abuse and has been sent for testing, the student will be removed from classroom and clinical until the test results are returned to the school. The student will be given the opportunity for make-up in both grades and attendance *unless* the test results are *positive*. If the results are positive, all grades will become zeros and no attendance will be recorded for the period from which the student was sent to testing through the time that the test results are received.

If a student's drug test results indicate a positive, it will mean automatic removal of the student from any clinical participation with no alternative for make-up until a second test produces negative results. If a second test produces positive results, the student may be offered the opportunity to withdraw from the program or the student may be dismissed.

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

Any student who refuses/fails to complete any required drug testing will be dismissed from the program.

On any incident of chemical abuse:
A. The student will be removed from the classroom, laboratory/clinical site and/or related classroom activities.
B. Students who have been removed from the educational setting will be required to have an immediate drug and alcohol screening done at the facility of the school's choice. For the purpose of this paragraph, **immediate** means within 90 minutes from the time the student was removed from the classroom, laboratory/clinical site and/or related classroom activities.
C. The program coordinator (preferably), along with one other staff member will inform the student that the drug policy has been enacted. A support staff member will secure PO # from the main office. An analysis form will be completed.
D. The person listed as student emergency contact will be notified and be requested to drive the student to the facility of school's choice for drug and alcohol screening. In the event that the student is unable to reach his or her emergency contact person, the EMS will be notified for transport. Students will be advised against operating a motor vehicle. In the interest of safety, local authorities will be notified if the student to does so.
E. The Tri-Rivers staff member will meet the student at the facility and will provide the appropriate documents required by the facility and school (PO and analysis form).
F. Upon completion of the test, the designee (emergency contact person, family member/ friend) will transport the student home. If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities will be notified.
G. The program coordinator will document the incident on the behavior referral form and provide the director with a copy, also detailing course of action taken.
H. The student may return to class on the next school day, but may not return to any part of training involved with patient care until the test results return with a negative result. Instructors will only be given information needed to deal with safety issues, or the student's attendance or grades.
I. When the program coordinator or school official receives the results, the information will be shared with the student, with at least one other school official present.

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

In any instance of chemical abuse, the instructor has a duty to report any felony behavior to the proper law enforcement officials. This includes trafficking or possession of controlled substances.

CONSENT FOR DRUG AND ALCOHOL SCREENING FORM

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

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

I give my consent to Tri-Rivers Career Center – Adult Education, their designated representative – the director of adult education, the manager of the respective program, or the adult education counselor – and any laboratory that might be used, to perform the necessary tests or examination for drugs and/or alcohol.

I further give my permission to the school's representatives and any such laboratory to release the results of the tests and/or examinations to the appropriate representative at the school.

I understand that this testing will be done through Occupational Health. The initial requested testing will be done at the school's expense. Any future or subsequent tests requested by the school will be done at the school's expense, if the initial test was negative. If the initial test was positive, any future or subsequent tests will be paid by the student. I also understand that the person I listed as emergency contact and will drive me to the test site and transport me home. In the event that my emergency contact person is unavailable, a member of the law enforcement or EMS representative will drive me to the test site and return me to Tri-Rivers Career Center.

_____
Student Signature/ Date

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

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

Grievance Steps
1. Any student having a grievance shall first discuss such grievance with the program administrator within five (5) working days of the act or condition, which prompted the complaint.

2. If the discussion does not resolve the grievance to the satisfaction of the student, the student shall have the right to lodge a written grievance with the program administrator. Such written grievance shall be lodged within ten (10) working days following the act or condition, which is the basis of said grievance. The written grievance shall contain a concise statement of facts upon which it is based with reference to the specific provision of the rule or regulation allegedly violated, administered or misapplied. It shall state the remedy requested and shall be signed. A copy of such grievance shall be filed with the Adult Education Director.

3. The student shall have the right to request a hearing before the director of Adult Education. Such a hearing shall be conducted within five (5) working days after the receipt of said grievance, or if a hearing is requested, within five working days after said hearing. The medical director may be included in this hearing, if it is a paramedic student. The action taken and the reasons for the action shall be written and copies sent to the student and to the superintendent.

4. If the action taken by the director of Adult Education does not resolve the grievance to the satisfaction of the student, such student may appeal in writing to the superintendent within five (5) working days. The superintendent shall take action on the appeal of the grievance within five working days after receipt of the appeal, or if a hearing is requested, within five (5) working days after receipt of the appeal, or if a hearing is requested, within five working days after the hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the student and the director. This decision is final.

5. ~~I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Council on Occupational Education, COE, 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia, p: 800-917-2081, www.council.org.~~

    All student complaints must be submitted in writing.

SPECIAL CONDITIONS

Cancellation – Tri-Rivers reserves the right to cancel classes due to low enrollment, teacher illness, inclement weather, or emergencies. As it is our business is to provide quality instruction and train students for successful employment, we seldom cancel classes in adult education. Because we serve students from a large geographical area, it is often impossible to make a decision that best affects all involved. In case of poor weather, students are asked to use their best judgment in deciding whether to attend class.

Daytime classes (8am – 4pm) and evening classes (4pm – 8pm) are treated separately as weather/factors can change in a matter of hours. Instructors will communicate the cancellation protocol for each program. Students should call the adult education office or the program extension for the latest information or cancellations.

Due to state guidelines regarding curriculum, time missed from Nursing and Public Safety Services classes must be made up and the plan to do so will be communicated by the instructor.

Student Make-Up Policy – Make-up should not exceed the general adult education guidelines – no more than 10% total in any one class will be made up for any one student. There are no exceptions. In all cases, a manager/director has the right to deny the request for make-up as there is no obligation to do this. The current hourly rate for make-up is $30 per student per hour. Students must make payment in the Adult Education office in advance of the make-up. Money should never exchange hands between teacher and student. Please see specific program for make-up guidelines.

Students Called to Active Duty – Reservists called to active duty after enrolling in a class are eligible for a full refund (tuition only) up to the midpoint of the total hours for that particular class. After that time, students will be granted certificates for the hours attended in the course with a statement explaining the reasons for the shortened hours, but will not receive any monetary compensation. In either case, the student must provide written documentation from the government regarding active duty status. This only applies to the person who is reporting to active duty, not the spouse or relative. Effective December 17, 1990.

TECHNOLOGY INFORMATION

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

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

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

Adult Education Computer Lab Guidelines
➤ No student is to be in the lab unsupervised. An exception is: if the student has completed computer training here at TRCC in our lab, the student may use the lab, 1) when it is available, 2) upon approval of the appropriate program coordinator, 3) having signed in and out for the time in the lab AND denoting the specific computer used and by 4) following all computer lab rules.
➤ Food is not permitted. Covered beverages are permissible. There is a great deal of money invested in the equipment and this will keep the equipment in good working order.
➤ Students are not permitted to install personal software on the computers. New viruses are always a problem and we need to ensure that our training programs are operational.

➤ Leave toolbars, etc., the way you found them. If you move them, return them to the original set-up. Do not take your frustration out on the equipment by hitting or kicking the computers!
➤ When the computer is turned on, a "Login Screen Appears" screen appears. Enter your user name and password. Be sure to Log out when you are finished using the computer.
➤ To close out of a program, click on file and click on exit.

Any student who does not follow these guidelines may be denied future access to the lab. If there is abuse of the lab, access to the lab will become more difficult. Please do your part to keep the lab open and available by being a good citizen! We thank you for your cooperation.

Technology Acceptable Use Policy – Tri-Rivers Career Center provides an electronic network with Internet access to its students. This access is provided solely for the purposes of education and educational research. Tri-Rivers will exercise reasonable effort to limit student access to inappropriate materials. Appropriate use of the electronic network is the ultimate responsibility of the student. Access to the electronic network is a privilege that will be lost in the event of failure to comply with any terms of the Tri-Rivers Career Center Technology Acceptable Use Policy. This policy must be read and approved in writing by each student.

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

Privacy – Tri-Rivers Career Center reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All files shall be and remain the property of Tri-Rivers Career Center and no user shall have any expectation of privacy in such material. Note: Electronic mail (e-mail) and other files are not private. People who operate the system do have access to all mail and may read what is sent or received. Illegal messages or activities will be reported to law enforcement authorities.

Security – A password may be provided to individually login. A user with an assigned password agrees not to disclose his or her password to any person. Users will notify a Tri-Rivers Career Center staff member of any improper password use on the part of any person and other security problem observed in connection with the electronic network usage.
The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify a Tri-Rivers staff member immediately. The user shall not demonstrate the problem to others.

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

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

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

Uses Not Acceptable – The user is responsible for his or her actions and activities involving Tri-Rivers' computers. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:
- Illegal activities – using the school's computers, networks, and Internet services for any illegal activity or activity that violates board policies, procedures, and school rules
- Violating copyrights – copying or downloading copyrighted materials without the owner's permission

- Software – copying or installing software without the express authorization of the system administrator
- Non-school-related uses – using the Tri-Rivers' computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation, or for any other personal use
- Misuse of passwords/unauthorized access – sharing passwords, using other users' passwords, and/or accessing other users' accounts
- Hacking or otherwise trying to gain access to another person or organization's computer system
- Spamming (sending an e-mail to more than 10 people at the same time), participating in chain letters, or sending mail bombs (sending the same person multiple copies of an e-mail)
- Modifying computer files – changing backgrounds, screensavers, passwords, system files without permission
- Downloading items from the Internet to either the hard drive, server, or a floppy disk without permission
- Printing materials without permission
- Accessing the Internet without permission
- Copying school files onto personal disks
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Changing or disrupting system performance
- Listening to audio CD's without permission
- Downloading or playing games without permission.

Warranties / Liability – By signing this agreement the user agrees not to hold Tri-Rivers Career Center liable for any and all loss, cost or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. Tri-Rivers Career Center will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The student shall be responsible for compensating Tri-Rivers Career Center for any losses, costs, or damaged incurred by the school related to violations of policy and/or these rules, including investigation of violations.

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

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

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

Appendix A
NURSING PROGRAMS STUDENT HANDBOOK

TABLE OF CONTENTS

The Nurse's Pledge

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

INTRODUCTION – This handbook has been compiled in an effort to assist and guide you in your adjustment and study throughout the coming school year. We offer two options for entry level employment, the Practical Nursing program and the LPN to RN Diploma program. Both programs are intensive and provide a solid framework for nursing. Both nursing programs initiate in August and end in June. If an applicant chooses a 20-month option, there is a summer break from June to August between the two academic years.

APPROVAL – The Ohio Board of Nursing approves both pre-licensure nursing educational programs. Upon satisfactory completion of a nursing program, the student receives a diploma and is eligible to sit for the National Council of State Boards of Nursing (NCSBN) NCLEX examination (NCLEX-PN or NCLEX-RN). A license to practice nursing (Licensed Practical Nurse or Registered Nurse) will be issued by the State of Ohio when a graduate receives a satisfactory score on the NCLEX examination. The individual who is licensed in Ohio is entitled to licensure by endorsement in other states, which accept the graduate's credentials.

State Board Performance – Our graduates do very well on the NCLEX Examination as indicated by our average pass rates:
- Practical Nursing Program (2013-2018) = 93.65% [2019 = 90%]
- LPN to RN Diploma Program (2013-2018) = 98.31% [2018 = 100%]

For more information, please refer to the following websites:
- Ohio Board of Nursing - http://www.nursing.ohio.gov/
- National Council of State Boards of Nursing - https://www.ncsbn.org/

Practical Nursing Program
Length: We offer two schedules to accommodate students and their schedules - 10-month Day and 20-month Evening

Total # of hours: 1387	Preparation: Entry Level Employment	Credit Awarded: Diploma

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The Tri-Rivers Practical Nursing Program is an intensive entry level nursing program. The curriculum includes courses in Anatomy & Physiology, Introduction to Nursing, Fundamentals of Nursing, Nursing Care of Adults and Children, Mental Health Nursing, Human Growth & Development, Pharmacology, The Family in Reproduction and Birth, and Ethics, Issues and Trends in Nursing. Nutrition is integrated throughout the program.

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

LPN to RN Diploma Program
Length: We offer two schedules to accommodate students and their schedules, both are Day programs – 45 weeks and 90 weeks

Total # of hours: 1308	Preparation: Entry Level Employment	Credit Awarded: Diploma

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

The "hybrid program" requires students to participate in both the classroom and on-line (online learning <25% of total program hours). Classroom instruction takes place at Tri-Rivers Career Center Adult Education Extension and on-line learning is asynchronous allowing students to participate according to their schedules with specified due dates. Clinical experiences occur at a variety of agencies including Marion General Hospital, Inc. and other agencies in Marion, Morrow, and Delaware counties. Additionally, students have the opportunity for formal preceptorships during the final quarter.

HISTORY – We are very proud of the history of our nursing programs at Tri-Rivers. The origin of the Marion General Hospital School of Practical Nursing parallels the increase of formalized schools in the 50's. Cities across the nation were feeling the urgency of a shortage of trained nursing personnel. Recognizing its responsibility to the citizens of the City and County of Marion, the Marion General Hospital Administration and Board of Governors established the school of Practical Nursing. The first faculty consisted of a director, a nursing arts instructor, a clinical instructor and a home economics instructor. Seven students enrolled in the first class, January 1957. Classes of approximately 20 students were later admitted in September each year. In 1974, due to the growing need for nurses, the class enlarged to 33. Three hundred and sixty-five persons had been graduated from Marion General Hospital School of Practical Nursing by June 1977. The program was transferred to Tri-Rivers Center for Adult Education on July 1, 1977, and remains essentially unchanged, except for the controlling agency. At that time the name of the school became Tri-Rivers Marion General Hospital School of Practical Nursing. In August 1986, the school name was changed to Tri-Rivers School of Practical Nursing. The LPN to RN Diploma program was added in August 2008.

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

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

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

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

The faculty believes nursing is a caring profession. Nursing is an interpersonal process through which the nurse assists the person to meet health needs. This process progresses with a set of actions used to assess, plan, implement, and evaluate nursing care for persons of all ages. Nursing is an interpersonal process through which the nurse assists the person and family to cope with the experience of illness.
Nursing is client-centered and focuses on identifying and meeting the person's needs in the following areas: 1) daily living needs common to all people; 2) assistance in the establishment, maintenance, and improvement of personal health; 3) assistance based on personal needs arising from health deviations; 4) assistance with the medical care plan and specific medical orders of the physician.

The faculty, as nursing educators, believes we have a responsibility to be sensitive and responsive to the needs of society, and that the preparation of tomorrow's nurse must be a mutual concern of all who provide or receive health care.
The faculty believes learning is change in behavior exhibited when an individual has acquired new knowledge, attitude, insights, or skills. The teaching-learning process is dynamic, with teacher-learner interaction for the specific purpose of meeting the educational needs of the learner. In a nurturing environment learning progresses from simple to complex and builds on the student's previous knowledge. The learner must accept responsibility for his/her own learning, with the teacher as

facilitator. Learning experiences focus on nursing care, and effort is made to arrange experiences in logical sequences that demonstrate continuity of care. The opportunity for learning is available to qualified students with no distinction made because of sex, age, race, creed or marital status.

The adult learning process inv36olves active participation of the student with continuing challenges to increase knowledge. The learner is made aware that the practice of nursing requires one to continue to participate in learning as a life-long process.

ADVISORY COMMITTEE – The Program Advisory Committee is comprised of representatives who are interested in nursing education and have appropriate qualifications external to the institution who can provide a meaningful review of the school's programs and supporting resources and materials. The committee will review established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as means to provide the school with an external review of its programs. The committee is advisory only in nature, but may make recommendations to the manager, director, superintendent, or Board of Education. Specific purposes include:

1. Maintenance of the current high standards and excellence in the educational programming,
2. Insurance of continued excellence in nursing care by program graduates,
3. Provision of clinical input from nurses in the clinical settings, and
4. Discussion of curriculum decisions, which affect both the school and clinical facilities.

POLICY STATEMENT – Tri-Rivers Career Center – Adult Education nursing programs adhere to the Ohio Board of Nursing program policies requirements. The following procedures for notifying students of changes in program policies:

1. Each student admitted to the nursing program will be assigned a free, permanent, official career e-mail address. Changes in the nursing program policies and other official correspondence will be transmitted via the student's official e-mail account. Instructors may also utilize this address to communicate with students. Students are responsible for regularly reading e-mail sent to this address.
2. The program administrator will present policy changes to each nursing class explaining the rationale for the changes. The students will be given the opportunity to ask questions during this presentation.
3. An addendum to the student handbook of the program policy change(s) will be in place.
4. Each student will be required to sign an acknowledgement of receipt of policy change(s).

APPLICATION AND ADMISSION PROCESS – NURSING PROGRAMS (Practical Nursing and LPN to RN Diploma Programs)

Application Procedures – Admission to our nursing programs is dependent on an application review as well as an admission interview. Only complete applications will be reviewed. March 1st is the application deadline, but the school may accept applications until May 1st if there is seat availability.

1. Completion of application form (If an applicant fails to truthfully answer questions on the application form and the information is discovered at a later date, the student may be dismissed from the program.)
2. Submission of $95 application fee.
3. Submission of a dated, typed 1-2 page letter requesting admission provided to the Nursing Admissions Committee addressing:
   a. How admission to the nursing program supports the applicant's professional goals,
   b. How the applicant plans to be successful, and
   c. What strengths the applicant embodies to succeed in the nursing program.
4. Submission of official transcripts from high school showing proof of graduation or successful completion of General Educational Development (GED).
5. Submission of official transcripts from post-secondary institutions (colleges/universities), as applicable. If pre-requisite course work has not been completed by the application deadline, the applicant may submit course registration information for pre-requisite course(s), then forward official transcripts once the course is completed.
6. Successful completion of WorkKeys® testing.
   a. For the Practical Nursing Program – score of 4 or greater for each test
   b. For the LPN to RN Program – score of 5 or greater for each test

Procedure for WorkKeys® Retest :
Health Care and Public Safety programs
If the minimum level is still not achieved for the WorkKeys® test(s), you may re-test again. To qualify for a first-time re-test you must:

a. Make sure that you have borrowed a WorkKeys® study guide from the WorkKeys® proctor.
b. This study guide must be returned to the WorkKeys® proctor on the day of the re-test. Failure to return the study guide will result in the applicant being ineligible for the re-test.
c. Pay the $15.00 re-test fee (per each category re-tested) and schedule a re-test date.

If the minimum level is not achieved for the WorkKeys® test(s) after a second attempt, then the test(s) must be retaken. To qualify for a thid-time re-test the following steps must be completed to retest:

d. You must show proof to the WorkKeys® proctor that you attended a skill enhancement or a remedial class designed to help you improve your skills in the subject that was not passed (Applied Math, Workplace Documents, Graphic Literacy).
e. Skill enhancement training is available at no cost through the ASPIRE program at Marion Technical College [740-386-4123 or aspire@mtc.edu]. As part of their program, you are required to attend a free orientation session; and we recommend that you take a copy of your test results with you to the orientation.
f. Submit completion of the training to the WorkKeys proctor; and upon approval, you will be allowed to retest. You will then pay the $15.00 retest fee per test and schedule the retest date.

7. Proof of citizenship or legal residency that establishes your identity and residency with one of the following documents from List A **or** one of the following documents from List B **and** List C:

List A	List B	List C
1. U.S. Passport or U.S. Passport Card 2. Permanent Registration Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	1. Driver's license or state issued ID card that contains a photograph with information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. Voter's registration card 4. U.S. Military card or draft record	1. Social Security card 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate 5. Native American tribal document 6. U.S. Citizen ID card (Form I-197)

Admission Requirements – The following program-specific requirements must be completed on admission, at student expense, prior to classes starting:

1. Pay admission fee
2. Physical Examination with lab studies, titers, and vaccinations (see provided form)
3. Drug Testing* (10-panel) – A positive drug screen or any attempt to provide a fraudulent specimen will result in the inability to progress in the nursing program. All such cases will be evaluated on an individual basis.
4. CPR – Acceptable class titles are the American Heart Association "Basic Life Support" or American Red Cross "BLS/CPR for Healthcare".
5. BCI/FBI Background check*

*Requirement for licensure: Drug testing and background checks will be completed on all pre-licensure students to participate in clinical and for licensure application. This should be completed the first week of August prior to the first quarter of enrollment. The results of the drug testing are sent directly to Tri-Rivers School of Nursing. A positive drug screen or any attempt to provide a fraudulent specimen may result in the inability to successfully progress in the nursing program. Subsequent drug screening may be requested by nursing faculty and failure to comply with such requests may result in the inability to successfully progress in the nursing program. All cases will be evaluated on an individual basis.

6. Program-Specific Pre-Requisites must be completed by August 1st prior to admission (course grade must be C or better):
   a. <u>Practical Nursing</u>
      1. Submission of proof of State Tested Nurse Aide, or proof of successful completion of Nurse Aide class within 3 years, or employer statement of proof of 12 months of full time employment as a nurse aide within the last 3 years.
      2. Learning Strategies for Health Care Professionals class
      3. Math for Meds class
      4. Medical Terminology class
      5. Com Tech at Tri-Rivers Adult Education

   b. <u>LPN to RN Program</u> (Tri-Rivers Practical Nursing graduates applying for the LPN to RN Program will be credited with Human Growth and Development, Com Tech, Anatomy and Physiology I, Anatomy and Physiology II, and Maternity Nursing.)
      1. Hold current, valid licensure to practice as a Licensed Practical/Vocational Nurse in at least one U.S. state or territory and the ability to obtain endorsement by the Ohio Board of Nursing.
      2. Hold a current certificate to perform limited intravenous therapy.
      3. Successful completion of ATI PN Comp Predictor (the applicant's individual score must be at or above the current mean national score).
      4. Math for Meds class – credit by exam accepted (students must achieve 90% or better to receive credit)
      5. Anatomy and Physiology I
      6. Anatomy and Physiology II
      7. Human Growth and Development
      8. Com Tech at Tri-Rivers Adult Education (former students who have not attended Tri-Rivers in the past 20 months must complete the course)
      9. General Psychology
      10. Sociology
      11. English Composition I
      12. English Composition II
      13. Basic Chemistry (can be high school credit)
      14. Microbiology

Advanced Standing Admission and Readmission – Dependent on availability of an opening in a nursing program, applicants may be considered for advanced standing and must follow the admission procedures outlined above. Due dates will be adjusted based on the requested quarter of admission. Applicants who may be considered for advanced standing admission may be transferring from other nursing programs or may be requesting readmission to a respective nursing program. Tri-Rivers requires that students must be enrolled in course work on a full-time basis for a minimum of two quarters prior to graduation. The Admissions Committee and the Nursing Education Manager will determine credit granted to an advanced standing applicant (satisfactory completion with a grade of C or better is required). Each applicant will be reviewed individually to determine admission status.

Acceptance – Acceptance to our nursing programs is competitive. Upon review of the application and admission interview by the Admissions Committee, the accepted student will receive an admission letter. The admission letter will contain information regarding mandatory orientation and the required admission fee ($500) to reserve a seat in the respective nursing program.

During the time the student is at Tri-Rivers, the faculty and staff will make various learning opportunities available to you. You will be expected to take an active part in your learning and make the best possible use of each opportunity. When you confirm your acceptance to the nursing program, you have established your commitment to an intense educational experience. Nursing school entails challenging, but satisfying work and an opportunity to learn and grow both personally and professionally.

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

FINANCIAL INFORMATION – Tuition is due **BEFORE** the first day of the quarter. Please refer to the Program Dates at the beginning of the catalog.

Estimated Expenses for the 2020-2021 Academic Year

Practical Nursing Program		LPN to RN Program	
Quarterly Tuition:	$3,296 x 4 quarters = $13,184	Quarterly Tuition:	$3,502 x 4 quarters = $14,008
Application Fee:	$95	Application Fee:	$95
Admission Fee:	$500	Admission Fee:	$500
Lab Fee:	$200	Lab Fee:	$200
Quarterly Technology Fee:	$195 x 4 quarters = $780	Quarterly Technology Fee:	$195 x 4 quarters = $780
General Fee	$250 x 4 quarters= $$1,000	Quarterly General Fee:	$250 x 4 quarters = $1,000
Total Program Tuition & Fees	***$15,759***	***Total Program Tuition & Fees***	***$16,583***
Other _estimated_ costs paid by the student: ***$6,785***		Other _estimated_ costs paid by the student: ***$6,785***	
Textbooks:	$1100	Textbooks	$1100
State Board Application Fee:	$75 (payable by credit card)	State Board Application Fee:	$75 (payable by credit card)
NCLEX-PN:	$200 (payable by credit card)	NCLEX-RN:	$200 (payable by credit card)
BCI/FBI Background Check:	$65	BCI/FBI Background Check:	$65
Physical Exam/Labs/Drug Screen:	$450	Physical Exam/Labs/Drug Screen:	$450
2 Uniforms & Lab Coat:	$150	2 Uniforms & Lab Coat:	$150
Shoes/Hosiery:	$125	Shoes/Hosiery:	$125
Watch with second hand:	$35	Watch with second hand:	$35
Stethoscope:	$40	Stethoscope:	$40
Paper Supplies:	$100	Paper Supplies:	$10
Meals:	$975	Meals:	$975
Mileage:	$3,470	Mileage:	$3,470

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

	Practical Nursing Program	LPN to RN Program
30% or fewer hours in a given quarter	$1,038	$1,108
31-59% of the hours in a given quarter	$2,077	$2,217
60% or more of the hours in a given quarter	$3,115	$3,325

Financial Aid Information – If the student fails to attain 76 percent in each class and 95 percent attendance after probation, he/she will not receive any additional financial aid.

Appeal Procedure – Please refer to the Adult Education Grievance Procedure in the student handbook. Financial Aid recipients who fail to meet these standards will be notified by the Financial Aid office of the discontinuation of aid. Appeals can be made to Director of Adult Education within 10 working days after receipt of the discontinuance notice. The program administrator will respond in writing to denied appeals or award the recipient financial aid in the amount and the type deemed appropriate.

LICENSURE – The purpose of this policy is to inform prospective nursing students that on completion of the nursing program, it is the responsibility of the student to apply for licensure as a Licensed Practical Nurse or Registered Nurse. Each applicant will be required to answer questions on the application related to certain past behaviors, previous licensure action, substance abuse and/or legal history. It is critical that all questions on the application for licensure be answered honestly, since misinterpretation may constitute fraud or deception. If the applicant for a licensure examination answers "yes" to any of the Student needing more information are encouraged to review Chapter 4723 of the Ohio Revised Code (accessible from the Ohio Board of Nursing website) or consult with the program administrator.

Application for licensure by examination should be submitted to the Ohio Board of Nursing in the form prescribed by the rules of the board as noted in Chapter 4723.09 (License application) of the Ohio Revised Code (http://codes.ohio.gov/orc/4723.09v2, effective 4/6/2017). Details regarding ineligibility for licensure are noted in Chapter 4723.092 of the Ohio Revised Code and include the following violations, in which, an individual has been convicted of, pleaded guilty to, or had a judicial finding of guilt:

- Aggravated murder
- Murder
- Voluntary manslaughter
- Felonious assault
- Kidnapping
- Rape
- Sexual battery
- Gross sexual imposition
- Aggravated arson
- Aggravated robbery
- Aggravated burglary

PRACTICAL NURSING PROGRAM SPECIFIC INFORMATION

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

Practical Nursing Program Objectives –The objectives of the Tri-Rivers Career Center's Adult Education Practical Nursing program is as follows:

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

2. To provide opportunities for the development of personal competencies needed by individuals through participation in leadership and community activities.

3. To promote awareness that political involvement can influence health care.

Practical Nursing Program Curriculum
Pre-Requisites:
1. Learning Strategies for Health Care Professionals Class**+**
2. Math for Meds Class*****
3. Nurse Aide Class
4. CPR (Adult / Child / Infant) –American Heart or Red Cross BLS
5. Medical Terminology Class*****

Effective 2020-2021 Academic Year.
*Credit by exam accepted – must achieve 80% better to receive credit)
+ Courses that cannot be waived.

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

Quarter I   321 hours
Anatomy and Physiology I
Introduction to Nursing
Pharmacology I
Fundamentals of Nursing I

Quarter II   352 hours
Anatomy and Physiology II
Growth and Development
Pharmacology II
Fundamentals of Nursing II

Quarter III   356 hours
Nursing Care of the Child and Adult I
Pharmacology III
Mental Health Nursing
The Family in Reproduction and Birth

Quarter IV   358 hours
Nursing Care of the Child and Adult II
IV Therapy
Pharmacology IV
Ethics, Issues and Trends

Total Program Hours for Practical Nursing = 1387

Program Options:
- **Day Program** = 10 months in length / Four (4) quarters / 10 weeks per quarter
- **Evening Program** = 20 months in length / Four (4) quarters / 20 weeks per quarter / summer break between 2nd and 3rd quarters

Practical Nursing Program – Course Descriptions

Anatomy and Physiology I

A study of the structure and function of the human body, which forms a basis for understanding the ways in which the body maintains health, affects disease processes and principles of nursing care of adults and children.

Anatomy and Physiology II

A study of the structure and function of the human body which forms a basis for understanding the ways in which the body maintains health, effects of disease processes and principles of nursing care of adults and children.

Introduction to Nursing

This course provides an introduction to Nursing and Health Care delivery in our society. The course is designed to assist the student to develop an awareness of the roles, functions, and opportunities in practical nursing. Nursing is presented as an essential component of the health care system in with special emphasis placed on the client as a consumer of health care, utilization of the nursing process to contribute to meeting the psychosocial, cultural, spiritual and end-of-life care needs of individuals and groups. Communication with patients, families, health team members, and other significant individuals is also a skill that is introduced in the course. Reporting and documentation are presented as essential elements for quality health care.

Fundamentals of Nursing I

An introduction to the practice of nursing to meet the basic physiological and safety needs of the patient. Students are helped to develop basic skills in utilizing the nursing process in their practice. Nursing procedures are demonstrated and the scientific rationale underlying the procedure steps is explained. Laboratory time for supervised practice of these skills is provided. Students are assigned to either an acute care or long-term care facility to care for ambulatory, sub-acute or chronically ill patients for clinical experiences. Clinical experiences prepare the students to safely deliver nursing care across the life span and to function within the defined scope of practice for a licensed practical nurse.

Fundamentals of Nursing II

Clinical activities are planned to provide continued utilization of the nursing process to meet patients' basic needs. Nursing procedures are demonstrated and the scientific rationale underlying the steps is explained. Laboratory time for supervised practice of these skills is provided. Students are assigned to either an acute care or long-term care facility to care for ambulatory, sub-acute or chronically ill patients.

Growth and Development

The growth and development of man is traced throughout the life span, from birth through the elderly adult. Emphasis is on the developmental tasks in normal growth and development for each age group. The content includes: physical, psychological, and social aspects of development.

Ethics, Issues and Trends

This course examines major historical events in nursing. The potential legal liability associated with the practice is investigated. Major ethical issues are discussed in order to help the practical nursing student make the transition to the role of an accountable practical nurse.

Mental Health Nursing

The study of mental health concepts is integrated with general nursing theory and practice. Mental retardation, crisis intervention, chemical dependency, and forms of mental illness are included. Emphasis is placed on assessment and the nurse's ability to recognize maladaptive responses and the nurse's role in caring for these clients in all healthcare settings.

Nursing Care of the Child and Adult I

Classroom and clinical activities provide for the utilization of the nursing process in the care of patients of all ages. The study of common medical-surgical conditions, their incidence, etiology, diagnoses treatment and nursing implication forms a base for practical nursing care.

Nursing Care of the Child and Adult II

Classroom and clinical assignments provide for the utilization of the nursing surgical conditions, their etiology, symptom, diagnosis, treatment and nursing implications) form a basis for practical nursing care.

IV therapy

This course will focus on the practical nurse's roles and responsibilities related to initiation, administration, and monitoring of intravenous (IV) therapy. The course includes the demonstrations of skills and techniques required to perform venipuncture in the skills lab. Students will be given the opportunity to apply the knowledge learned by assigning clients receiving IV therapy during clinical rotation. Review of guidelines for initiating, monitoring, and documenting IV therapy and patient response, as well as interventions to prevent complications will be discussed in this course.

The Family in Reproduction and Birth

A study in aspects of normal pregnancy from conception through puerperium. Major complications are briefly investigated. Choices concerning contraception and infertility are explored. Nursing care of the neonate and common anomalies are discussed. Supervised clinical experience utilizing the nursing process in the care of maternal and newborn clients is provided. Observational experiences include Lamaze class and aspects of community care available for prenatal, postpartum and newborn clients.

Pharmacology I

This quarter of pharmacology introduces the student to the study of drugs, their sources, classes, purposes, uses, and actions. Introduction on application of principles of critical thinking when administering drugs is also included. Topics included are drug laws, standards, and how these are controlled in the United States. Instruction of medication administration will cover safe technique for oral and topical medications using the principles of asepsis, and correct documentation, specific drug classes covered this quarter are vitamins and minerals, and drugs used in the ophthalmic conditions.

Pharmacology II

This course covers instruction, practice and satisfactory return demonstration of the administration of parenteral medications. Other specific topics include drug therapy in dermatologic, digestive system, and neoplastic conditions, and the prevention and treatment of infection. Instruction continues on the application of the nursing process in drug therapy.

Pharmacology III

This course focuses on drugs used in maternity nursing and the effects of drugs on the fetus and the neonate. Other topics included are drugs used in hormone therapy, fluid and electrolyte imbalances and drugs that affect the respiratory, cardiovascular, and renal systems. Instruction continues on the application of the nursing process in drug therapy.

Pharmacology IV

The focus of this course is drug therapy used in pain management, behavior modification, and the controversy of drugs as chemical restraints. Also covered is drug therapy in diabetic clients. Instruction continues on the application of the nursing process in drug therapy.

LPN to RN PROGRAM SPECIFIC INFORMATION

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

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

LPN to RN Program Objectives – The objectives of Tri-Rivers Career Center's Adult Education LPN to RN Nursing program is as follows:

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

LPN to RN Program Curriculum

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

Successful completion of the ATI PN Comprehensive Predictor (applicant's individual score must be at or above the current national mean score).

1. If the minimum level is not achieved for the PN Comprehensive test, then the test must be retaken. Only three (3) attempts are permitted.
2. If, on the third attempt, the applicant has not achieved the required score, that individual will no longer be eligible for enrollment into the LPN to RN program.
3. Math for Meds class – credit by exam accepted (students must achieve 90% or better to receive credit)
4. Anatomy and Physiology I
5. Anatomy and Physiology II
6. Human Growth and Development
7. General Psychology
8. Sociology
9. English Composition I
10. English Composition II
11. Basic Chemistry (can be high school credit)
12. Microbiology

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

Quarter I (270 hours)
LPN to RN Transition

Quarter II (334 hours)
Clinical Nursing I
Mental Health Nursing

Quarter III (324 hours)
Clinical Nursing II
Community Health Nursing

Quarter IV (380 hours)
Clinical Nursing III
Professional Transitions

Total Program Hours for LPN to RN = 1308

Program Options:
- **45-week Program** = 12 months in length / Four (4) quarters / 13-15 weeks per quarter
- **90-week Program** = 20 months in length / Four (4) quarters / 22-24 weeks per quarter

LPN to RN Program – Course Descriptions
LPN to RN Transition
This course is designed for Licensed Practical Nurses. The course will assist and prepare students to transition in the role from LPN to the RN role. The previous learning of the LPNs will be refined and undated in today's nursing practice. The content will include successful transition to the student role and to the registered nurse role. A review of basic skills and their clinical applications will also be included. The classes and clinical activities will provide information that students need to bridge the gap between LPN and RN practice, presenting the knowledge and skills needed for the role transition.

Mental Health Nursing
The study of mental health concepts is integrated with general nursing theory and practice. Mental retardation, crisis intervention, chemical dependency, and forms of mental illness are included. Emphasis is placed on assessment and the nurse's ability to recognize maladaptive responses and the nurse's role in caring for these clients in all healthcare settings.

Community Health Nursing
This course focuses on the integration of previously learned nursing principles and skills in addition to the introduction of new nursing theory. Emphasis is on employing the nursing process utilizing modeling and role-modeling and the appropriate level of prevention in the community focusing on individuals, families, groups and communities.

Professional Transitions
This course focuses on the integration of previously learned nursing principles and skills in addition to the introduction of new professional topics. Philosophical concepts of leadership, decision making, delegation, and communication theory are emphasized. This course examines major historical events in nursing. The potential legal liability associated with the practice is investigated. Major ethical issues are discussed in order to help the professional nursing student make the transition to the role of a registered nurse.

Clinical Nursing I
This course builds on the knowledge and skills of nursing students. The students will care for patients with acute and chronic health alterations. Classroom and clinical activities provide for the utilization of the nursing process in the care of patients across the lifespan. Content is arranged in physiologic, self-concept, role function and interdependent modes. Areas of emphasis will include the profession of nursing, nursing process, psychosocial and physical assessments. The study of common medical-surgical conditions, their incidence, etiology, diagnoses, treatment and nursing implications forms the basis of nursing care.

Clinical Nursing II
This course builds on the knowledge and skills learned from previous nursing course. The student will care for patients simple acute and chronic health alterations. Content is arranged in physiologic, self-concept, role function and interdependent modes. Classroom and clinical activities provide for the utilization of the nursing process in the care of patients of all ages. The study of common medical-surgical conditions, their incidence, etiology, diagnoses treatment and nursing implication forms the bases for nursing care. Pharmacology will be integrated throughout the course.

Clinical Nursing III
This course builds on the knowledge and skills learned from previous nursing course. The student will care for patients simple acute and chronic health alterations. Content is arranged in physiologic, self-concept, role function and interdependent modes. Classroom and clinical activities provide for the utilization of the nursing process in the care of patients of all ages. The study of common medical-surgical conditions, their incidence, etiology, diagnoses treatment and nursing implication forms the bases for nursing care. Pharmacology will be integrated throughout the course.

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

COMPLETION SUMMARY FOR NURSING PROGRAMS – Students must meet the following criteria to be eligible for graduation:
1. Attendance – The student must have absence hours totaling no more than 5% of the total program hours.
2. Grades – A minimum score of 76% for each course must be maintained in each quarter.
3. Satisfactory Practical Skills Evaluation – All practical skills as outlined in the curriculum must be completed according to the criteria established by the school.
4. Satisfactory Clinical Performance
5. All fees must be paid
6. ID Badge must be returned
7. Group exit interview with the program administrator – At this time, the students may discuss any concerns and/or suggestions regarding the program, employment and educational plans.
8. Exit interview as required by Financial Aid Administrator
9. Student must complete an ATI Comprehensive Exam

Academic Credential Awarded:
- Practical Nursing Program – Diploma
- LPN to RN Diploma Program – Diploma

PROGRESSION AND COMPLETION OF THE PROGRAM

POLICY – The following are procedures for changing policies regarding student progression and requirements for completion of the program as required in Chapter 4723-5-12(B) of the Ohio Administrative Code:

1. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.
2. Changes to policies related to student progression, or requirements for completion of the program, can be presented during faculty meetings.
3. Changes made to the policies related to student progression, or requirements for completion of the program will be adopted and applied to all students enrolling at the beginning of each nursing program. An adoption of policy changes will be published in all information packets including, but not limited to, course syllabi and the student handbook.
4. All changes will be updated in the student handbook and application information packet.
5. All changes related to student progression and requirements for completion of the program will be reviewed during the Orientation day.
6. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

ACADEMIC ADVISING

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

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

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

STUDENT INPUT REGARDING PROGRAM PROCESSES AND

DECISION-MAKING – Student input is valued in the nursing programs.

Student Council – Each cohort will nominate and elect members of student council at the beginning of second quarter of each program. The student council will consist of a president, vice president, treasurer, recording secretary, class reporter, and student representative. The purpose of the student council is to act as a liaison between the class and the faculty and to facilitate the social and problem-solving functions of the class. Functions of the student council may include:

1. Serving as a liaison for communication between faculty and the student body.

2. Facilitating identification of problems and suggest constructive alternatives/solutions.
3. Organizing various activities/committees (ex: Fundraising, Graduation, Social, Handbook).
4. Assisting faculty in promoting vocational growth.

Student Council funds may be expended for any purpose that further enhances the students' educational experience while at Tri-Rivers. The faculty are available to advise the student council on leadership and problem-solving skills. The president will meet with the nursing education manager as necessary to provide information regarding pertinent plans/issues. Within one week of any scheduled meeting, the student council will present the meeting agenda for approval to the program administrator. A copy of the meeting minutes will be posted for class review and filed with the coordinator.

Student Representatives – Student representatives are elected for each cohort and provide a liaison role to faculty. The role of the student representative is to gather information from students about current issues or concerns and may attend selected faculty meetings to present the information and/or receive clarification. Representatives may also be asked to attend student conferences as an advocate or participate on student appeals hearings when appropriate.

NURSING STUDENT RESPONSIBILITIES

Accountability – Students are responsible for their own actions and acting professionally at all times. Students are responsible to the instructors of the school, and are encouraged to approach them regarding any problem.

Class periods are scheduled for 50 minutes, and start promptly at the stated hour. Laboratory practice classes may be one and one-half to three hours in length. Students are expected to report to class on time.

When working in the clinical area, the student is entrusted with the care of the patients. Thus, it is expected that students come to the clinical area prepared for their clinical assignments and complete these daily assignments. Students and faculty must follow guidelines established by the health care facility and the physician's orders. Students must report in uniform to the assigned clinical area at least ten minutes before the time is scheduled. When students are assigned for clinical experience, they are to complete their assignment and report off duty at least ten minutes before post conference or as instructed.

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

Confidentiality – Due to the nature of the learning and professional environment, confidentiality is required.
1. I understand that I have a professional responsibility to protect the client's rights to privacy.
2. I agree that I will not disclose any confidential information to any unauthorized person, make printed copies of any reports, documents, or on-line data that comes into my possession.
3. I must carefully protect information of a confidential nature.
4. I will not access confidential information without authorization from my clinical instructor/preceptor.
5. I recognize that unauthorized disclosure of confidential information is totally prohibited.
6. I recognize that the disclosure of or sharing of passwords, access codes, key cards assigned to me is prohibited, and that I am accountable for them and for any improper access to information gained with these privileges.
7. If I have reason to believe that the confidentiality of my access privilege has been broken, I shall immediately notify my clinical instructor/charge nurse on my assigned nursing unit.
8. I understand that if I violate any of the above statements, I will be requested to attend a hearing at Tri-Rivers Career Center.
9. I will be provided an opportunity to refute evidence of my breach of confidentiality.
10. Based on the evidence submitted at my hearing, a committee at Tri-Rivers Career Center may dismiss me from the Adult Education Program.

Background Checks and Drug Screens – Background checks and drug screens are a requirement of clinical facilities, in which, Tri-Rivers Career Center - Adult Education has a contract for nursing student clinical experience. If a student declines, or if the background or drug screen is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Current students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason. The student is financially responsible for background checks and drug screen.

Classroom Rules
1. All drinks must be in a spill proof container.
2. All cell phones must be turned off, no texting allowed.
3. Students must arrive on time for class and sign in. No student will be admitted into class after the door is shut. Students arriving late must wait until break time to enter. Students must sign in at the time they entered the classroom, not the time they arrived at school.
4. If the student needs to leave class during lecture, he/she must wait until break to re-enter.
5. Be respectful of others, no talking during lecture.

Housekeeping – Each member of the class is expected to help keep our school neat and clean. Please check the skills laboratory rules posted each year by the skills lab. Instructors / Faculty / Students must leave their classroom neat and orderly for the next class.

Housing – No facilities are provided for the housing of students. This is seen as the student's responsibility. However, the program administrator will make every effort to assist students in locating housing or put incoming students with similar needs in touch with each other.

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

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

Pregnancy – Pregnancy may pose special problems for female students. While the student's continuation in the program during pregnancy is not discouraged, it is necessary that the faculty be informed of the pregnancy as soon as possible. When a student becomes pregnant, she must notify the program administrator or designee and must submit a signed statement from her primary care provider verifying that the student may safely participate in the program with no restrictions. Students must also submit a written verification from her primary care provider following delivery that she may safely participate in the program with no restrictions.

Use of Medications – In order to protect yourself, should you become ill during class or clinical time or in the event that you should be requested to have a drug screening, please provide a list of any legally prescribed medication that you are presently allowed to take. Tri-Rivers Career Center – Adult Education will permit the legal use of medication of drugs prescribed by a licensed practitioner provided that such usage does not adversely affect the student's performance or endanger the health and safety of the student or others. All students must fill out a medication form and must be submitted with the required physical form. Each student is required to update his or her medication form as needed. Tri-Rivers Career Center reserves the right to define "adversely affects" and at its discretion, place on probation any student that it deems may be adversely affected by the use of legally prescribed medication or drugs.

Damages & Losses – There may be a time when students may need to borrow equipment. Once permission is granted, students using equipment belonging to the school must assume responsibility for its proper care and return. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of the equipment. Students must sign for equipment/audiovisual materials on the date they remove these items from the building and then sign on the date items are returned.

Bulletin Boards – Classroom bulletin boards will be for communications of interest to all students. Weekly schedules, observational experiences, clinical rotation, announcements are posted on these bulletin boards. Students must request permission to post items on the bulletin boards from the instructor.

Food & Beverages – On clinical days, lunch arrangements are per the instructor. On class days, students may bring covered drinks to class. Ample time is generally available to eat in local restaurants, or students may eat in the student lounge, if lunch is brought in from home or local carryout restaurant. No food is to be eaten outside of the designated eating areas.

Student Employment – In the interest of safety, a student may not work 11pm – 7am shift before clinical experience. As long as the student is meeting the objectives of the program, no other limits are placed on employment. If it becomes evident that the student cannot meet the objectives, it will be suggested that employment be curtailed.

Visitors
- **Classroom** – Students may secure permission from the program administrator or instructors to bring an occasional visitor to class.
- **Clinical**
  1. Students are urged to make patients' visitors feel welcome.
  2. Students are not permitted to have personal visitors while on duty.
  3. Students are not to share their clinical rotation schedules with anyone outside the school population. This is important for security reasons.

CLINICAL EXPERIENCE – Clinical provides an opportunity where the student is expected to utilize all resources to enhance the learning experience. The following rules will be in place:
1. Students will be expected to function according to the respective healthcare partners' policies relating to parking, use of cafeteria, nursing measures, uniform requirements, and routines established for the nursing unit.
2. During the clinical laboratory class, or at any other times, students may **not** practice invasive procedures on other students.
3. During some experiences, such as physical assessment, students may be expected to act as models. If a student has any objection to providing this experience, they should notify the instructor immediately so that an alternate experience can be provided.
4. As opportunity permits, clinical instructors facilitate student responsibility for learning, encouraging or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping an "anecdotal" record of nursing behaviors and skills, and self-evaluation of one's clinical performance. The instructor's anecdotal notes relating to an individual student are available to that student in the nursing instructor's office.
5. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical lab and simulation lab sessions. Unless otherwise noted, students are expected to prepare for client assignments on their own time interviewing the client and planning for care the day prior to the scheduled clinical experience. While doing clinical "prep," students are not to do any type of "hands on" care or assessment with clients.
6. The clinical laboratory experience may begin with a pre-conference. During the pre-conference, general instructions may be given, and the student is assisted to plan or meet individual client needs. Student preparation for client care is also evaluated during the pre-conference.
7. Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.
8. Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately.
   a. The instructor will then document behaviors/occurrence objectively. All specific data including date, time and place of occurrence is to be included.
   b. When student clinical behaviors do not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary a written warning will follow.
      - The verbal discussion should occur as close to the time of the occurrence as possible.
      - The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
      - Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior. An action plan will be provided.
   c. A counseling conference may be held. The student

has the opportunity to respond to the instructor's warning and recommendation on the Official Reprimand form or Written Summary of verbal warning.

9. Clinical Faculty must be present during any invasive procedure, sterile procedure, or wound management procedure. Students are expected to perform safely in all areas of client care. Any performance, which endangers a client's wellbeing, may result in the student's removal from the clinical field.

10. Any student who, in the judgment of the faculty, does not demonstrate appropriate preparation for client assignment will be directed to the skills lab or computer lab at Tri-Rivers Career Center – Adult Education for additional preparation and/or sent home and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors as needed to discuss their progress in the program. All faculty create and post a schedule office hours during which time they are available to assist students.

11. At the discretion of the instructor, any student who does not perform nursing interventions safely, in accordance with instruction (for example, the administration of medication) may be considered unsafe and excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe nursing behavior shall fail the course, or may withdraw, in accordance with policy.

12. Students are evaluated mid-way through each clinical rotation as well as at the conclusion of the clinical rotation. Final evaluations are written and signed by both the student and instructor. Signing this form indicates the evaluation has been read. Signing does not imply concurrence with the evaluation. Failure to keep an evaluation appointment at the end of each clinical rotation will result in the grade of "I" (incomplete) being assigned. It is the student's responsibility to be aware of the clinical objectives.

Student Conduct While Performing Nursing Care – (As set forth in *Chapter 4723-5-12 of OAC*)

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
7. Provide privacy during examination or treatment and in the care of personal or bodily needs; and treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

8. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
9. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
10. A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
   c. A student shall not misappropriate a patient's property or:
   d. Engage in behavior to seek or obtain personal gain at the patient's expense;
   e. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
   f. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
   g. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

11. A student shall not:
   a. Engage in sexual conduct with a patient;
   b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
   d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   a. Sexual contact, as defined in section 2907.01 of the Revised Code;
   b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or

alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

26. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

ATTENDANCE – The student's presence in all classes, labs, and clinical is required. Your attendance to class, skills lab, clinical, and any other mandatory activities is vital for your success in this program and is your responsibility. Students are required to sign in and out of class; hours will be deducted / counted as absent if students fail to sign in and out.

To graduate, you must have absence hours totaling no more than 5% of the total program hours. Absence hours are cumulative and are not erased at the end of each quarter. The only hours that are scheduled as a clinical make-up day are at the end of each quarter. If total absence hours are more than the allowed 5% per quarter you will be required to attend clinical make-up. If the hours credited for clinical make-up do not result in reducing your absence hours to 5% or less, you may be dismissed from the program.

No absences/ tardies are excused – Please keep this in mind when scheduling appointments and other activities that may affect your attendance. We are aware that situations arise, in which, you have no control. You are strongly urged to save those hours of the allowed 5% absence for times when you are ill, a family member is ill, have car trouble, or other unexpected personal emergencies happen.

The following rules shall be utilized:
1. On clinical days, notify as directed by instructor. A reason for the clinical absence must be given when calling. Absence without notification may be cause for dismissal from the program.
2. The student who has prior knowledge of absence from clinical must notify the instructor prior to the scheduled clinical.
3. Doctor appointments, dentist appointments, etc., should be scheduled for after school hours.
4. Absences will be dealt with on an individual basis, and the student may be subject to dismissal at the discretion of the nursing faculty.
5. A student will be required to bring in a physician excuse to attend class and clinical after any hospital, emergency or urgent care visits stating no restrictions.
6. The faculty and program administrator will review the record of any student absent more than 5% of the total quarter hours. Students absent more than 5% of the total hours (theory and/or clinical) or who have missed any clinical time will be required to attend an entire session of clinical make-up. A clinical make-up day will be scheduled at the end of each quarter. Clinical make-up may be scheduled on a Saturday or during vacation time at the discretion of the faculty. Any student who has missed more than one clinical day will need to meet with the program administrator
7. Clinical make-up above the scheduled one at the end of the quarter may be available at the discretion of the program administrator and availability of a clinical instructor. Payment for one additional clinical make-up ($30 per hour) will be the responsibility of the student.
8. Any student that expects to be absent from a class lecture may arrange to tape the class with permission from the class instructor.
9. Students receiving veterans' educational benefits will be terminated from these benefits when their absences exceed 5% in any quarter.

EVALUATION

Evaluation Philosophy – Evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

In order to promote self-understanding, every clinical evaluation by the faculty is accompanied by a student evaluation. All courses have specific objectives. These objectives are the outcome that you should achieve. The student will be tested and evaluated on the objectives of the course, specific units, and clinical objectives.

Evaluation of the Nursing Programs – Ongoing evaluation of the programs is essential for the continued growth and excellence of the programs. The faculty conducts regular evaluation of the programs. Student input is utilized in this evaluation. Students are asked to complete an evaluation of the courses (classroom / clinical). At the end of each observational experience and each clinical rotation, students are expected to write brief evaluation of the experience. Students also evaluate the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences.

Successful Progression – In course work, a student must maintain a 76% (C) or above in each class and a satisfactory rating in clinical to remain in the nursing program. Reports from clinical instructors will be reviewed weekly and if an unsatisfactory evaluation occurs, the student will be advised. Academic warning or probation may result. Repeated unsatisfactory evaluations while in the clinical area may result in dismissal from the program.

A student's academic progress will be reviewed by the faculty at mid-quarter and at the end of each quarter to discuss the progress of each student in academic courses and clinical experience. A written progress report is given to the student at the completion of each quarter. This includes the letter grades and percentages the student has achieved for the quarter in each course taken. At midterm or at the end of each quarter, students may be warned, put on probation or dismissed as a result of unsatisfactory progress. The student must be in attendance at least 95% of the scheduled time while enrolled in the program when financial assistance of any kind is used.

Each course syllabus defines the requirements for satisfactory course completion. Additionally, the following requirements are in place:

- Practical Nursing – Pharmacology I, II, III, IV contain clinical components that are integrated in Fundamentals of Nursing I, II and Nursing Care of the Child and Adult I, II. Therefore, a student must pass the Fundamentals of Nursing I, II and Nursing Care of the Child and Adult I, II to receive a passing grade in the corresponding Pharmacology course.

Quarter		
I	Fundamentals of Nursing I	Pharmacology I
II	Fundamentals of Nursing II	Pharmacology II
III	Nursing Care of the Child and Adult I	Pharmacology III
IV	Nursing Care of the Child and Adult II	Pharmacology IV

- LPN to RN Program – Students must achieve a 76% or higher on the final examination of each course to progress.

Grading Scale – The following grading scale is utilized:

93 – 100% = A
85 – 92% = B
76 – 84% = C
Below 76% = F

Probation – Probation is defined as a "trial period". A student may be placed on academic and/or clinical probation by the program administrator, upon the recommendation of faculty members. Probation is a measure utilized to encourage self-evaluation of progress in the program and adjustment of behavior accordingly. A student placed on probation will be notified in a conference with the program administrator. A student council member of the student's choice may be present at the conference. At this conference, and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period. Reasons for probation include, but, are not be limited to:

1. Unsafe performance in the clinical area exhibited by behaviors that might prove injurious to self, clients, co-workers and/or visitors
2. Unsatisfactory performance in the clinical areas as measured by the clinical performance evaluation tool and documented by the clinical instructor
3. Unsatisfactory performance in course work as measured by a grade point average below 76% at midpoint of any quarter
4. Failure of the skills checks off at the end of each quarter
5. Non-compliance with regulations of the school

Dismissal – The student will be informed of dismissal in writing and verbally if possible. The student will be scheduled to have a conference with the program administrator and the faculty, to discuss the dismissal. The student may choose a student council member to be present for the conference. Also, students must see the financial aid administrator for a scheduled exit interview.

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

1. Persistent unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor
2. A grade of "unsatisfactory" in the Clinical or Skills area at the end of the quarter
3. A grade point average below 76% in any one course at the end of the quarter
4. Failure to meet the objectives of the program
5. Proof of chemical / substance abuse
6. Breach of Confidentiality
7. Failing skills laboratory

Dismissal may occur for any of the following reasons:

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

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

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

- Students who have an average grade less than 80 percent in any course at midpoint in any quarter
- One unsatisfactory clinical evaluation
- Receiving two unsatisfactory grades in clinical documents (Data collection book)
- Inappropriately dressed for classroom or clinical experience
- Inappropriate or unprofessional mannerisms or communication in the clinical area, classroom, or other connected facilities with Tri-Rivers Career Center
- Lack of motivation, uncooperativeness, unethical conduct, or poor personal appearance or cleanliness
- Inability to perform in classroom, clinical, or laboratory skills sessions

Testing – It is believed that a test or examination can serve as a teaching aid. Testing may occur in several ways including written, Scantron, and online versions.

- Scantron Sheet – Some courses utilize the Scantron Sheet as a source for testing. This is an optical scan sheet that is processed through the computer. No changes may be made on this scan sheet after it is submitted to the faculty member proctoring the test. Students need to make an appointment to see their test booklets with the faculty member responsible for the test.
- Online Tests – Some courses utilize a testing feature on the online platform. Students will have the ability to review the material during the week immediately following the online test.

Students will have the right to review tests so they can learn from the errors they have made. The following procedure will be applied:

1. The instructor may provide a copy of the test key for a period of time so the students can check their errors.
2. The instructor will do one of the following with the tests:
   a. Give test back to the students for a designated period of time determined by the instructor.
   b. Review the test during class time.
3. The final examination score cannot be recorded if the student fails to return the answer sheet or test papers as requested.
4. Students will not be permitted to write on graded tests/answer sheets during the review.
5. If there is a concern regarding any test question, the student must submit a written request with rationale to the instructor to have the question reevaluated within 3 days after the test review. The instructor will then review and make a final determination regarding the test question.
6. Once students have had the opportunity to review a test and request reevaluation as stated above, no further credit will be awarded after that timeframe. Thus, it is the student's responsibility to ensure that he/she has thoroughly reviewed his/her tests.
7. Student are not permitted to copy test questions/answers. If

proof that a student has copied test questions/answers, disciplinary action may occur and the student may not be able to review future tests.

Late Tests, Examinations and/or Assignments – All assignments are due on the date and time specified by the instructor and all assignments must be submitted to fulfill course requirements. A missed test/exam must be taken on the day the student returns to school unless other arrangements are made. There will be an immediate 5% reduction for missing a test/exam during the scheduled time or for submitting an assignment late. A student must see the instructor(s) upon returning to school.

Retesting – A student who is below 76 percent at the completion of a quarter and upon recommendation of the faculty may:
1. Be retested in a specified area
2. The following will be considered in arriving at that decision to retest a student:
   a. The student's previous school record shows that the student has been making satisfactory progress and has not had academic difficulties in other courses, or
   b. There have been extenuating circumstances that may have contributed to the failure of the student, examples:
      - Family illness
      - Personal illness
      - Personal or family problems requiring absence from school, and faculty have been aware of the problem prior to the test/exam

If retesting takes place, the following will be implemented:
1. The student will be retested only once.
2. The retesting will be arranged by the program administrator or designee, and will be completed as soon as possible after the faculty decision is made.
3. The student may be given the same test/exam, or the instructor of the course may choose a comparable test/exam.
4. The student will receive a maximum grade of 76% for the test. After retesting, the student must achieve a total of 76% or better for the course. The student will receive a maximum course grade of 76% even though the average may be higher with the retest.

Skills Check-Off & Skills Practicum – Skills is part of quarterly progression. The student must pass skills check-offs and practicum with a satisfactory grade, according to the criteria established by the faculty for the given skill.

For skills check-off, after 2 failed attempts, the student will meet the program administrator and faculty to discuss the performance. The faculty will discuss the options of allowing the student to complete one more attempt or to dismiss the student from the program, utilizing student's performance history while in nursing school.

For skills practicum, the student will be tested on a randomly drawn skill from the current and previous quarters. If the student receives an unsatisfactory, the student will be allowed one repeat attempt of that skill and will have to perform a second randomly drawn skill to be checked off by two different instructors on a different day. If the student fails the repeated skill, the second skill will not be performed. At that time, the student will meet the program administrator and faculty to discuss the performance. The faculty will discuss the options of allowing the student to complete one more attempt after remediation or to dismiss the student from the program, utilizing student's performance history while in nursing school.

Make-up Assignments for Missed Labs/Skills – Students who are absent from fundamental/skills laboratory classes must satisfactorily demonstrate those procedures practiced during their absence. It is the student's responsibility to contact the instructor to determine when and where the demonstration will be presented. The student may be required to attend extra fundamentals labs or perform individual lab practice when regular labs are not scheduled.

Clinical Evaluation & Grading – Clinical experiences provide nursing students with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of basic nursing functions with individuals or groups across the life span. Clinical evaluation is carried out through the use of clinical performance evaluation tools. At the end of each clinical rotation, the student and faculty members each evaluate the student's performance using the tool. A conference is scheduled for sharing the evaluation. The faculty will have documentation of the evaluation. All evaluations will be placed in the student's file. Satisfactory completion of clinical quarter is mandatory for progression to the next quarter.

Clinical Information for PRACTICAL NURSING STUDENTS – Clinical experience is composed of Level I (Quarter I & II) and Level II (Quarters III & IV). Each level has identified mandatory objectives for each quarter, which, must be achieved at a satisfactory level. The clinical instructor will evaluate the student on the basis of the clinical performance criteria. Evaluation will be made as follows:

1. A student receiving a clinical grade of "S" or better will progress automatically.
2. A student receiving less than an "S" in one or more mandatory objectives will be alerted by the clinical instructor and may progress to the next quarter on clinical probation for a maximum of one quarter.
3. A student receiving an Unsatisfactory at the end of the quarter and/or probationary period may be asked to withdraw from the program or be dismissed.
4. A student who receives an Unsatisfactory at midterm in clinical may be required by the program administrator /instructor to meet with the faculty and develop an action plan to remediate.

Clinical Information for LPN to RN STUDENTS – Each quarter has mandatory objectives and clinical performance criteria, which, must be achieved at a satisfactory level. Evaluation will be made as follows:

1. A student receiving a clinical grade of 2 or better will progress automatically.
2. A student receiving less than 2 in one or more mandatory objectives will be alerted by the clinical instructor and may progress to the next quarter on clinical probation for a maximum of one quarter.
3. A student receiving a 0 or Unsatisfactory at the end of any quarter/probationary period may be asked to withdraw from the program or be dismissed.
4. A student who receives an Unsatisfactory at midterm in clinical may be required by the program administrator/instructor to meet with the faculty and develop an action plan to remediate.

Clinical progress is evaluated at each clinical experience each quarter and at the end of a clinical rotation. Clinical experience is graded in the following manner:

CLINICAL PERFORMANCE CRITERIA	PRACTICAL NURSING STUDENTS	LPN to RN STUDENTS
Student consistently functions with little or no guidance, except in highly complex situations. **EXCELLENT = SATISFACTORY** Students are expected to progress in this level during Quarter III & Quarter IV.	E	4
Student generally functions satisfactorily with minimal guidance in usual clinical situations. **ABOVE STANDARD = SATISFACTORY** Students are expected to progress in this level during Quarter III & Quarter IV.	S+	3
Student functions safely with moderate amount of guidance in usual clinical situations. **MET STANDARD = SATISFACTORY** Students are expected to be at this level during Quarter I & Quarter II.	S	2
Student usually requires intense guidance for the performance of activities safely. **BELOW STANDARD = IMPROVEMENT NEEDS TO TAKE PLACE**	OI	1
Student is considered unsafe to practice without constant, intense guidance. **CLINICAL FAILURE = UNSATISFACTORY** Student in this level will be placed in clinical probation. Weekly reports from the clinical instructor will be reviewed. Repeated unsatisfactory evaluations while in the clinical area will result in dismissal.	U	0

Appeal Process for Clinical Failure (Withdrawal) – The student who has a clinical failure (withdrawal) for unsafe clinical practice, or violation of nursing practice may submit a formal appeal. The process is outlined below:

- **Step One –** The student should submit a letter to the clinical faculty within 3 days of the occurrence. It is important that the letter includes a written statement of appeal. It is suggested that the student retain a copy of all correspondence. The letter should contain a clear outline of the history of the incident(s) including a review of the problem and actions taken to avoid or resolve it. The student will be notified of the decision in writing by the clinical instructor within 3 calendar days from the date of the letter.

- **Step Two –** If the student is not satisfied with the decision of the clinical faculty, the student should submit the formal appeal in writing to the Nursing Manger. The

  student will be notified of the decision by the program administrator within 3 calendar days.
- **Step Three –** If the student is not satisfied with the decision of the Nursing Manager, the student may then submit the formal appeal in writing to the Director of Nursing and Public Safety within 5 days of receiving the program administrator ruling. All materials and communications from previous contacts in the procedure should be assembled by the student and forwarded to the Director of Nursing and Public Safety. The letter should contain information which describes the situation in detail as well as the resolution sought.

The Director of Nursing and Public Safety will convene a committee composed of no more than 5 faculty members other than the clinical instructor/faculty. The committee should include at least one senior faculty. In addition, one student will be selected from those who have expressed an interest in serving on an appeals committee. The student will be from outside the clinical group. A graduate student may also be invited. He or she will be a voting member. The committee will provide the student and the clinical faculty an opportunity to discuss the circumstances surrounding the incident. The Director of Nursing and Public Safety will be a nonvoting member unless there is a tie. The committee will issue a decision following the meeting. Notification to the student will occur in writing within 7 calendar days from the meeting. The decision of the committee will be final.

The following sanctions may be imposed:
- Verbal reprimand without an entry on the student's personal performance record;
- Written reprimand with an entry on the student's personal performance record;
- "F" in the course on his/her permanent transcript;
- Such combination of sanctions or other sanction as may appear appropriate; or,
- Dismissal or denial of re-entry.

RULES FOR SKILLS LAB – The following rules will be in place for the skills lab:
1. Students are responsible for keeping the skills lab neat, clean and orderly.
2. Over the bed tables, bedside tables, and chairs must be returned to the correct place. All beds are to be left neatly made.
3. Equipment necessary for practice can only be removed and returned to the cupboards by an instructor.
4. Students must act professionally at all times in the skill lab.
5. No cell phones, extra books, book bags, purses or coats in skills lab.
6. No food or drink in the skills lab.
7. No photography in skills lab without permission from the program administrator.
8. No lounging on beds and/or no shoes on the beds.
9. Mannequins will be treated in a respectful manner.

SKILLS PRACTICE – Skills practice is required prior to skills check-off. This is the time to ask questions, clarify things, and do the skill repeatedly until the student feels confident in practice.
1. Students will be scheduled in the skills lab.
2. Students are welcome to use the skills lab for additional practice time when the lab is not in use by other

   programs and must check in with the reception desk prior to entry.
3. Students should bring current Fundamentals text. Other reference material is available for use in the skills lab.
4. Any supplies given to you must be brought back to your scheduled skills lab to practice, or student will receive an unsatisfactory.

SKILLS CHECK-OFF/PRACTICUM – During skills check-off, is the expectation for students to perform the skill independently and competently. Check-off is the instructor evaluation of the student's ability to complete the respective skill(s).
1. All required skills must be checked off by an instructor as provided on the skills check-off sheet.
2. The instructor may check off the skills during skills lab time or in clinical.
3. It is the student's responsibility to have their skills check-off list and skills sheets signed/initialed by the instructor.
4. Skills check-off list and individual check-off sheets will be kept in the Skills Lab file cabinet at all times.
5. Students will present appropriate skills check-off sheet signed and dated at the time of check-off.
6. No student will be checked off without appropriate skills sheet presented.
7. It is the student's responsibility to contact an instructor if he/she is behind in having the skills checked-off (due to absences, etc.) prior to skills testing day. It is an expectation that students are prepared for quarterly check-offs unless the student has contacted an instructor at least one (1) week prior to the scheduled testing day.
8. Students must complete all items as noted on the skills check-off sheet correctly to receive a satisfactory grade.

INCIDENT REPORTS – Incident reports are utilized to review situations that deviate from the expected and will be utilized for clinical evaluation purposes, up to and including determination that a student is unsafe in clinical practice. Unsafe clinical practice includes coming to the clinical unit unprepared to care for the assigned patient, or failure to complete assignments for the day. The incident will be reviewed by the program administrator and faculty and will aid in identifying potential errors.

Reasons for incident reports include, but are not limited to:
1. The student fails to follow good nursing practice which could have led to patient injury, medication error or any type of liability.
2. The student was injured.
3. There is a situation, in which, the clinical agency requires an incident report.

The process will be:
1. The student will complete the Tri-Rivers incident report form (available from the nursing office). Incident reports required/provided by the partnering agency will not be removed from the agency. If possible, the clinical instructor will obtain a copy of this incident report.

2. The clinical instructor reviews and signs the report and meets with the student.
3. The clinical instructor will notify the program administrator of the incident.
4. The program administrator reviews the incident and confers with the student as necessary.
5. The nursing education manager may require the student to appear in front of the faculty to determine status.

DRESS CODE – Students represent the school and will be expected to dress and groom themselves in a manner that reflects good taste, cleanliness, safety and professionalism.

Uniforms – The school requires that specific uniforms to be purchased by the nursing students. Other requirements include regulation I.D. badge, and a watch that constantly displays seconds. The school uniform must be worn in the classroom and clinical areas. The following will be observed:
1. Uniforms must be clean, wrinkle-free and neatly mended.
2. If wearing a dress uniform, good personal judgment should be used in determining the length of the dress. The length must not be shorter than the top of the knee. Slips will be worn.
3. White lab coat may be worn with the uniform, when required for warmth and may not be worn when providing patient care or in the skills lab.
4. A plain white or navy blue long sleeve shirt may be worn under the uniform.
5. Female Students: <u>Plain</u> white or black hosiery or socks, without designs, and free of runs will be worn. Full-length hose must be worn whenever uniform dress or scrub dress is worn. Male Students: White or black socks are mandatory when in uniform.
6. Shoes, leather or simulated leather, without open toes or heels, will be worn with the student's nurse uniform. They should be clean, white or black, have soft soles, firm support and in good repair. Shoelaces will be kept clean and white.
7. The school patch will be centered and attached securely to the left sleeve of the uniform, two inches below the shoulder seam.
8. Smoking is not permitted while in uniform.
9. No wearable technology (such as an Apple watch) may be worn during knowledge assessment or examination or test.

Personal Hygiene – Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, oral hygiene, and use of deodorants is necessary as a nursing student.

Hair – Hair should be clean and neatly arranged, and a natural color for a professional appearance, at the discretion of the student, within the following limitations:
1. Hair must be cut, fastened or arranged in such a manner that it does not hang below the eyebrow, fall in the face of the student, interfere with work or touch the patient (either in the classroom, laboratory, or the hospital).
2. Wigs and hairpieces may be worn, as long as they conform to the hair regulations.
3. Male students may wear neatly trimmed beards and/or mustaches; must not interfere with the ability to properly wear a N95 mask. Long hair must be confined per regulations.

Jewelry –Certain jewelry is permissible while in uniform. The following applies to all students:
1. A watch, which constantly displays seconds, is a standard part of the uniform and should be worn at all times.
2. Rings may not be worn in the classroom, skills lab, & clinical areas.
3. Medic-alert necklace and/or bracelet may be worn.
4. All visible body piercing must be less than ¼ inch.
5. Medic-alert necklace and/or bracelet may be worn.

ID Badges – Students must wear I.D. badges at Tri-Rivers, in the clinical areas, at observational experiences and tours, to be identified as adult nursing students.Only a TRCC badge reel may be used. Students must wear the Tri-Rivers student I.D. at all times while in the Tri-Rivers Career Center and Center for Adult Education. ID badges may also be assigned by affiliate clinical agencies.

Make-up – When wearing make-up:
1. A harsh or artificial look should be avoided.
2. Heavy perfumes should not be worn in the classroom or clinical areas
3. Fingernails should be well manicured, clean and kept short. Short finger nails must be worn in the clinical area. Short: when looking at the palm of your hand, the nails do not protrude over the tips of the fingers.
4. If student chooses to wear nail polish, it must not show any chipping. Student will be asked to remove the polish if it shows any signs of chipping or peeling. Nail jewelry may <u>not</u> be worn.
5. Artificial fingernails may <u>not</u> be worn while in uniform.

Tattoos – Any visable tattoos must not have any offensive words, pictures or markings. Faculty reserves the right to determine if a tattoo is offensive.

Community Observations / Clinical Agencies – All students are expected to be in full uniform when obtaining clinical assignments and assigned patient information. No student will be allowed to wear street clothes or non-uniform attire when completing assignments, patient information search, observations, etc. Behavior and appearance shall be appropriate to the student nurse role.
All students shall abide with the following:
1. Full uniform shall be worn.
2. Student I.D. shall be visible.
3. Lab coat can be worn over the Uniform. Tri-Rivers Nursing patch must be visible.

STUDENT PHYSICAL REQUIREMENTS & CPR – A physical examination is required for all students admitted into the nursing program and upon reentry into the program. Additionally, Tri-Rivers' affiliated nursing facilities require this information in order to guarantee the health and safety of those who care for patients and the patients themselves. The physical examination must be completed with a date *no earlier than 6 months to the date that the student starts classes.* The physical form may be obtained from the nursing office. Requirements are as follows:

1. A two-step PPD, with proof of annual every year since the two-step. If the student has had a past positive PPD, then a chest x-ray every 5 years is required. An annual PPD will be needed as long as the student is enrolled.
2. All copies of labs as indicated on the provided physical form.
3. Proof of positive titer for Hepatitis B or documentation that immunization series is in progress. Titer must be done after completion of series. If negative, student must complete a second series, followed by a titer.
4. Proof 2 injections for Rubella, Rubeola and Varicella.
5. 10-panel urine drug screen, a complete urinalysis and complete blood count (CBC) are required.
6. Student must provide proof of the Diphtheria, Tetanus, Pertussis immunization within 10 years.
7. Yearly influenza shot is mandatory by October 31. If the student cannot participate in the influenza vaccination injection process as a result of a medical condition, or religious beliefs, may be required to participate in additional measures established by a clinical site. Additionally, it may jeopardize the student's ability to participate in the clinical portion of the program.
8. Students will be required to fill out and maintain a current medication sheet with current medications and allergies noted.
9. BLS Card from American Heart or Red Cross must be maintained throughout enrollment and is the student's responsibility to ensure completion.

COVID-19 VACCINATION

1. Students are required to participate in COVID vaccination as required by clinical facilities in order to participate in the clinical experience and progress in their program of study.Just as nursing education program and/or clinical facilities require other vaccines, the facilities have the option to mandate COVID-19 Vaccine.
2. If the student cannot participate in the COVID vaccination injection process as a result of a medical condition, or religious beliefs, may be required to participate in additional measures established by a clinical site. The cost and acquiring the additional measures (i.e. COVID testing) will be the student's responsibility. Additionally, it may jeopardize the student's ability to participate in the clinical portion of the program.
3. The nursing programs are not obligated to provided substitute or alternate clinical experiences based on a student's request or vaccine preference.
4. If the student refuses to be vaccinated and is not entitled to a reasonable accommodation under the disability laws or not entitled to a reasonable accommodation for a sincerely held religious belief then, the student may be disenrolled from the nursing program or may not be able to fulfill the clinical requirements of the program, resulting in inability to successfully complete the program.

5. Accommodations made for students under the disability laws or for a sincerely held religious belief will be decided on a case by case basis.
6. In providing an academic adjustment to students with disabilities, post-secondary schools are not required to lower or substantially modify essential requirements. (US Department of Education, 2011)

STUDENT HEALTH, ILLNESS, INJURY – The student is expected to assume the initiative for contacting a physician in case of illness or injury. Illness or injury may interfere with the achievement of educational objectives and/or patient welfare.

1. Illness should be reported to the instructor.
2. The instructor will request for assistance and report the illness to the program administrator and/or Director of Nursing and Public Safety
3. The instructor and/or program administrator will evaluate the illness/injury. The student will be referred for medical attention as necessary.
4. For emergent medical attention the emergency medical services (EMS) will be notified. The EMS will transport the student to the local hospital for further evaluation.
5. The person listed as the student's emergency contact will be notified. Information regarding the incident will be provided.
6. The instructor will complete an incident report. The report will contain information about the event. A copy of the incident report will be filed in student's folder. The original report will be submitted to the Director of Nursing and Public Safety.
7. Students must provide information from a physician of his/her ability to return to the classroom.
8. Costs associated with emergency treatment of injuries to students that occur in the clinical facility and on-campus laboratory/class is the responsibility of the student.

MINIMUM ACCEPTABLE MENTAL AND PHYSICAL COMPETENCIES – Success as a nursing student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most nursing positions involve standing for long hours and performing activities that require mobility. Students **may not have weight limitation in moving and lifting**. Students with a history of musculoskeletal disorder are required to obtain medical clearance prior to attending clinical experience. A physician's statement (medical release) indicating that the student has **no** weight limitation or restriction must be submitted as part of the mandatory physical examination. This includes pregnant students. Applicants are responsible for determining their own eligibility in light of these competencies. Students with disabilities who enter the program do so with the understanding they will be expected to meet course requirements, with reasonable accommodation that may be provided by the school.

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

1. Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using mask and gloves, create and maintain sterile fields, etc.);
2. Lift and transfer patients with appropriate assistance if needed, up to 6 inches from a stooped position, then, push or pull the patient up to 3 feet;

3. Lift and transfer patients, with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Physically apply adequate pressure to effectively control bleeding, or perform CPR;
5. Respond and react immediately to instructions/requests, monitor equipment, and perform auscultation (example: listen to a patients hear sounds through a stethoscope and respond immediately to any noted problems);
6. Satisfactorily complete clinical lab experiences up to and including 12 hours in length;
7. Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, and paperwork;
8. Tactilely discriminate between sharp/dull and hot/cold;
9. Perform mathematical calculation for medication preparation and administration;
10. Communicate effectively and appropriately, both orally and in writing;
11. Make appropriate decisions in a timely manner when stressful situation arise; and/or
12. Demonstrate ability to effectively perform nursing tasks using a variety of equipment.

USE OF SOCIAL NETWORKING - The Nursing Department recognizes that social networking websites and applications, such as Facebook, Twitter, or blogs are an important means of communication. The use of technology can be a valuable search tool for nursing students and faculty when used appropriately. The exception is that these resources will not be used in patient care areas, but will be utilized in classrooms or conference rooms under the supervision and guidance of the course and clinical instructors.

The use of technology can create potential liability for the student, faculty, and the Career Center. Posting certain information is illegal, and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. The following actions are strictly prohibited:

1. Posting or communicating any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem—inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual. Violations of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA.
2. No posting or communicating private academic information of another nursing student, including but not limited to grades, narrative evaluations, or adverse academic actions.

The following actions are strongly discouraged. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
1. Display of vulgar language.
2. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
3. Posting of potentially inflammatory or unflattering material, false or libelous statements regarding fellow student, faculty member, or TRCC administrator.

Any nursing student or nursing faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail address as their primary means of communication rather than their Tri-Rivers e-mail address. Students and faculty are expected to maintain professional standards of behavior at all times.

ADMINISTRATIVE INFORMATION

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

Search and Seizure – Systematic and secretive searches of individuals and closed areas where students may keep personal items shall not be permitted. However, school officials shall have the authority to search and seize when it is believed necessary to maintain the education process, or to protect the health, safety, and welfare of students, school employees and other persons. When criminal conduct is suspected, a local law enforcement agency may be called to participate in the investigation. Individuals may be searched without warning when there is sufficient reason to believe that potentially dangerous material or other contraband exists.

Parking – Adult students attending classes during the day / evening are asked to park their vehicles in the rear parking lots at both the main campus and at the 2227 Marion – Mt. Gilead Road facility. Parking in the front of the building is reserved for short-term visitors. Adult students are not permitted to park their vehicles in the reserved parking areas. Disabled parking spots are available in the front of both buildings. Parking at clinical sites will be announced in orientation at each site.

Inclement Weather – The school and/or instructor may make a decision to not penalize the entire group because of uncontrollable circumstances. Students will be notified of delays or cancellations no later than 90 minutes prior to scheduled start time of class, lab, or clinical.

Student Directory – Only after the students sign a release of directory information, the student council may prepare a student directory. The following categories have been designated as student directory information:
1. Name
2. Address
3. Telephone number
4. Dates of attendance

Students may have this directory information withheld from the public if so desired. A release form is provided for all students who would like directory information to be released when requested by appropriate persons.

Records Retention for Withdrawn or Dismissed Students – An individual file containing information concerning each withdrawn or dismissed student will be maintained in a locked file. These records will be available to faculty and authorized persons and will be on file. Correspondence and the following items are included in each file:

1. Application for admission
2. Transcripts (high school credits and/or record of G.E.D., post-secondary education)
3. Entrance test results
4. Directory information release form
5. Financial aid forms (as required)
6. Enrollment documents (acceptance letter, letter of intent, Enrollment Agreement)
7. Attendance record
8. Evaluations of clinical experience
9. Progress record (quarterly progress report)
10. Academic/disciplinary action forms
11. Complete transcript indicating the courses completed; the date enrolled and the date dismissed/withdrawn from the program.

All files containing information concerning each student/graduate/former student will be maintained in a locked file. The records will be available to the faculty and authorized persons for use in selection, evaluation, and guidance.

Students and applicants may request a review of their record, by submitting a written request to the Program Director or designee. An appointment, at a mutually convenient time, shall occur within two weeks after the request is received.

Record Retention Plan for Currently Enrolled Students – Three folders will be assigned to each student; Admission/Academic Folder, Physical Examination, and Clinical Folder

Admission Folder will contain the following documents:

1. Application for admission
2. Transcripts (high school credits and/or record of G.E.D.,
3. post-secondary education)
4. Entrance test results
5. Directory information release form
6. Enrollment Agreement
7. Enrollment documents (acceptance letter, letter of intent)
8. BCI & FBI results
9. Nurse Aide Certification for PN Students
10. Licensure Verification for LPN to RN students

All records in the Academic folder will be transferred to the Withdrawn/Dismissed or Graduate (whichever is appropriate) and will be maintained indefinitely.

Physical Examination Folder will contain the following documents:

1. Physical Examination form signed and dated by physician
2. Urinalysis
3. Complete Blood Count
4. Immunizations – Rubeola, Rubella, Varicella
5. Hepatitis B titer or documentation that immunization series is in progress

6. Proof of COVID-19 Vaccination
7. Medical or Religious belief waiver related to COVID vaccination.
8. 10 Panel Drug Screen
9. PPD – 2-step and annual
10. Immunization record for Diphtheria, Tetanus, and Pertussis
11. Copy of CPR Card

All records in the Physical Examination Folder will be destroyed at the completion of the student's program of study.

Clinical Folder will contain the following documents and will be kept for five (5) years after student's final enrollment/completion of program.

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

All records in the Clinical Folder will be kept in the nursing office for 5 years from the Graduation Date.

Graduate Record – An individual file containing information concerning each graduate will be maintained in a locked file. These records will be available to faculty and authorized persons. Correspondence and the following items are included in each file:

1. Application for admission
2. Complete transcript indicating the credential granted and the date of completion of the program
3. Transcripts (high school credits and/or record of G.E.D., post-secondary education)
4. Entrance test results
5. Post graduate information
6. Directory information release form
7. Signature/consent forms (technology, handbook, photos, drugs, FERPA, Enrollment Agreement)
   Financial aid forms (as required)

*All records in the **Graduate Records** will be kept in Adult Education indefinitely.*

Appendix B

Patient Care Technician Program Handbook

TABLE OF CONTENTS

Patient Care Technician (PCT)
Length: 8.5 months Total # of hours: 718 hours   Preparation: Entry level employment   Credit awarded: Certificate
Quarter I   144 hours   Quarter II   208 hours   Quarter III   205 hours   Quarter IV   161 hours (21-22SY)

PROGRAM DESCRIPTION – This program is designed to prepare students with a basic entry-level courses in health care in order to provide safe, direct care for clients in a variety of health care settings. The student will have direct supervision from an instructor who will be a registered nurse in long-term and assisted-living facilities. The EKG and Phlebotomy classes will be implemented with direction from nurse education director who is a registered nurse. The successful candidate has the option to achieve certification in CPR, Phlebotomy, EKG, Nurse Aide, Home Health Aide, Coding & Billing, Patient Care Tech, Clinical Medical Assistant, and Clinical Administrative Assistant. Testing is provided by The National Healthcareer™ Association and is optional – see below for more detail.

RATIONALE FOR PCT PROGRAM – The Health Care Coordinator met and visited several other successful programs across the state. School officials met with area health care personnel to review and identify components to include in the program. Two advisory committees – nursing and the general adult indicated a need and have given their approval to this new program. School officials have also met with potential clinical sites. Personnel from all these institutions have identified the critical need for a person in this position. The local hospital identified more than 15 job descriptions which would benefit from hiring a completer and at a higher wage rate. With the shortage of trained employees in the health care field, many in the area are excited about this training option

CERTIFYING AGENCY – The National Healthcareer Association (NHA). Tri-Rivers is an approved NHA examination delivery site. The current certification examinations are: Patient Care Technician, Phlebotomy Technician, EKG Technician, Medical Administrative Assistant, Clinical Medical Assistant, Billing and Coding Specialist, and Electronic Health Record Specialist. The National Healthcareer Association was established in 1989 as an information resource network for today's active health care professionals. NHA, now part of Assessment Technologies Institute (ATI), in Stillwell, Kansas, is committed to serving the allied health community with certification programs that will make them more competitive in the field. The NHA exams have been given in all 50 states throughout the country in over 300 testing locations certifying thousands of healthcare professionals each year. Upon successful completion of an exam, the graduates are recognized with a highly respected National Certification that immediately translates into improved job placement and increased career advancement opportunities. An NHA certification demonstrates to an employee that this individual is an ideal employee, serious and dedicated and desiring of advancement in his/her chosen career field. Every person passing the exam will be Nationally Certified as recognize by the NHA, and shall receive a certificate appropriate for display, as well as a pocket ID certification card with a certification number. For more information about NHA call 1-800-499-9092.

PROGRAM GOALS – The goals of the Tri-Rivers Career Center's Adult Education Patient Care Technician Program are:
1. Develop Patient Care Technician competencies in the following areas in order to prepare students for gainful employment in entry-level (or higher) jobs in the Patient Care Technician field.
   - Developing the practical application of medical terminology
   - Developing skills as a Coder or Biller in a medical office or hospital
   - Performing basic laboratory procedures
   - Assisting with diagnostic test and examinations and procedures as instructed
   - Developing a practical application and knowledge of medical law, ethics and professionalism
   - Developing skills in communication; computerized (e-mail) or verbal
2. Develop students' competency in the academic areas of communication and behavioral science. Relating human body systems to disease and disorders.
3. Provide opportunities for students to develop employability competencies needed in the Patient Care Technician field.
4. To introduce the students to many facets of health care through classroom and multiple hands-on opportunities
5. To provide the student with a basic entry-level course in health care and assist them in determining if this will be a step on their health care career ladder.

PROGRAM OUTCOMES – The goal is to offer several career paths to the student including, but not limited to, Nurse Aide, Medical Assistant, Phlebotomy Tech, Medical Records Technician, and Medical Biller & Coder. The PCT Program also provides for completion of pre-requisite courses for the Practical Nursing Program. An additional goal is to assist with the shortage of employees in the local health care field and provide students an opportunity to become employed at a higher wage rate than they would otherwise.

INDUSTRY CREDENTIAL/POST-ASSESSMENT
- State Tested Nurse Aide
- National Healthcareer Association (NHA) Certifications:
  - Certified Patient Care Technician
  - Certified Billing and Coding Specialist
  - Certified Phlebotomy Technician
  - Certified EKG Technician
  - Certified Clinical Medical Assistant
  - Certified Medical Administration Assistant
  - Certified Electronic Health Record Specialist

METHOD OF INSTRUCTION – Area hospitals, physician offices, and pharmacies provide related shadowing, mentoring and clinical experiences.   We have a skills lab maintained for our health care programs and this, along with our computer lab that is used. Many of the same instructors, who are currently employed full-time, have requested to work part-time on various aspects of the course.

SPECIAL NOTICE – Outside school access to a computer and internet connection is required. Certain classes in the Patient Care Technician Program have special requirements for testing or completion.

- **Phlebotomy** –In order to pass the phlebotomy course, the following criteria must be met:
  - Course work (theory) grade of 76% or higher.
  - Specific number of successful venipunctures and dermal punctures must be achieved, as documented on the course syllabus by the instructor.
  - Successful participation in phlebotomy clinicals.
- **EKG** – In order to pass EKG, the following criteria must be met:
  - Course work (theory) grade of 76% or higher.
  - Successful application of EKG ("hook-up") and specific number of EKGs must be achieved, as documented on the course syllabus by the instructor.
- **Nurse Aide** – In order to pass the Nurse Aide course and be eligible for state testing, students must maintain 100% attendance and pass all portions of the program.

Patient Care Technician Certification Testing – Tri-Rivers Career Center's Adult Education program is an approved National Healthcareer Association testing site. In order for the PCT student to be eligible to take the Certified Patient Care Technician exam, all courses must be successfully completed and students must be a STNA.   If a student has not met the requirements for CPCT testing, then he/she may be able to choose to take a different certification examination. However, no refunds will be issued for students not taking a certification examination. If the certification fee is included with the cost of tuition, but the student decides to take an examination that costs less than that of the CPCT, a refund for the difference in the amounts will not be issued. If the student chooses to take more than one certification testing, the student is responsible for any costs associated with any additional examination.

APPLICATION AND ADMISSION PROCESS – PATIENT CARE TECHNICIAN PROGRAM
Application Procedures – Admission to our PCT program is dependent on an application review as well as an admission interview. Only complete applications will be reviewed.
1. Completion of application form. (If an applicant fails to truthfully answer questions on the application form and the information is discovered at a later date, the student may be dismissed from the program.)
2. Submission of $95 application fee (fee covers application and pre-admission testing).
3. Submission of official transcripts from high school showing proof of graduation or successful completion of General Educational Development (GED).
4. Successful completion of WorkKeys® testing with a score of 4 or greater for each test.
5. Proof of citizenship or legal residency that establishes your identity and residency with one of the following documents from List A **or** one of the following documents from List B **and** List C:

List A	List B	List C
1. U.S. Passport or U.S. Passport Card 2. Permanent Registration Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	1. Driver's license or state issued ID card that contains a photograph with information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. Voter's registration card 4. U.S. Military card or draft record	1. Social Security card 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate 5. Native American tribal document 6. U.S. Citizen ID card (Form I-197)

Admission Requirements – The following program-specific requirements must be completed on admission, at student expense, prior to classes starting:
1. Pay admission and laboratory fees
2. Physical Examination with lab studies, titers, and vaccinations (see provided form)
3. Drug Testing (10-panel) – A positive drug screen or any attempt to provide a fraudulent specimen will result in the inability to progress in the nursing program. All such cases will be evaluated on an individual basis.
4. BCI/FBI Background check

TRANSFER POLICY – Students may opt to take one or all of the classes in this program. The student must meet with the program coordinator to outline a plan and course sequencing. Only students enrolled in all of the courses for one calendar years will be considered Patient Care Technician students and qualify for Title IV Financial Aid. A minimum of 400 hours must be completed at Tri-Rivers for issuance of a certificate of completion. Admission procedures are the same.

COMPLETION – Certificates will be awarded to students who satisfactorily complete the program requirements (attendance, academic progress, evaluation, and full payment of tuition and fees). Students receiving student loans are required to complete financial aid counseling.

FINANCIAL INFORMATION – Tuition is due **BEFORE** the first day of the quarter. Please refer to the Program Dates at the beginning of the handbook/catalog.

Estimated Expenses for the 2020-2021 Academic Year

Patient Care Technician Program	
Quarterly Tuition:	$2,214 x 4 quarters = $8,856
Application Fee:	$95
Admission Fee:	$200
Lab Fee:	$175
Total Program Tuition & Fees	***$9,326***
Other estimated costs paid by the student: ***$6,420***	
Textbooks:	$1,000
STNA Exam	$100
Additional NHA Certification Exams	$750 (up to)
BCI/FBI Background Check:	$65
Physical Exam/Labs/Drug Screen:	$450
2 Uniforms & Lab Coat:	$150
Shoes/Hosiery:	$125
Watch with second hand:	$35
Stethoscope:	$40
Paper Supplies:	$100
Meals:	$975
Mileage:	$3,470

Financial Aid Information – If the student fails to attain 76 percent in each class and 95 percent attendance after probation, he/she will not receive any additional financial aid.

Appeal Procedure – Please refer to the Adult Education Grievance Procedure in the student handbook. Financial Aid recipients who fail to meet these standards will be notified by the Financial Aid office of the discontinuation of aid. Appeals can be made to Director of Adult Education within 10 working days after receipt of the discontinuance notice. The program administrator will respond in writing to denied appeals or award the recipient financial aid in the amount and the type deemed appropriate.

Curriculum Overview – The curriculum is divided into four quarters and is nine months in length. The student's day, is 8:00am – 4:00pm Mondays thru Fridays. Externship hours may vary.

Quarter I
Learning Strategies
TRCC ComTech
Medical Terminology
Microsoft Word
CPR/First Aid

Quarter II
Nurse Aide
Electronic Health Records
Microsoft PowerPoint
Anatomy and Physiology

Quarter III
Microsoft Excel
Pharmacology
EKG
Phlebotomy

Quarter IV
Health Care Skills
NHA Test Prep Review
Externship
Resume

Total Program Hours for PCT = 718

Program Options:
- **Day Program** = 9 months in length / Four (4) quarters

PCT COURSE INFORMATION

TRCC Comp Tech (for PCT) – This class is designed to teach the fundamentals of computer operation and introduce you to your Tri-Rivers accounts. Topics covered are working with the Windows operating system, managing files and folders, basic typing skills, learning internet and email skills.

Medical Terminology – Through the study of medical terminology the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations and pharmaceuticals applicable to each system will be integrated.

Learning Strategies – The Learning Strategies class is developed to help the students learn and apply essential reading, communication, organization and studying skills needed to be successful in their college education.

Math for Meds – Math for Meds is a course that progresses from basic to more complex math information. Students will learn knowledge of calculating dosages, reading dosage labels and syringe calibration, and much more to prepare the students for the future health care programs.

WORD – This class is designed to teach basic typing and word processing skills. We will be using Microsoft's Word to learn how to create various word processing documents.

Anatomy and Physiology – Anatomy and Physiology is a study of the structure and function of the human body, which forms a basis for understanding the ways in which the body maintains health, affects disease processes and principles of nursing care of adults and children. The course focuses on presenting basic anatomy and physiology. Students will gain an understanding of the structure and function of the human body.

Medical Administrative Assisting/Electronic Health Records – The Health Unit Coordinating class is designed to provide the students with information on how to manage a non-clinical task in a medical environment. This includes managing supplies and equipment, performing the receptionist role, protecting the confidentiality of patient information, setting priorities and organizing the workload. The Electronic Health Record portion of the class is designed to provide the students with information on how to navigate software and manage electronic health records.

Nurse Aide – The Nurse Aide course provides training in basic nursing care by the use of classroom instruction, lab practice, and actual clinical experience. The content follows guidelines mandated by the Ohio Department of Health and the Ohio Department of Education. Emphasis is placed on attitudes and behaviors of nurse aides working with the elderly and how to assist the elderly in maintaining the highest level of functioning possible.

CPR/First Aid –This course follows the guidelines set forth by the American Heart Association. CPR for the Health care provider and First Aid are taught by American Heart Association trainers and a card will be issued upon successful completion of CPR and First Aid.

Power Point – This class is designed to teach basic PowerPoint presentation skills. We will learn how to create PowerPoint slides, insert ClipArt, and set up transition and animation effects. Topics covered include adding and formatting text to slides, editing presentations, printing presentations, running slide show presentations.

Phlebotomy – This course is designed to provide the student with information on the proper technique to collect a quality lab specimen. Also it provides complete coverage of the most common CLIA waived tests in the ambulatory setting. The student will learn fundamental concepts of the basic knowledge related to the appropriate test and procedures. Students will be able to apply their skills in a clinical setting.

EKG – This course helps students, with no prior knowledge in the field of EKG interpretation, understand the placement and interpretation of cardiac rhythms. The course covers a straightforward overview of cardiovascular anatomy and physiology, and takes a step-by-step approach to teaching the basics of EKG interpretation.

Health Care Skills – The course focuses on skills commonly utilized in the office setting. With an increased responsibility for patient care technicians, comes a greater need for professional knowledge and skills. This class is designed to provide the basics of clinical competency combined with a background knowledge of anatomy and physiology.

Pharmacology – This course is designed to provide basic pharmacology knowledge ncluding nomenclature, routes of administration, drug action, and the body's response with the focus in the medical office setting.

EXCEL – This class is designed to teach basic Excel spreadsheet skills. We will learn how to manage, analyze and present data in a spreadsheet environment. Topics covered include creating workbooks, entering and editing data, and formatting worksheets. We will also cover basic formula creation and working with charts.

NHA Test Prep Review This course is designed to provide review and preparation for end of course certification testing.

Resume – This course is designed to aid students in creating their own effective cover letter and resume or improving what they may already have. Students will be shown different formats and advantages and disadvantages to each. Students will be shown how to use templates, but most important, the skills to develop their unique resume.
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ACADEMIC ADVISING

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

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

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

STUDENT INPUT REGARDING PROGRAM PROCESSES AND DECISION-MAKING – Student input is valued in the nursing programs.

Student Council – Each cohort will nominate and elect members of student council during the first quarter of each program. The student council will consist of a president, vice president, treasurer, recording secretary, class reporter, and student representative. The purpose of the student council is to act as a liaison between the class and the faculty and to facilitate the social and problem-solving functions of the class. Functions of the student council may include:

1. Serving as a liaison for communication between faculty and the student body.
2. Facilitating identification of problems and suggest constructive alternatives/solutions.
3. Organizing various activities/committees (ex: Fundraising, Graduation, Social, Handbook).
4. Assisting faculty in promoting vocational growth.

Student Council funds may be expended for any purpose that further enhances the students' educational experience while at Tri-Rivers. The faculty are available to advise the student council on leadership and problem-solving skills. The president will meet with the nursing education manager as necessary to provide information regarding pertinent plans/issues. Within one week of any scheduled meeting, the student council will present the meeting agenda for approval to the nursing manager. A copy of the meeting minutes will be posted for class review and filed with the coordinator.

Student Representatives – Student representatives are elected for each cohort and provide a liaison role to faculty. The role of the student representative is to gather information from students about current issues or concerns and may attend selected faculty meetings to present the information and/or receive clarification. Representatives may also be asked to attend student conferences as an advocate or participate on student appeals hearings when appropriate.

PCT STUDENT RESPONSIBILITIES

Accountability – Students are responsible for their own actions and acting professionally at all times. Students are responsible to the instructors of the school, and are encouraged to approach them regarding any problem.

Class periods are scheduled for 50 minutes, and start promptly at the stated hour. Laboratory practice classes may be one and one-half to three hours in length. Students are expected to report to class on time.

When working in the clinical area, the student is entrusted with the care of the patients. Thus, it is expected that students come to the clinical area prepared for their clinical assignments and complete these daily assignments. Students and faculty must follow guidelines established by the health care facility and the physician's orders. Students must report in uniform to the assigned clinical area at least ten minutes before the time is scheduled. When students are assigned for clinical experience, they are to complete their assignment and report off duty at least ten minutes before post conference or as instructed.

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

Confidentiality – Due to the nature of the learning and professional environment, confidentiality is required.
1. I understand that I have a professional responsibility to protect the client's rights to privacy.
2. I agree that I will not disclose any confidential information to any unauthorized person, make printed copies of any reports, documents, or on-line data that comes into my possession.
3. I must carefully protect information of a confidential nature.
4. I will not access confidential information without authorization from my clinical instructor/preceptor.
5. I recognize that unauthorized disclosure of confidential information is totally prohibited.
6. I recognize that the disclosure of or sharing of passwords, access codes, key cards assigned to me is prohibited, and that I am accountable for them and for any improper access to information gained with these privileges.
7. If I have reason to believe that the confidentiality of my access privilege has been broken, I shall immediately notify my clinical instructor/charge nurse on my assigned nursing unit.
8. I understand that if I violate any of the above statements, I will be requested to attend a hearing at Tri-Rivers Career Center.
9. I will be provided an opportunity to refute evidence of my breach of confidentiality.
10. Based on the evidence submitted at my hearing, a committee at Tri-Rivers Career Center may dismiss me from the Adult Education Program.

Background Checks and Drug Screens – Background checks and drug screens are a requirement of clinical facilities, in which, Tri-Rivers Career Center has a contract for nursing student clinical experience. If a student declines, or if the background or drug screen is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Current students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason. The student is financially responsible for background checks and drug screen.

Classroom Rules
1. All drinks must be in a spill proof container.
2. All cell phones must be turned off, no texting allowed.
3. Students must arrive on time for class and sign in. No student will be admitted into class after the door is shut. Students arriving late must wait until break time to enter. Students must sign in at the time they entered the classroom, not the time they arrived at school.
4. If the student needs to leave class during lecture, he/she must wait until break to re-enter.
5. Be respectful of others, no talking during lecture.

Housekeeping – Each member of the class is expected to help keep our school neat and clean. Please check the skills laboratory rules posted each year by the skills lab. Instructors / Faculty / Students must leave their classroom neat and orderly for the next class.

Housing – No facilities are provided for the housing of students. This is seen as the student's responsibility. However, the program administrator will make every effort to assist students in locating housing or put incoming students with similar needs in touch with each other.

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

Pregnancy – Pregnancy may pose special problems for female students. While the student's continuation in the program during pregnancy is not discouraged, it is necessary that the faculty be informed of the pregnancy as soon as possible. When a student becomes pregnant, she must notify the program administrator or designee and must submit a signed statement from her primary care provider verifying that the student may safely participate in the program with no restrictions. Students must also submit a written verification from her primary care provider following delivery that she may safely participate in the program with no restrictions.

Use of Medications – In order to protect yourself, should you become ill during class or clinical time or in the event that you should be requested to have a drug screening, please provide a list of any legally prescribed medication that you are presently allowed to take. Tri-Rivers Career Center - Adult Education will permit the legal use of medication of drugs prescribed by a licensed practitioner provided that such usage does not adversely affect the student's performance or endanger the health and safety of the student or others. All students must fill out a medication form and must be submitted with the required physical form. Each student is required to update his or her medication form as needed. Tri-Rivers Career Center reserves the right to define "adversely affects" and at its discretion, place on probation any student that it deems may be adversely affected by the use of legally prescribed medication or drugs.

Damages & Losses – There may be a time when students may need to borrow equipment. Once permission is granted, students using equipment belonging to the school must assume responsibility for its proper care and return. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of the equipment. Students must sign for equipment/audiovisual materials on the date they remove these items from the building and then sign on the date items are returned.

Bulletin Boards – Classroom bulletin boards will be for communications of interest to all students. Weekly schedules, observational experiences, clinical rotation, announcements are posted on these bulletin boards. Students must request permission to post items on the bulletin boards from the instructor.

Food & Beverages – On clinical days, lunch arrangements are per the instructor. On class days, students may bring covered drinks to class. Ample time is generally available to eat in local restaurants, or students may eat in the student lounge, if lunch is brought in from home or local carryout restaurant. No food is to be eaten outside of the designated eating areas.

Student Employment – In the interest of safety, a student may not work 11pm – 7am shift before clinical experience. As long as the student is meeting the objectives of the program, no other limits are placed on employment. If it becomes evident that the student cannot meet the objectives, it will be suggested that employment be curtailed.

Visitors
- **Classroom** – Students may secure permission from the program administrator or instructors to bring an occasional visitor to class.
- **Clinical**
  1. Students are urged to make patients' visitors feel welcome.
  2. Students are not permitted to have personal visitors while on duty.
  3. Students are not to share their clinical rotation schedules with anyone outside the school population. This is important for security reasons.

CLINICAL EXPERIENCE/EXTERNSHIP – Clinical provides an opportunity where the student is expected to utilize all resources to enhance the learning experience. The following rules will be in place:

1. Students will be expected to function according to the respective healthcare partners' policies relating to parking, use of cafeteria, measures, uniform requirements, and routines established for the respective department.
2. During some experiences, students may be expected to act as models. If a student has any objection to providing this experience, they should notify the instructor immediately so that an alternate experience can be provided.
3. As opportunity permits, instructors facilitate student responsibility for learning, encouraging or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping an "anecdotal" record of behaviors and skills, and self-evaluation of one's clinical performance. The instructor's anecdotal notes relating to an individual student are available to that student in the instructor's office.
4. Prior to each clinical rotation, students will be given specific instructions regarding preparation for the scheduled clinical
5. The clinical experience may begin with a pre-conference. During the pre-conference, general instructions may be given, and the student is assisted to plan or meet individual client needs. Student preparation for client care is also evaluated during the pre-conference.
6. Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.
7. Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately.
   a. The instructor will then document behaviors/occurrence objectively. All specific data including date, time and place of occurrence is to be included.
   b. When student clinical behaviors do not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary a written warning will follow.
      - The verbal discussion should occur as close to the time of the occurrence as possible.
      - The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
      - Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior. An action plan will be provided.
   c. A counseling conference may be held. The student has the opportunity to respond to the instructor's warning and recommendation on the Official Reprimand form or Written Summary of verbal warning.
8. Clinical Faculty or designee must be present during any invasive procedure, sterile procedure, or wound management procedure. Students are expected to perform safely in all areas of client care. Any performance, which endangers a client's wellbeing, may result in the student's removal from the clinical field.
9. Any student who, in the judgment of the faculty, does not demonstrate appropriate preparation for client assignment will be directed to the skills lab or computer lab at Tri-Rivers Center for Adult Education for additional preparation and/or sent home and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors as needed to discuss their progress in the program. All faculty create and post a schedule office hours during which time they are available to assist students.
10. At the discretion of the instructor, any student who does not perform interventions safely, in accordance with instruction (for example, the administration of medication) may be considered unsafe and excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, or may withdraw, in accordance with policy.
11. Students are evaluated mid-way through each clinical rotation as well as at the conclusion of the clinical rotation. Final evaluations are written and signed by both the student and instructor. Signing this form indicates the evaluation has been read. Signing does not imply concurrence with the evaluation. Failure to keep an evaluation appointment at the end of each clinical rotation will result in the grade of "I" (incomplete) being assigned. It is the student's responsibility to be aware of the clinical objectives.

EVALUATION

Evaluation Philosophy – Evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

In order to promote self-understanding, every clinical evaluation by the faculty is accompanied by a student evaluation. All courses have specific objectives. These objectives are the outcome that you should achieve. The student will be tested and evaluated on the objectives of the course, specific units, and clinical objectives.

Evaluation of the Program – Ongoing evaluation of the programs is essential for the continued growth and excellence of the programs. The faculty conducts regular evaluation of the programs. Student input is utilized in this evaluation. Students are asked to complete an evaluation of the courses (classroom / clinical). At the end of each observational experience and each clinical rotation, students are expected to write brief evaluation of the experience. Students also evaluate the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences.

Successful Progression – In course work, a student must maintain a 76% (C) or above in each class and a satisfactory rating in clinical to remain in the program. Reports from clinical instructors will be reviewed weekly and if an unsatisfactory evaluation occurs, the student will be advised. Academic warning or probation may result. Repeated unsatisfactory evaluations while in the clinical area may result in dismissal from the program.

A student's academic progress will be reviewed by the faculty at mid-quarter and at the end of each quarter to discuss the progress of each student in academic courses and clinical experience. A written progress report is given to the student at the completion of

each quarter. This includes the letter grades and percentages the student has achieved for the quarter in each course taken. At midterm or at the end of each quarter, students may be warned, put on probation or dismissed as a result of unsatisfactory progress. The student must be in attendance at least 90% of the scheduled time while enrolled in the program when financial assistance of any kind is used.

Each course syllabus defines the requirements for satisfactory course completion.

Grading Scale – The following grading scale is utilized:
93 – 100% = A
85 – 92% = B
76 – 84% = C
Below 76% = F

Probation – Probation is defined as a "trial period". A student may be placed on academic and/or clinical probation by the nursing manager, upon the recommendation of faculty members. Probation is a measure utilized to encourage self-evaluation of progress in the program and adjustment of behavior accordingly. A student placed on probation will be notified in a conference with the nursing manager. A student council member of the student's choice may be present at the conference. At this conference, and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period. Reasons for probation include, but, are not be limited to:
1. Unsafe performance in the clinical area exhibited by behaviors that might prove injurious to self, clients, co-workers and/or visitors
2. Unsatisfactory performance in the clinical areas as measured by the clinical performance evaluation tool and documented by the clinical instructor
3. Unsatisfactory performance in course work as measured by a grade point average below 76% at midpoint of any quarter
4. Failure of the skills checks off at the end of each quarter
5. Non-compliance with regulations of the school

Dismissal – The student will be informed of dismissal in writing and verbally if possible. The student will be scheduled to have a conference with the program administrator and the faculty, to discuss the dismissal. The student may choose a student council member to be present for the conference. Also, students must see the financial aid administrator for a scheduled exit interview.

Dismissal from the program will occur for any of the following reasons:
1. Persistent unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor
2. A grade of "unsatisfactory" in the Clinical or Skills area at the end of the quarter
3. A grade point average below 76% in any one course at the end of the quarter
4. Failure to meet the objectives of the program
5. Proof of chemical / substance abuse
6. Breach of Confidentiality
7. Failing skills laboratory

Dismissal may occur for any of the following reasons:
1. Any absence or tardiness that is not reported according to policy
2. Total absenteeism of more than 10% per quarter

3. Absence from clinical more than one day in a single quarter
4. Absenteeism of 5% of total hours during the school year
5. Persistent tardiness
6. Violation of rules and regulations
7. Conviction of a felony
8. Falsifications of application materials
9. Cheating and/or plagiarism

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

Warning – Verbal warning and written warning (utilizing appropriate documentation) will be placed in the student's file and may result from infractions of classroom/clinical guidelines for the following reasons:
- Students who have an average grade less than 80 percent in any course at midpoint in any quarter
- One unsatisfactory clinical evaluation
- Receiving two unsatisfactory grades in clinical documents (Data collection book)
- Inappropriately dressed for classroom or clinical experience
- Inappropriate or unprofessional mannerisms or communication in the clinical area, classroom, or other connected facilities with Tri-Rivers Career Center
- Lack of motivation, uncooperativeness, unethical conduct, or poor personal appearance or cleanliness
- Inability to perform in classroom, clinical, or laboratory skills sessions

Testing – It is believed that a test or examination can serve as a teaching aid. Testing may occur in several ways including written, Scantron, and online versions.
- Scantron Sheet – Some courses utilize the Scantron Sheet as a source for testing. This is an optical scan sheet that is processed through the computer. No changes may be made on this scan sheet after it is submitted to the faculty member proctoring the test. Students need to make an appointment to see their test booklets with the faculty member responsible for the test.
- Online Tests – Some courses utilize a testing feature on the online platform. Students will have the ability to review the material during the week immediately following the online test.

Students will have the right to review tests so they can learn from the errors they have made. The following procedure will be applied:
1. The instructor may provide a copy of the test key for a period of time so the students can check their errors.
2. The instructor will do one of the following with the tests:
   a. Give test back to the students for a designated period of time determined by the instructor.
   b. Review the test during class time.
3. The final examination score cannot be recorded if the student fails to return the answer sheet or test papers as requested.
4. Students will not be permitted to write on graded tests/answer sheets during the review.
5. If there is a concern regarding any test question, the student must submit a written request with rationale to the instructor to have the question reevaluated within 3 days after the test

review. The instructor will then review and make a final determination regarding the test question.

6. Once students have had the opportunity to review a test and request reevaluation as stated above, no further credit will be awarded after that timeframe. Thus, it is the student's responsibility to ensure that he/she has thoroughly reviewed his/her tests.

7. Student are not permitted to copy test questions/answers. If proof that a student has copied test questions/answers, disciplinary action may occur and the student may not be able to review future tests.

Late Tests, Examinations and/or Assignments – All assignments are due on the date and time specified by the instructor and all assignments must be submitted to fulfill course requirements. A missed test/exam must be taken on the day the student returns to school unless other arrangements are made. There will be an immediate 5% reduction for missing a test/exam during the scheduled time or for submitting an assignment late. A student must see the instructor(s) upon returning to school.

Retesting – A student who is below 76 percent at the completion of a quarter and upon recommendation of the faculty may:
1. Be retested in a specified area
2. The following will be considered in arriving at that decision to retest a student:
   a. The student's previous school record shows that the student has been making satisfactory progress and has not had academic difficulties in other courses, or
   b. There have been extenuating circumstances that may have contributed to the failure of the student, examples: family illness, personal illness, personal or family problems requiring absence from school, and faculty have been aware of the problem prior to the test/exam

If retesting takes place, the following will be implemented:
1. The student will be retested only once.
2. The retesting will be arranged by the program administrator or designee, and will be completed as soon as possible after the faculty decision is made.
3. The student may be given the same test/exam, or the instructor of the course may choose a comparable test/exam.
4. The student will receive a maximum grade of 76% for the test. After retesting, the student must achieve a total of 76% or better for the course. The student will receive a maximum course grade of 76% even though the average may be higher with the retest.

Skills Check-Off & Skills Practicum – Skills is part of quarterly progression. The student must pass skills check-offs and practicum with a satisfactory grade, according to the criteria established by the faculty for the given skill.

For skills check-off, after 2 failed attempts, the student will meet the program administrator and faculty to discuss the performance. The faculty will discuss the options of allowing the student to complete one more attempt or to dismiss the student from the program, utilizing student's performance history while in nursing school.

For skills practicum, the student will be tested on a randomly drawn skill from the current and previous quarters. If the student receives an unsatisfactory, the student will be allowed one repeat attempt of that skill and will have to perform a second randomly drawn skill to be checked off by two different instructors on a different day. If the student fails the repeated skill, the second skill will not be performed. At that time, the student will meet the program administrator and faculty to discuss the performance. The faculty will discuss the options of allowing the student to complete one more attempt after remediation or to dismiss the student from the program, utilizing student's performance history while in nursing school.

Make-up Assignments for Missed Labs/Skills – Students who are absent from fundamental/skills laboratory classes must satisfactorily demonstrate those procedures practiced during their absence. It is the student's responsibility to contact the instructor to determine when and where the demonstration will be presented. The student may be required to attend extra fundamentals labs or perform individual lab practice when regular labs are not scheduled.

Clinical Evaluation & Grading – Clinical experiences provide students with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of basic nursing functions with individuals or groups across the life span. Clinical evaluation is carried out through the use of clinical performance evaluation tools. At the end of each clinical rotation, the student and faculty members each evaluate the student's performance using the tool. A conference is scheduled for sharing the evaluation. The faculty will have documentation of the evaluation. All evaluations will be placed in the student's file. Satisfactory completion of clinical quarter is mandatory for progression to the next quarter.

Clinical progress is evaluated at each clinical experience each quarter and at the end of a clinical rotation. Clinical experience is graded as Pass or Fail.

Appeal Process for Clinical Failure (Withdrawal) – The student who has a clinical failure (withdrawal) for unsafe clinical practice, or violation of nursing practice may submit a formal appeal. The process is outlined below:

- **Step One –** The student should submit a letter to the clinical faculty within 3 days of the occurrence. It is important that the letter includes a written statement of appeal. It is suggested that the student retain a copy of all correspondence. The letter should contain a clear outline of the history of the incident(s) including a review of the problem and actions taken to avoid or resolve it. The student will be notified of the decision in writing by the clinical instructor within 3 calendar days from the date of the letter.
- **Step Two –** If the student is not satisfied with the decision of the clinical faculty, the student should submit the formal appeal in writing to the program administrator. The student will be notified of the decision by the program administrator within 3 calendar days.
- **Step Three –** If the student is not satisfied with the decision of the Nursing Manager, the student may then submit the formal appeal in writing to the Director of Nursing and Public Safety within 5 days of receiving the program administrator ruling. All materials and communications from previous contacts in the procedure should be assembled by the student and forwarded to the Director of Nursing and Public Safety. The letter should contain information which describes the situation in detail as well as the resolution sought.

The Director of Nursing and Public Safety will convene a committee composed of no more than 5 faculty members other than the clinical instructor/faculty. The committee should include at least one senior faculty. In addition, one student will be selected from those who have expressed an interest in serving on an appeals committee. The student will be from outside the clinical group. A graduate student may also be invited. He or she will be a voting member. The committee will provide the student and the clinical faculty an opportunity to discuss the circumstances surrounding the incident. The Director of Nursing and Public Safety will be a nonvoting member unless there is a tie. The committee will issue a decision following the meeting. Notification to the student will occur in writing within 7 calendar days from the meeting. The decision of the committee will be final.

The following sanctions may be imposed:

- Verbal reprimand without an entry on the student's personal performance record;
- Written reprimand with an entry on the student's personal performance record;
- "F" in the course on his/her permanent transcript;
- Such combination of sanctions or other sanction as may appear appropriate; or,
- Dismissal or denial of re-entry.

RULES FOR SKILLS LAB – The following rules will be in place for the skills lab:

1. Students are responsible for keeping the skills lab neat, clean and orderly.
2. Over the bed tables, bedside tables, and chairs must be returned to the correct place. All beds are to be left neatly made.
3. Equipment necessary for practice can only be removed and returned to the cupboards by an instructor.
4. Students must act professionally at all times in the skill lab.
5. No cell phones, extra books, book bags, purses or coats in skills lab.
6. No food or drink in the skills lab.
7. No photography in skills lab without permission from the nursing manager.
8. No lounging on beds and/or no shoes on the beds.
9. Mannequins will be treated in a respectful manner.

SKILLS PRACTICE – Skills practice is required prior to skills check-off. This is the time to ask questions, clarify things, and do the skill repeatedly until the student feels confident in practice.

1. Students will be scheduled in the skills lab.
2. Students are welcome to use the skills lab for additional practice time when the lab is not in use by other programs and must check in with the reception desk prior to entry.
3. Students should bring current Fundamentals text. Other reference material is available for use in the skills lab.
4. Any supplies given to you must be brought back to your scheduled skills lab to practice, or student will receive an unsatisfactory.

SKILLS CHECK-OFF/PRACTICUM – During skills check-off, is the expectation for students to perform the skill independently and competently. Check-off is the instructor evaluation of the student's ability to complete the respective skill(s).

1. All required skills must be checked off by an instructor as provided on the skills check-off sheet.
2. The instructor may check off the skills during skills lab time or in clinical.
3. It is the student's responsibility to have their skills check-off list and skills sheets signed/initialed by the instructor.
4. Skills check-off list and individual check-off sheets will be kept in the Skills Lab file cabinet at all times.
5. Students will present appropriate skills check-off sheet signed and dated at the time of check-off.
6. No student will be checked off without appropriate skills sheet presented.
7. It is the student's responsibility to contact an instructor if he/she is behind in having the skills checked-off (due to absences, etc.) prior to skills testing day. It is an expectation that students are prepared for quarterly check-offs unless the student has contacted an instructor at least one (1) week prior to the scheduled testing day.
8. Students must complete all items as noted on the skills check-off sheet correctly to receive a satisfactory grade.

INCIDENT REPORTS – Incident reports are utilized to review situations that deviate from the expected and will be utilized for clinical evaluation purposes, up to and including determination that a student is unsafe in clinical practice. Unsafe clinical practice includes coming to the clinical unit unprepared to care for the assigned patient, or failure to complete assignments for the day. The incident will be reviewed by the program administrator and faculty and will aid in identifying potential errors.

Reasons for incident reports include, but are not limited to:

1. The student fails to follow good nursing practice which could have led to patient injury, medication error or any type of liability.
2. The student was injured.
3. There is a situation, in which, the clinical agency requires an incident report.

The process will be:

1. The student will complete the Tri-Rivers incident report form (available from the nursing office). Incident reports required/provided by the partnering agency will not be removed from the agency. If possible, the clinical instructor will obtain a copy of this incident report.
2. The clinical instructor reviews and signs the report and meets with the student.
3. The clinical instructor will notify the program administrator of the incident.
4. The program administrator reviews the incident and confers with the student as necessary.
5. The program administrator may require the student to appear in front of the faculty to determine status.

ATTENDANCE – The student's presence in all classes, labs, and clinical is required. Your attendance to class, skills lab, clinical, and any other mandatory activities is vital for your success in this program and is your responsibility. Students are required to sign in and out of class; hours will be deducted / counted as absent if students fail to sign in and out.

To graduate, you must have absence hours totaling no more than 10% of the total program hours. Additionally, for Nurse Aide, CPR, and First Aid 100% attendance must be met. Absence hours are cumulative and are not erased at the end of each quarter. The only hours that are scheduled as a clinical make-up day are at the end of each quarter. If total absence hours are more than the allowed 10% per quarter you will be required to attend clinical make-up. If the hours credited for clinical make-up do not result in reducing your absence hours to 10% or less, you may be dismissed from the program.

No absences/tardies are excused – Please keep this in mind when scheduling appointments and other activities that may affect your attendance. We are aware that situations arise, in which, you have no control. You are strongly urged to save those hours of the allowed 10% absence for times when you are ill, a family member is ill, have car trouble, or other unexpected personal emergencies happen.

The following rules shall be utilized:
1. On clinical days, notify as directed by instructor. A reason for the clinical absence must be given when calling. Absence without notification may be cause for dismissal from the program.
2. The student who has prior knowledge of absence from clinical must notify the instructor prior to the scheduled clinical.
3. Doctor appointments, dentist appointments, etc., should be scheduled for after school hours.
4. Absences will be dealt with on an individual basis, and the student may be subject to dismissal at the discretion of the nursing faculty.
5. A student may be required to bring in a physician excuse for time missed, or written permission to attend class or clinical lab after an illness or injury.
6. The faculty and program administrator will review the record of any student absent more than 5% of the total quarter hours. Students absent more than 10% of the total hours (theory and/or clinical) or who have missed any clinical time will be required to attend an entire session of clinical make-up. A clinical make-up day will be scheduled at the end of each quarter. Clinical make-up may be scheduled on a Saturday or during vacation time at the discretion of the faculty. Any student who has missed more than one clinical day will need to meet with the nursing manager.
7. Clinical make-up above the scheduled one at the end of the quarter may be available at the discretion of the program administrator and availability of a clinical instructor. Payment for one additional clinical make-up ($30 per hour) will be the responsibility of the student.
8. Any student that expects to be absent from a class lecture may arrange to tape the class with permission from the class instructor.
9. Students receiving veterans' educational benefits will be terminated from these benefits when their absences exceed 10% in any quarter.

DRESS CODE – Students represent the school and will be expected to dress and groom themselves in a manner that reflects good taste, cleanliness, safety and professionalism.

Uniforms – The school requires that specific uniforms to be purchased by students. Other requirements include regulation I.D. badge, and a watch that constantly displays seconds. The school uniform must be worn in the classroom and clinical areas. The following will be observed:
1. Uniforms must be clean, wrinkle-free and neatly mended.
2. If wearing a dress uniform, good personal judgment should be used in determining the length of the dress. The length must not be shorter than the top of the knee. Slips will be worn.
3. An approved warm-up jacket or lab coat may be worn with the uniform, when required for warmth and may not be worn when providing patient care or in the skills lab.
4. A plain white or navy blue long sleeve shirt may be worn under the uniform.
5. Female Students: Plain white hosiery or socks, without designs, and free of runs will be worn. Full-length hose must be worn whenever uniform dress or scrub dress is worn. Male Students: White socks are mandatory when in uniform.
6. Black or white Shoes, leather or simulated leather, without open toes or heels, will be worn with the student's nurse uniform, unless otherwise directed. They should be clean, white, have soft soles, firm support and in good repair. Shoelaces will be kept clean and white.
7. Gum chewing will not be permitted in the clinical area.
8. The school patch will be centered and attached securely to the left sleeve of the uniform, two inches below the shoulder seam.
9. Smoking is not permitted while in uniform.
10. No wearable technology (such as an Apple watch) may be worn.

Personal Hygiene – Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, oral hygiene, and use of deodorants is necessary as a nursing student.

Hair – Hair should be clean and neatly arranged, and a natural color for a professional appearance, at the discretion of the student, within the following limitations:
1. Hair must be cut, fastened or arranged in such a manner that it does not hang below the eyebrow, fall in the face of the student, interfere with work or touch the patient (either in the classroom, laboratory, or the hospital).
2. Hair must be confined above the collar. No loose ponytails.
3. Hair fasteners must be plain and coordinate with the color of the uniform.
4. Wigs and hairpieces may be worn, as long as they conform to the hair regulations.
5. Male students may wear neatly trimmed beards and/or mustaches. Long hair must be confined per regulations.

Jewelry –Certain jewelry is permissible while in uniform. The following applies to all students:
1. Small (less than ¼") stud earrings without design (silver, gold, white), one per ear, is permitted.
2. A watch, which constantly displays seconds, is a standard part of the uniform and should be worn at all times.
3. Rings may not be worn in the classroom, skills lab, & clinical areas.
4. Medic-alert necklace and/or bracelet may be worn.
5. No visual body piercing jewelry is allowed in uniform.
6. Medic-alert necklace and/or bracelet may be worn.

ID Badges – Students must wear I.D. badges at Tri-Rivers, in the clinical areas, at observational experiences and tours, to be identified as adult nursing students. Students must wear the Tri-Rivers student I.D. at all times while in Tri-Rivers Career Center facilities. ID badges may also be assigned by affiliate clinical agencies.

Make-up – When wearing make-up:
1. A harsh or artificial look should be avoided.
2. Heavy perfumes should not be worn in the classroom or clinical areas
3. Fingernails should be well manicured, clean and kept short. Short finger nails must be worn in the clinical area. Short: when looking at the palm of your hand, the nails do not protrude over the tips of the fingers.
4. No nail polish.
5. Artificial fingernails may not be worn while in uniform.

Tattoos – All tattoos above the wrist must be covered whenever in uniform. Covering of tattoos can be by cosmetics, adhesive bandages, or approved clothing.

Community Observations / Clinical Agencies – All students are expected to be in full uniform when obtaining clinical assignments and assigned patient information. No student will be allowed to wear street clothes or non-uniform attire when completing assignments, patient information search, observations, etc. Behavior and appearance shall be appropriate to the student nurse role.
All students shall abide with the following:
1. Full uniform shall be worn.
2. Student I.D. shall be visible.
3. Lab coat can be worn over the Uniform. Tri-Rivers Nursing patch must be visible.

STUDENT PHYSICAL REQUIREMENTS – A physical examination is required for all students admitted into the nursing program and upon reentry into the program. Additionally, Tri-Rivers' affiliated nursing facilities require this information in order to guarantee the health and safety of those who care for patients and the patients themselves. The physical examination must be completed with a date *no earlier than 6 months to the date that the student starts classes.* The physical form may be obtained from the nursing office. Requirements are as follows:
1. A two-step PPD, with proof of annual every year since the two-step. If the student has had a past positive PPD, then a chest x-ray every 5 years is required. An annual PPD will be needed as long as the student is enrolled.
2. All copies of labs as indicated on the provided physical form.
3. Proof of positive titer for Hepatitis B or documentation that immunization series is in progress.
4. Proof of positive titer for Rubella, Rubeola and Varicella or proof of receiving respective vaccines 2 different times.
5. 10-panel urine drug screen, a complete urinalysis and complete blood count (CBC) are required.
6. Student must provide proof of the Diphtheria, Tetanus, Pertussis immunization within 10 years.
7. Students will be required to fill out and maintain a current medication sheet with current medications and allergies noted.

STUDENT HEALTH, ILLNESS, INJURY – The student is expected to assume the initiative for contacting a physician in case of illness or injury. Illness or injury may interfere with the achievement of educational objectives and/or patient welfare.

1. Illness should be reported to the instructor.
2. The instructor will request for assistance and report the illness to the program administrator and/or Director of Nursing and Public Safety
3. The instructor and/or program administrator will evaluate the illness/injury. The student will be referred for medical attention as necessary.
4. For emergent medical attention the emergency medical services (EMS) will be notified. The EMS will transport the student to the local hospital for further evaluation.
5. The person listed as the student's emergency contact will be notified. Information regarding the incident will be provided.
6. The instructor will complete an incident report. The report will contain information about the event. A copy of the incident report will be filed in student's folder. The original report will be submitted to the Director of Nursing and Public Safety.
7. Students must provide information from a physician of his/her ability to return to the classroom.
8. Costs associated with emergency treatment of injuries to students that occur in the clinical facility and on-campus laboratory/class is the responsibility of the student.

MINIMUM ACCEPTABLE MENTAL AND PHYSICAL COMPETENCIES – Success as a student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most health care positions involve standing for long hours and performing activities that require mobility. Students **may not have weight limitation in moving and lifting**. Students with a history of musculoskeletal disorder are required to obtain medical clearance prior to attending clinical experience. A physician's statement (medical release) indicating that the student has **no** weight limitation or restriction must be submitted as part of the mandatory physical examination. This includes pregnant students. Applicants are responsible for determining their own eligibility in light of these competencies. Students with disabilities who enter the program do so with the understanding they will be expected to meet course requirements, with reasonable accommodation that may be provided by the school.

USE OF SOCIAL NETWORKING - The school recognizes that social networking websites and applications, such as Facebook, Twitter, or blogs are an important means of communication. The use of technology can be a valuable search tool for students and faculty when used appropriately. The exception is that these resources will not be used in patient care areas, but will be utilized in classrooms or conference rooms under the supervision and guidance of the course and clinical instructors.

The use of technology can create potential liability for the student, faculty, and the Career Center. Posting certain information is illegal, and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. The following actions are strictly prohibited:

1. Posting or communicating any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem – inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual. Violations of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA.
2. No posting or communicating private academic information of another nursing student, including but not limited to grades, narrative evaluations, or adverse academic actions.

The following actions are strongly discouraged. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
1. Display of vulgar language.
2. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
3. Posting of potentially inflammatory or unflattering material, false or libelous statements regarding fellow student, faculty member, or TRCC administrator.

Any student or nursing faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail address as their primary means of communication rather than their Tri-Rivers e-mail address. Students and faculty are expected to maintain professional standards of behavior at all times.

ADMINISTRATIVE INFORMATION

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

Search and Seizure – Systematic and secretive searches of individuals and closed areas where students may keep personal items shall not be permitted. However, school officials shall have the authority to search and seize when it is believed necessary to maintain the education process, or to protect the health, safety, and welfare of students, school employees and other persons. When criminal conduct is suspected, a local law enforcement agency may be called to participate in the investigation. Individuals may be searched without warning when there is sufficient reason to believe that potentially dangerous material or other contraband exists.

Parking – Adult students attending classes during the day / evening are asked to park their vehicles in the rear parking lots at both the main campus and at the 2227 Marion – Mt. Gilead Road facility. Parking in the front of the building is reserved for short-term visitors. Adult students are not permitted to park their vehicles in the reserved parking areas. Disabled parking spots are available in the front of both buildings. Parking at clinical sites will be announced in orientation at each site.

Inclement Weather – The school and/or instructor may make a decision to not penalize the entire group because of uncontrollable circumstances. Students will be notified of delays or cancellations no later than 90 minutes prior to scheduled start time of class, lab, or clinical.

Student Directory – Only after the students sign a release of directory information, the student council may prepare a student directory. The following categories have been designated as student directory information:
1. Name
2. Address
3. Telephone number
4. Dates of attendance

Students may have this directory information withheld from the public if so desired. A release form is provided for all students who would like directory information to be released when requested by appropriate persons.

Records Retention for Withdrawn or Dismissed Students – An individual file containing information concerning each withdrawn or dismissed student will be maintained in a locked file. These records will be available to faculty and authorized persons and will be on file. Correspondence and the following items are included in each file:
1. Application for admission
2. Transcripts (high school credits and/or record of G.E.D., post-secondary education)
3. Entrance test results
4. Directory information release form
5. Financial aid forms (as required)
6. Enrollment documents (acceptance letter, letter of intent, Enrollment Agreement)
7. Attendance record
8. Evaluations of clinical experience
9. Progress record (quarterly progress report)
10. Academic/disciplinary action forms
11. Complete transcript indicating the courses completed; the date enrolled and the date dismissed/withdrawn from the program.

All files containing information concerning each student/graduate/former student will be maintained in a locked file. The records will be available to the faculty and authorized persons for use in selection, evaluation, and guidance.

Students and applicants may request a review of their record, by submitting a written request to the Program Director or designee. An appointment, at a mutually convenient time, shall occur within two weeks after the request is received.

Record Retention Plan for Currently Enrolled Students – Three folders will be assigned to each student; Admission/Academic Folder, Physical Examination, and Clinical Folder

Admission Folder will contain the following documents:
1. Application for admission
2. Transcripts (high school credits and/or record of G.E.D.,
3. post-secondary education)
4. Entrance test results
5. Directory information release form
6. Enrollment Agreement
7. Enrollment documents (acceptance letter, letter of intent)
8. BCI & FBI results

All records in the Academic folder will be transferred to the Withdrawn/Dismissed or Graduate (whichever is appropriate) and will be maintained indefinitely.

Physical Examination Folder will contain the following documents:
1. Physical Examination form signed and dated by physician
2. Urinalysis
3. Complete Blood Count
4. Immunizations – Rubeola, Rubella, Varicella
5. Hepatitis B titer or documentation that immunization series is in progress
6. 10 Panel Drug Screen
7. PPD – 2-step and annual
8. Immunization record for Diphtheria, Tetanus, and Pertussis
9. Copy of CPR Card

All records in the Physical Examination Folder will be destroyed at the completion of the student's program of study.

Clinical Folder will contain the following documents and will be kept for one year after student's final enrollment/completion of program.
1. Evaluations of clinical experience
2. Progress record (quarterly progress report)
3. Academic/disciplinary action forms

All records in the Clinical Folder will be kept in the nursing office for 2 years from the Graduation Date.

Graduate Record – An individual file containing information concerning each graduate will be maintained in a locked file. These records will be available to faculty and authorized persons. Correspondence and the following items are included in each file:
1. Application for admission
2. Complete transcript indicating the credential granted and the date of completion of the program
3. Transcripts (high school credits and/or record of G.E.D., post-secondary education)
4. Entrance test results
5. Post graduate information
6. Directory information release form
7. Signature/consent forms (technology, handbook, photos, drugs, FERPA, Enrollment Agreement)
   Financial aid forms (as required)

All records in the Graduate Records will be kept in Adult Education indefinitely.

Appendix C
PUBLIC SAFETY SERVICES

TABLE OF CONTENTS

THE PROFESSION

WHAT IS AN EMS PROFESSIONAL?

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

Paramedic

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

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

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

THE PUBLIC NEED

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

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

THE EMT OATH

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

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

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

Charles Gillespie, M.D.

HISTORY OF THE SCHOOL

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

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

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

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

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

MARION GENERAL HOSPITAL

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

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

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

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

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

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

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

SCHOOL OF PARAMEDICINE GOALS

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

- "To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.
- Emergency Medical Technician-Intermediate "To prepare competent entry-level Emergency Medical Technician-Intermediates in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Basic and/or First Responder levels.

EMS PROGRAM ACCREDITATION

The program is accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services and conforms to the U.S. Department of Transportation, 1998 National Standard Curriculum; OPDS Accreditation #329

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Tri-Rivers Career Center is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Director of Adult Education. The school Director in consultation with the program coordinator, and Nursing Education Manager, will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Adult Education Director within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

NON-DISCRIMINATION STATEMENT

Tri-Rivers Center for Adult Education does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to the school or treatment in its programs, activities, advertising, training, placement, or employment. The Chief Instructional Officer is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Chief Instructional Officer. The Chief Instructional Officer must act equitably and promptly to resolve complaints and should provide a response within seven working days.

PARAMEDIC PROGRAM - ODPS Accreditation #329

Length: 12 Months (plus 6 weeks field internship)
Total # of hours: minimum 900 hours – 500 Didactic & lab and 400 minimum competency based clinical hours with 6 weeks field internship.
Preparation: Entry level employment
Credit awarded: Certificate

Eligibility Requirements

Of State and School
1. Must be 18 years of age to sit for National Registry exam
2. Submit official high school transcript or GED showing proof of graduation.
3. Successful completion of WorkKeys™ Workplace Documents exam at level 4, WorkKeys™ Applied Math exam at level 4, and WorkKeys ™ Graphic Literacy exam at level 4
4. Successful completion of Paramedic Preparation Course including passing required Anatomy and Physiology and Medical Terminology components.
5. Evidence of current EMT or Advanced Level Certification is required.
6. Current AHA Healthcare Provider or American Red Cross CPR for the Professional Rescuer Card.

Course Description

This 900+ hour program (500 Didactic & lab hours and 400 minimum competency based clinical hours, follows the U.S. D.O.T. and Ohio Division of EMS guidelines. Certification as an Ohio Paramedic is contingent upon successfully completing the course requirements and passing the National Registry Practical and Written Exam

CLASS TIMES

DAY **-** Day Classes meet from 8:00 am - 4:00 pm. The program is divided into four quarters with approximately 3 classes per week. Students will be informed in advance of any changes in class time or date, whenever possible. National Registry Practical Exam will be held on the Saturday following the last date of class from 9:00 am - completion.

EVENING **-** Evening Classes meet from 5:00 pm to 9:30 pm and every third Saturday from 8:00 am to 4:00 pm. The program is divided into four quarters with 2-3 classes per week. Students will be informed in advance of any changes in class time or date, whenever possible. National Registry Practical Exam will be held on the Saturday following the last date of class from 9:00 am - completion.

REQUIREMENTS - The student is required to obtain a BCI&I background check and meet physical requirements. These additional costs will be the student's responsibility.
1. A two-step PPD, with proof of annual every year since the two-step. If the student has had a past positive PPD, then a chest x-ray every 5 years is required. An annual PPD will be needed as long as the student is enrolled.
2. All copies of labs as indicated on the provided physical form.
3. Proof of positive titer for Rubella, Rubeola and Varicella or proof of receiving respective vaccines 2 different times.
4. 10-panel urine drug screen, a complete urinalysis and complete blood count (CBC) are required.
5. Student must provide proof of the Diphtheria, Tetanus, Pertussis immunization within 10 years.
6. The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.
7. Students will be required to fill out and maintain a current medication sheet with current medications and allergies noted.

COST

$ 95 Non-Refundable Application Fee
$ 400 Lab/Admin Fee
$ 750 Paramedic Preparation Course - Includes
     Medic TRCC Comtech - Learning Strategies
     Anatomy & Physiology* - Medical Terminology*
     Math for Meds Introduction - EMT – Knowledge
     Written Assessment
     EMT – Skills Review & Assessment
$6,900Tuition ($1,725 per quarter x 4 quarters)
$7,945 = total due school
+$750 Estimated cost of books if purchased through school (based on current editions used)

OTHER COSTS (Estimated)

Physical	$150
Hepatitis B Vaccine (recommended)	$ 42
Mantoux 2 Step Test (TB test)	$ 24
Rubella	$ 41
Varicella	$ 41
10 Panel Drug Screen	$ 40
Watch w/second hand	$ 35
Paper Supplies	$100
BCI&I Background Check	$ 60
EMS Testing	$ 90
Textbooks	$750
Estimated total other costs	$1,373

APPLICATION PROCEDURE

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

Pre-Entrance Tests include the three WorkKeys™ tests of basic academic skills including, Workplace Documents, Graphic Literacy, and Applied Math and a test of EMT knowledge. Allow four hours for the pre-entrance exam time. Tests must be scheduled in advance by calling 740-389-4682 ext. 5500.

If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attendance at a class. An individual may retake any of these tests until they pass. Each additional test retake will require payment of a $15 fee. Please contact ext. (740) 389-4682 ext 5500 to schedule retakes.

FUNCTIONAL JOB ANALYSIS - Paramedic Characteristics The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledge about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholerginics, cholergenics, muscle relaxants, anti-dysrythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, opthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others. The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one=s own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature. The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta. The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena. The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading 1 between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies The Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance.

Verbal skills and reasoning skills are used extensively. (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly. The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient=s system and be cognizant that route of administration is critical in relation to patient=s needs and the effect that occurs. The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician. The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations. The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position. Physical Demands Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient=s, the Paramedic=s, and other workers= well being must not be jeopardized. Comments The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in a districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment. However, in general, in the analyst=s opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exists, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between 2 life and death for the patient.

PARAMEDIC CURRICULUM – ACCREDITATION #329

The program is accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services and conforms to the U.S. Department of Transportation, 2008 National Standard Curriculum and Ohio Education Standard. The Paramedic course consists of 500 hours didactic & lab and 400 clinical hours.

"The Tri-Rivers/Marion General Hospital School of Paramedicine is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of
Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway
Suite 111-312 Rowlett, TX 75088
214-703-8445 FAX 214-703-8992
www.coaemsp.org

"The paramedic program of Tri/Rivers/ Marion General Hospital is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)."

CURRICULUM

Quarter 1
75 Hours Minimum Competency Based Clinical
Course Descriptions
Preparatory: Integrates comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues which is intended to improve the health of EMS personnel, patients and the community.
Preparatory Module:
EMS System
Workforce Safety & Wellness
Public Health
Medical, Legal, & Ethical Issues
EMS Communications
Documentation
Anatomy and Physiology: Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems.
Medical Terminology: Integrates comprehensive anatomical and medical terminology and abbreviations into the written and oral communication with colleagues and other health care professionals.
Pathophysiology: Integrates comprehensive knowledge of pathophysiology of major human systems**.**
Life Span Development: Integrates comprehensive knowledge of life span development**.**
Public Health: Applies fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
Pharmacology: Applies to patient assessment and management fundamental knowledge of the medications carried by Paramedics that may be administered to a patient during an emergency.

Assessment: Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
Airway Management, Respiration and Artificial Ventilation: Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
Assessment: Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.

Quarter 2
125 Hours Minimum Competency Based Clinical
Course Descriptions
Medicine: Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
Module:
Pharmacology II
Patient Assessment
Critical Thinking and Clinical Decision Making
Respiratory Emergencies
Cardiovascular Emergencies I

Quarter 3
125 Hours Minimum Competency Based Clinical
Course Descriptions
Medicine: Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
Special Patient Populations: Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement comprehensive treatment/disposition plan for patients with special needs.
Trauma: Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.
Module:
Cardiovascular Emergencies II; Neurologic Emergencies; Diseases of the Eyes, Ears, Nose, &Throat; Abdominal and Gastrointestinal Emergencies; Genitourinary and Renal Emergencies; Gynecologic Emergencies; Endocrine Emergencies; Hematologic Emergencies; Infectious Diseases Toxicology; Psychiatric Emergencies; Trauma; Shock and Resuscitation; Special Populations

Quarter 4
75 Hours of field internship and Minimum of 20 successful Team Leads.
Course Descriptions
EMS Operations: Knowledge of operational roles and responsibilities to ensure safe patient, public and personnel safety.
Field Internship: Students must complete a minimum of 20 Team Leads with-in the 6 weeks' field internship period.
Module:
Transport operations; Incident management; Vehicle extrication & special rescue; Hazardous materials; Terrorism; Disaster Response; Crime Scene Awareness.

THE CLINICAL & LABORATORY EXPERIENCE

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

CLINICAL:
The students will be developing and refining skills in direct patient care settings in the hospital and field. Performance objectives are closely monitored and evaluated, as the student develops clinical competency. There are in- hospital experience and field experience in this part of the program.
Various areas of the hospital used in the clinical rotations are: Laboratory, Respiratory, Emergency Dept., Pediatric Unit, Intensive Care Unit, Operating Room, Labor and Delivery, and Psychiatric Unit.
Also, various public agencies and public and private ambulance services are used. Several of the clinical areas of the hospital will be open for clinical 24 hours a day, 7 days a week. Most are open 16 hours a day, 7 days a week. All hospital clinical time will be done between the hours of 7am and 11pm, and all field clinical time done between the hours of 7am and 9pm unless otherwise approved by the PSS Coordinator. Students are required to meet the regulations of any clinical site at which they do their training

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

CLINICAL ACCOUNTABILITY POLICY
Students attending clinical rotations at Marion General Hospital will be required to sign in with the greeter in the emergency room lobby at Marion General Hospital. When the student arrives they will report to the greeter and identify themselves. The student must be properly attired in the required program shirt and have their student ID badge visible for the security officer.
The student will then sign in on the Tri-Rivers Public Safety Services Training Program log sheet with the greeter. The date, the student's name, the time in and the clinical department are to be filled in. The greeter will then initial that the student has arrived at Marion General Hospital
The student is then to stamp their phase form in the upper left corner using the time stamp located in the emergency room lobby. The student may then report to the proper clinical department.
When the student completes their clinical rotation, they will report back to the greeter to sign out. The greeter will then initial that the student has left Marion General Hospital. The student is then to stamp their phase form in the upper right corner using the time stamp located in the emergency room lobby.

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

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

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

APPROVED CLINICAL SITES (subject to change)
HOSPITAL SITES
Bucyrus Community Hospital 629 N. Sandusky Avenue Bucyrus, OH 44820
Marion General Hospital   1000 McKinley Park Drive Marion, OH 43302
Galion Community Hospital   County Portland Way South Galion, OH 44833
Marion Area Health Center   1050 Delaware Avenue Marion, OH 43302

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

MGH CLINICAL FORMS THAT ARE NOT TIME STAMPED WILL NOT BE ACCEPTED AS VALID.
If the student reports to a clinical department that is not busy such as OB and then decides to move to another department such as ICU or ED, then the student must report back to the greeter, log out of the assigned clinical, and then log back in for the clinical department that they transferred to making sure to time stamp both phase forms.
If the student will be leaving the facility at any time (lunch, errands, etc.) they must sign and stamp out appropriately.
If the student will remain in the facility for lunch they are not required to sign or stamp out unless they are going to lunch for longer than 30 min. It is the responsibility of the student to understand and adhere to this policy.

ATTENDANCE – PARAMEDICINE

CLASSROOM AND LAB - There are 500+ hours in the class/lab sessions of the program. Absence from a class period will be permitted only with prior notification. Any student unable to attend class for any reason must notify the instructor at (740) 389-4681, ext. 7352 one-half hour before the class. All absences must be made up. This may be arranged with the program coordinator. Material from the missed class will be made available at the make-up. Absence without notification may cause dismissal from the program. Absences will be dealt with on an individual basis and the student may be subject to dismissal at the discretion of the program coordinator. A student may be required to bring in a physician's excuse for time missed or written permission to attend class or clinical after an illness or injury.

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

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

CLINICAL - Clinical hours are 400+ hours; this is variable upwards, depending on the individual need of the student. Students must satisfactorily complete all assigned hours and required skill/assignments of the clinical experience for the school year to graduate.

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

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

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

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

CLASS EXPECTATIONS/ACCOUNTABILITY

All paramedic students are required to be in the appropriate uniform for class, this includes navy blue pants, program shirt, ID badge, and appropriate footwear. Students that arrive to class in the inappropriate uniform will be sent home by the instructor and may not return to class until they are in the required uniform. Classroom etiquette and demeanor are expected. Students are expected to be prepared for class with pencils, paper, homework done, assignments read, and prepared to actively participate. Lecturers are to be given respect and full attention. The lecturer will set the tone for question and answer protocol for the individual sessions. Note-taking during lectures is highly recommended. Test questions may come from lecture material. Sleeping in class will not be tolerated. The instructor may dismiss any student from the classroom/lab session for disruptive and unprofessional behavior. This may include but is not limited to, horseplay, inappropriate conversations, and failure to give the instructor full attention, derogatory statements towards other students, staff, and/or the Tri-Rivers/MGH School of Paramedicine program, inappropriate verbal or non-verbal actions, or any action that would be considered unprofessional. In the event that a student is dismissed from the classroom/lab session by the instructor it will count as an unexcused absence and may result in academic warning, probation, and /or dismissal (see academic advising policy).

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

TESTS / ASSIGNMENTS / QUIZZES

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

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

TEST PAPERS

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

The following procedure will be applied:

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

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

CLASSROOM GRADING SCALE: CLINICAL AND LABORATORY GRADING:

GRADING SCALE
A   93% - 100%
B   85% - 92%
C   80% - 84%
F   79.9% - 0%
Clinical: Satisfactory/Unsatisfactory
Laboratory: Pass/or Fail

GRADING BREAKDOWN
Homework   = 10%
Assignments/Workbook   = 10%
Quizzes   = 20%
Tests/Module Exam   = 60%
Final Exam = student must achieve **80%** or better to Pass Quarter IV

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

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

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

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

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

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

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

- Unsafe performance in the clinical area/classroom exhibited by behaviors that might prove injurious to self, clients, coworkers and/or visitors.
- Unsatisfactory performance in the clinical area/classroom as measured and documented by the clinical preceptor or instructor.
- Unsatisfactory performance in course work as measured by a grade point average below 80%.
- Failure to maintain the minimum required clinical hours during any quarter or module.
- Two unexcused absences-classroom, clinical, or required lab session
- Non-compliance with regulations of the school.
- Completing only 80%-90% of clinicals required for a quarter.
- Receiving three zero's in course work.

Retesting – A student who is below 80 percent at the completion of a quarter and upon recommendation of the faculty may:
3. Be retested in a specified area
4. The following will be considered in arriving at that decision to retest a student:
    a. The student's previous school record shows that the student has been making satisfactory progress and has not had academic difficulties in other courses, or
    b. There have been extenuating circumstances that may have contributed to the failure of the student, examples:
        - Family illness
        - Personal illness
        - Personal or family problems requiring absence from school, and faculty have been aware of the problem prior to the test/exam

If retesting takes place, the following will be implemented:
1. The student will be retested only once.
2. The retesting will be arranged by the program administrator or designee, and will be completed as soon as possible after the faculty decision is made.
3. The student may be given the same test/exam, or the instructor of the course may choose a comparable test/exam.
4. The student will receive a maximum grade of 76% for the test. After retesting, the student must achieve a total of 76% or better for the course. The student will receive a maximum course grade of 80% even though the average may be higher with the retest.

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

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

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

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

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

TRANSFERS
A student may transfer to the next scheduled program at any point in the program. All transfers are subject to approval by the program coordinator after receiving a recommendation by the course instructor and a written request for transfer from the student.
- There is a $500.00 transfer fee that must be paid prior to the transfer. The student must transfer within 12 months from the date of the request.
- Any student making a request for transfer must repeat the entire quarter in which the request was made.

Continuation of financial aid will depend on the funding source and clock hours.

MILITARY LEAVE POLICY - A student who is called up for active duty prior to the completion of the Paramedic program may be eligible for the following considerations:
- Call-up during first or second quarter – may return the following year at the beginning of the first quarter. Proper military documentation must be provided to the PSS Coordinator with a letter of intent to return to the program.
- Call-up during the third quarter but prior to completion of the third quarter – may return at the beginning of the third quarter without penalty if in good standing, (attendance is at 100%, clinical grades to date and 80% grade average) at the time of call-up to active duty.
- Call-up after completion of the third quarter the student may be eligible for graduation from the program if the following criteria are met and with the approval of the Program Coordinator and the Director of Adult Education:
  - The student has completed the minimum of 600 hours in the training program as required by the state of Ohio.
  - Grade point average of 80% or higher
  - Completion of work missed or to be missed while on active duty, either prior to, during, or within 30 days of returning from active duty.
  - All clinical critical components are completed and that at least 90% of the total required clinical and field time is completed prior to active duty. No clinical time may be completed after the end of class date

Advanced Placement – Dependent on availability of an opening in a Paramedic program; applicants who have prior Paramedic course training may request consideration for advanced placement. These applicants must follow the program's normal admission policy. Applicants requesting advanced placement are required to provide documentation that they have met the appropriate competencies in previous courses taken. This documentation will be reviewed by the program administrator, and medical director, who will make the final determination if advanced placement is to be awarded.

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

EVALUATION PHILOSOPHY - The school believes that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives. The student will receive three evaluations during the school year, at the end of each quarter.

REPORTING OF VIOLATIONS POLICY
Any student violations found to have merit, of the Ohio Revised Code and or Ohio Administrative Code will be reported to the appropriate authorities, to include but not limited to:
- Local Law Enforcement
- Ohio Department of Public Safety
- State Board of Pharmacy

CONVICTION OF A FELONY POLICY

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

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

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

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

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

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

CERTIFICATION AS A PARAMEDIC - The student, upon successful completion of the prescribed course at Tri-Rivers/Marion General Hospital School of Paramedicine will be eligible for the state certifying exam. The exam used will be the National Registry exam. When a person has successfully passed all computer adaptive testing and practical sections of the exam they will be eligible to apply for certification as a paramedic in the state of Ohio. The whole emphasis of our program is to develop a high quality paramedic. The side effect of this is a person who is better prepared for a state exam such as the National Registry.

COURSE COMPLETION CRITERIA
Attendance: 100%
Grades: A cumulative grade point average of 80% or higher
Successful completion of ACLS
Laboratory Practical Skills Completion
Successful completion of all clinical hours and clinical assignments

Academic Credential Awarded: Certificate of Completion

Emergency Medical Technician

Length: 5 months
Total # of hours: 170 Hours
Preparation: Entry level employment
Credit awarded: Certificate

Eligibility Requirements
Of State and School
1. Must be 18 years of age to sit for National Registry exam
2. Submit official high school transcript or GED showing proof of graduation.
3. Successful completion of WorkKeys™ Workplace Documents exam at level 4.
4. Current AHA Healthcare Provider or American Red Cross CPR for the Professional Rescuer Card.

Course Description
This 170 hour program (154 classroom and 10 clinical, 6 hours National Registry exam) follows the U.S. D.O.T. and Ohio Division of EMS guidelines. Certification as an Ohio EMT is contingent upon successfully completing the course requirements and passing the National Registry Practical and Written Exam.

CURRICULUM & SCHEDULE
The program is accredited by the Ohio Board of Education and conforms to the U.S. Department of Transportation, National Standard Curriculum as well as the Ohio Department of Public Safety, Division of Emergency Medical Services (EMS) Curriculum. The course consists of 154 didactic, 10 clinical/field experience hours and 6 certification testing hours (written and practical). Class schedule will be provided in advance with class 2 evenings per week from 5-9:30pm and 2-3 Saturdays per month from 8am-4pm with scheduled breaks.

Module I	Preparatory	32 Hours
Module II	Patient Assessment	26 Hours
Module III	Airway and Cardiac Arrest Management	30 Hours
Module IV	Trauma Patient Management	36 Hours
Module V	Medical Patient Management	30 Hours

Classroom Hours   154
Certification Testing   6
Clinical/Field Experience   10
Total Hours   170

REQUIREMENTS - The student is required to obtain a BCI&I background check and meet physical requirements. These additional costs will be the student's responsibility.
1. A two-step PPD, with proof of annual every year since the two-step. If the student has had a past positive PPD, then a chest x-rays every 5 years is required. An annual PPD will be needed as long as the student is enrolled.
2. All copies of labs as indicated on the provided physical form.
3. Proof of positive titer for Rubella, Rubeola and Varicella or proof of receiving respective vaccines 2 different times.
4. 10-panel urine drug screen, a complete urinalysis and complete blood count (CBC) are required.
5. Student must provide proof of the Diphtheria, Tetanus, Pertussis immunization within 10 years.
6. The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.
7. Students will be required to fill out and maintain a current medication sheet with current medications and allergies noted.

COST
$ 50.00 Non-Refundable Application Fee
$ 927.00 Tuition
$ 45.00 EMStesting.com Access
$ 200.00 Estimated Cost of Current Textbook purchased through school.
$1,195.00 = total due school

OTHER COSTS (Estimated)
Physical	$150.00
Hepatitis B Vaccine (recommended)	$ 42.00
Mantoux 2 Step Test (TB test)	$ 24.00
Rubella	$ 41.00
Varicella Titer	$ 41.00
10 Panel Drug Screen	$ 40.00
Watch w/second hand	$ 35.00
BCI&I	$ 60.00
Total Other Costs (Estimated)	$473.00

APPLICATION PROCEDURE
A signed and completed application, $50 non-refundable fee, evidence of high school diploma or GED with proof of graduation is required. Pre-Entrance Test is the ACT WorkKeys™ Workplace Documents exam. Allow 1 hour for the pre-entrance exam time. Test must be scheduled in advance by calling 740-389-4682 ext. 5500.

ATTENDANCE
There are 154 hours in the classroom and lab sessions of the course. Absence from a class period will be permitted only with prior notification. Any student unable to attend class for any reason must notify their instructor one hour before the class. All absences must be made up in accordance with the Ohio Department of Public Safety Rules. This may be arranged with the instructor. Material from the missed class will be made available at the make-up.

Per the attendance policy set forth by the Tri-Rivers Career Center rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the TRCC rules and guidelines. Attendance is a student's responsibility. The program is very fast paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance

Absence without notification may be cause for dismissal from the program. Absences will be dealt with on an individual basis and the student may be subject to dismissal at the discretion of the program coordinator. A student may be required to bring in a physician's excuse for time missed or written permission to attend class or clinical after an illness or injury.

The student who cannot attend a scheduled clinical time should call the clinical site and the clinical coordinator no later than one (1) hour prior to the scheduled time. Acceptable reasons for excused absence from clinical area would be personal illness, illness in immediate family, or other reasonable unexpected events.

ATTIRE
Students are required to purchase a minimum of one (1) polo shirt for their attendance in class and their clinical rotations. For classes meeting two or more times per week it is advisable to order two shirts. If you will be attending class and performing clinical rotations during the winter months, then you may want to consider purchasing a long sleeve polo or a ¼ zip sweatshirt, as the long sleeve polo or sweatshirt will be the only acceptable addition to your uniform. **EMT** students are required to purchase/wear **GRAY** program shirts.

CLINICAL

Students will be developing their skills in the direct patient care settings with 10 patient contact hours.

- The hospital clinical experience will consist of a minimum of 5 patient contact hours in the Emergency Department.
- The field clinical experience will consist of a minimum of 5 patient contact hours with a program approved field site.
  (1 squad run = 1 patient contact hour)

HOSPITAL & FIELD CLINICAL EXPERIENCE

Clinical requirements consist of a minimum of 10 hours; this is variable upwards, depending on the individual need of the student. Students must satisfactorily complete 5 hours of hospital and 5 patient contact hours field clinical experience for course completion.

Each site has specific requirements.   These may include varicella titer, rubella titer and mantoux TB. The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.   Clinical Sites may require a clinical orientation session prior to putting in clinical hours. Requirements are available from the Public Safety Services Office.

HOSPITAL

Each student is required to spend 5 hours in an Emergency Department. During the student's time in the ED they are required to interview, assess, and write a satisfactory history and assessment (approved by the course instructor/clinical coordinator) on a minimum of five (5) patients in the Emergency Department.

- At least one assessment must be completed on a pediatric patient (less than 18 years of age)
- At least one assessment on a geriatric patient (over 65 years of age).

Patient Assessment Forms are included in the Clinical Handbook. The clinical preceptor must complete the Hospital Clinical Time Log sheet.

FIELD

Each student is required to get 5 runs with an approved field clinical site. During the students' time on these runs they are required to interview, assess, and write a satisfactory Pre-Hospital Care Report (PCR). It is encouraged to limit your field clinical rotation to no more than 8 hour shifts at a time.

CLINICAL EXPECTATIONS

Clinical hours are not to be scheduled until after the Patient Assessment Module of the curriculum has been completed. You are expected to be at the clinical site at the assigned time. You are responsible for contacting the clinical site if you must cancel a prescheduled clinical session.

Any student with less than 10 hours of in-hospital clinical/field satisfactorily completed by the end of the course will NOT be eligible for the National Registry practical or written examination.

Satisfactory completion of all clinical hours and patient assessment forms are determined by the discretion of the instructor/coordinator.

Reports from clinical preceptors will be reviewed along with completed patient assessments and if an unsatisfactory evaluation occurs, the student will be advised. Probation may be the result. Repeated unsatisfactory evaluations while in the clinical area may be cause for dismissal from the course.

Should a student not accumulate 10 patient contact hours in 10 clock hours, additional time will be required to achieve the minimum patient contact hours. The student may only function as a student during the clinical/field rotations and not in the capacity of an employee of the clinical/field site at any time.

CLINICAL WORK/RIDE POLICY

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

PRACTICAL SKILLS EVALUATION

All practical skills as outlined in the Practical Skills Document must be completed according to the criteria established by the National Registry. Failure of any of these skills may result in dismissal. The student may be permitted more than one retake of the failed skill(s) if it coincides with the guidelines under retake.

EVALUATION

GRADING SCALE

A	90% - 100%
B	80% - 89%
C	75% - 79%
F	74% - 0%

Clinical: Satisfactory/Unsatisfactory
Laboratory: Pass/or Fail

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

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

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

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

If the decision of the program coordinator, adult education director, or

WITHDRAWAL

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

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

CERTIFICATION AS AN EMT

Upon successful completion of the prescribed course curriculum and receiving a passing score of 80% or higher and satisfactorily completing the required final practical exam, the student will be eligible to sit for the state certifying written exam. The state of Ohio uses the National Registry written exam. The exam consists of multiple-choice questions. Students are allowed three (3) opportunities to pass the written exam before remedial training is required.

The main emphasis of our program is to develop a high quality EMT. When written confirmation of a passing score is received from the National Registry of EMT's (NR) the student will then be eligible to apply for certification as an EMT in the state of Ohio. A completed state of Ohio Application will be forwarded by the Public Safety Services office along with a copy of the written confirmation of each passing score. The student cannot function as an EMT until a certification card is issued and received from the Ohio Department of Public Safety, EMS Division (ODPS). Students will receive a letter requesting confirmation of clinical hours with your initial passing written results from the NR. By forwarding a copy of your state certification card to the NR, once you receive you state card, you will satisfy this request. This also is the step required to obtain your NR card.

COURSE COMPLETION CRITERIA

Students must maintain a grade average of 80% or higher and demonstrate practical skill competency and satisfactorily complete 100% of the clinical hours needed to be eligible to sit for the National Registry written exam.
   A.   Attendance: 100%
   B.   Grades: A cumulative grade point average of 80% or higher
   C.   Laboratory Practical Skills Completion
   D.   Successful completion of all clinical hours and clinical assignments

Academic Credential Awarded: Certificate of Completion

Requirements for Obtaining Ohio Certification

OAC rules 4765-7-02(A)(21)(p), **4765-8-05(A)(4), 4765-8-01.)**
Upon successful completion of the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio.

OAC rule 4765-8-01 Qualifications for a certificate to practice

The process for for obtaining a certificate in accordance with section 4765-8-01 Ohio Administrative Code (OAC) are as follow:
An applicant for a certificate to practice as an EMR, EMT, AEMT, or Paramedic must meet the following requirements:

1. Submit a completed application on a form approved by the board;
2. Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 ORC and 4765-7 OAC, and receive a ceritficate verifying completion of such program at the level for which the certificate to practice is sought.. Such program must have been completed no more than two years prior to making application.
3. Submit documentation of successful completion of the following federal emergency management agency training courses: National incident management system course IS-700.a and Incident command system course IS-100.b
4. Pass an initial certification examination in accordance with rule 4765-8-05 OAC.
5. Be eighteen (18) years of age:
6. Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:
    (a) Any felony
    (b) A misdemeanor committed in the course of practice;
    (c) A misdemeanor involving moral turpitude;
    (d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;
    (e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.

7. Has not been adjudicated mentally incompetent by a court of law:
8. At the time fo application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule;
9. Does not engage in the illegal use of illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an EMS provider.
10. Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4768 ORC.
11. Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;
12. If the applicant is, or has been certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board of the EMS certifying or licensing entity in another state.

B) In deciding whether to grant a certificate to practice, the board (ODPS) has the following options:

1. The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;
2. The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;
3. The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Each student is required to complete the "Student Acknowledgement of Testing and Certification form at completion of EMS program. See page 83.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), **4765-8-05(A)(4), 4765-8-01.**

To set up to take the NREMT exam follow these steps:
- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

(1) The passing score for the written portion of the examination shall be determined by the NREMT.

(2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.

(3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.

(4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

By signing below, you are acknowledging these steps and that if you have further questions you will ask the program director.
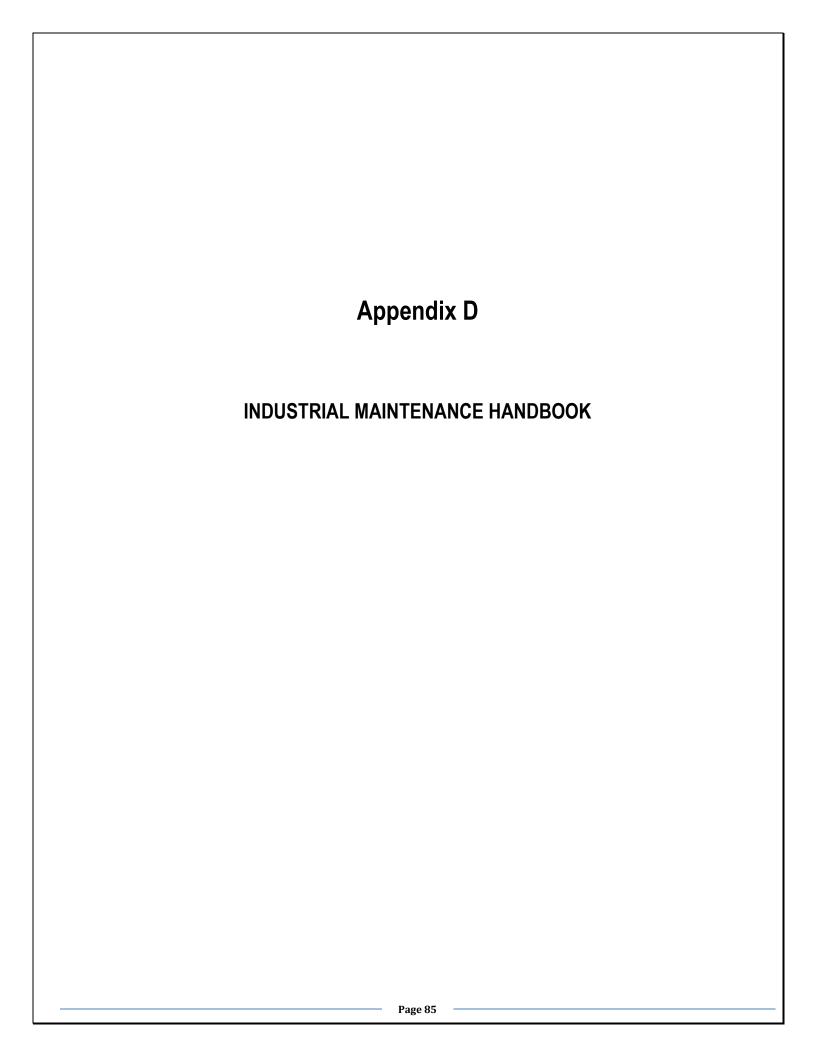Student Name Printed _____
Student signature _____   Date_____

Appendix D

INDUSTRIAL MAINTENANCE HANDBOOK

TABLE OF CONTENTS

Industrial Maintenance

Length: 10 months
Total # of hours: 600
Preparation: Entry level employment
Credit awarded: Certificate

ELIGIBILITY REQUIREMENTS
Of State and School
1. Must be 18 years.
2. Submit official high school transcript or GED showing proof of graduation.
3. Must complete Career Occupational Profile (COPS) – Interest Inventory, and score at least 50% on technology skilled.
4. Successful completion of Talent Assent Program System (TAPS) for functional work skill assessment, a manual dexterity test.
5. Successful completion of WorkKeys™ Workplace Documents exam at level 4, WorkKeys™ Graphic Literacy exam at level 4, WorkKeys™ Applied Math Exam at level 4 (note: WorkKeys™ Graphic Literacy and Applied Math tests are given during the program, after corresponding classes have been completed.)

Admission Procedures/Requirements:
1. Submit application with $95 non-refundable application fee.
2. Submit transcript from high school or GED.
3. Complete – COPS Interest Inventory with score of at least 50% technical interest.
4. Successful completion of TAPS; manual dexterity testing.
5. Complete WorkKeys™ Workplace Documents with a score of 4 or greater.
6. Successful completion of additional WorkKeys™ exams, Graphic Literacy, Applied Math and Applied Technology given during program.

FINANCIAL INFORMATION – INDUSTRIAL MAINTENANCE
Estimated Expenses for the 2022-2023 School Year
COST
Quarterly Tuition is $2,678 x 4 quarters = $10,712
Lab Fee $400
Application Fee: $95
The Total Cost of Program   **$11,207.00**

TUITION FEES DUE DATES
Each quarter's tuition is due BEFORE the first day of the quarter. Please refer to the Program Dates at the beginning of the handbook/catalog.

PROGRAM INFORMATION

This 600-hour program provides training in a broad range of Industrial Maintenance skills. The program prepares a student for industrial and commercial employment

Certifications Available Within Program

Students are given the opportunity to test for the certifications, actual receipt of certification is based on successful passage of certification testing and completion of certifying agency criteria.

- National Center for Construction Education and Research NCCER ~ Core Curriculum Certification
- National Center for Construction Education and Research NCCER ~ Electrical Level 1 Certification
- American Welding Society – AWS examination and certification based on individual student's progress and aptitudes
- ESCO – EPA 608 and R-410A Certification

GRADING SCALE - ACADEMIC PROGRESS
Students receive a Pass / Fail grade for each section.
Grades may be assigned per company policy. When grades are assigned the following grading scale used is:

A = 93% - 100% Excellent
B = 85% - 92%   Good
C = 76% - 84% Average
D = 70% - 75% Below Average
F = Below 70% or Failure

CURRICULUM INDUSTRIAL MAINTENANCE PROGRAM

Curriculum Overview – The Industrial Maintenance program is ten months in length, and the student's day is usually 5:00 pm – 9:00 pm Monday thru Thursday. Class is held on selected Fridays. Make-up days may be held on Saturday from 8:00 am to 4:00pm. Students will be provided class schedules at the beginning of the program.
Technology Intro – 8 hrs
OSHA 10 – `12 hrs
NCCER Core Curriculum – 48 hrs
Applied Math – 32 hrs
Soft Skills & Resume I – 8 hrs
Machine Trades – 48 hrs
NCCER Electrical Level One – 48 hrs
Electrical Controls for Machines – 60 hrs
Hydraulics / Pneumatics – 48 hrs
Electrical / Mechanical Troubleshooting – 48 hrs
Intro to Programmable Logic Controllers PLCs – 48 hrs
Intro to Robotics – 48 hrs
Basic Welding – 48 hrs
Advanced Welding – 48 hrs
ESCO EPA 608 & R410-A – 20 hrs
Introduction to HVAC – 24 hrs
Soft Skills & Resume II – 4 hrs
Total Program Hours for Industrial Maintenance = 600

COURSE DESCRIPTION

Class	Hours	Description
Technology Intro	8	Teaches students how to access TRCC systems and work with computer, and manage files, folders, e-mail and Internet research skills.
OSHA 10	12	OSHA 10 Safety Training
NCCER Core Curriculum	48	Teaches basic safety rules, hand and power tools, construction drawings, basic rigging, and material handling skills.
Soft Skills & Resume I	8	Covers the communication process; listening, speaking, reading, writing skills and resume preparation.
Applied Math	36	Teaches basic math functions including adding, subtracting, dividing and multiplying whole numbers, fractions, and decimals, and explains their applications in the workplace. Students learn how to read various measuring tools. Learn decimal-fraction conversions, the metric system and basic algebra.
Machine Trades	48	Teaches basic knowledge in the use of milling machines and lathe operations.
NCCER Electrical Level One	48	Introduces the student to the electrical trade. Class covers safety rules and regulations, circuits, theory, National Electric Code (NEC), conduit bending, raceways, conductors, drawings, residential service and test equipment.
Electrical Controls for Machines	60	Teaches the components used in electrical controls and their symbols. Students learn how to read a ladder diagram and wire pushbuttons, limit switches and solenoid valves to make a control work and how to wire a motor starter to make a motor run.
Hydraulics / Pneumatics	48	This class covers the basic principles and operations of hydraulic and pneumatic controls. Students learn how to ready hydraulic and pneumatic symbols and how to follow piping diagrams.
Electrical / Mechanical Troubleshooting	48	Introduces the student to electrical/mechanical troubleshooting. Students learn how to read and interpret electrical, hydraulic, and pneumatic schematics and diagrams. Students are instructed in how to systematically troubleshoot a system in a logical manner.
Intro to Programmable Logic Controllers – PLCs	48	Teaches how to program, operate, and troubleshoot a number of PLC applications typically used in industry today.
Intro to Robotics	48	Teaches basic robotics concepts with emphasis on tool handling and basic programming.
Basic Welding	48	Covers the basic knowledge of shielded metal arc welding (SMAW), gas metal arc welding (GMAW and oxyacetylene gas fuel cutting (OFC).
Advanced Welding	48	This class is for an individual in the field of welding who has previous experience with arc welding and/or has completed our Basic Welding class. Continues to expand upon the knowledge gained in the Basic Welding class and prepares the student to take an American Welding Society (AWS) certification test.
ESCO EPA 608 and R410-A	20	Covers sections 608 of the Federal Clean Air Act which requires that anyone who maintains, services, repairs or disposes of appliances that contain regulated refrigerants be certified in the proper refrigerant handling techniques effective November 14, 1994.
Introduction to Heating Ventilation and Air Conditioning	24	Class introduces the student to the basic principles and theory of heating, ventilating and air conditioning.
Soft Skills & Resume II	4	Review of and preparation for interview, presentation and communication skills.

COURSE COMPLETION CRITERIA
Attendance: 90%
Completion of WorkKeys™ Assessments at the Program Specific Level: Workplace Documents-4, Applied Math-4, Graphic Literacy-4
Grades: A grade of Pass in each of the individual Industrial Maintenance Courses
(Students who fails an individual course can be considered a Completer/Non-Graduate, if they have at least 90% attendance in the overall program and obtain instruction related employment in the Industrial Maintenance field.)
Length of Time to Earn Certificate of Completion: Evening Program – 10 months
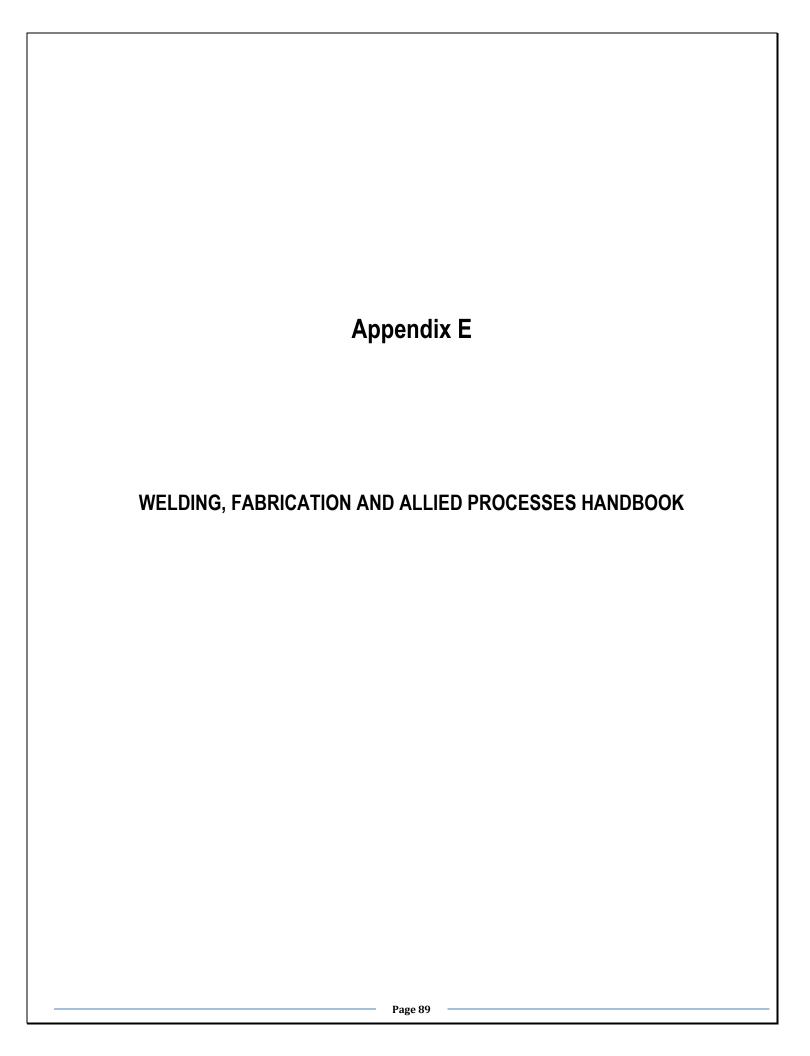**Academic Credential Awarded:** Certificate of Completion

Appendix E

WELDING, FABRICATION AND ALLIED PROCESSES HANDBOOK

TABLE OF CONTENTS

Welding, Fabrication and Allied Processes

Length: 5 months
Total # of hours: 650
Preparation: Entry level employment
Credit awarded: Certificate

ELIGIBILITY REQUIREMENTS

Of State and School
1. Must be 18 years.
2. Submit official high school transcript or GED showing proof of graduation.
3. Successful completion of WorkKeys™ Workplace Documents exam at level 3, WorkKeys™ Graphic Literacy exam at level 3, WorkKeys™ Applied Math Exam at level 3 (note: WorkKeys™ Graphic Literacy and Applied Math tests are given during the program, after corresponding classes have been completed.)

Please note: Participants are expected to be able to stand for long periods of time, be able to lift up to 50 pounds, and have correctable vision.

Admission Procedures/Requirements:
1. Submit application with $95 non-refundable application fee.
2. Submit transcript from high school or GED.
3. Complete WorkKeys™ Workplace Documents with a score of 3 or greater.

FINANCIAL INFORMATION – WELDING, FABRICATION AND ALLIED PROCESSES
Expenses for the 2022-2023 School Year

COST
Quarterly Tuition is $2,966 x 4 quarters = $11,864
Application Fee: $95
Lab Fee: $200
The Total Cost of Program
$12,159

TUITION FEES DUE DATES
Each quarter's tuition is due <u>BEFORE</u> the first day of the quarter. Please refer to the Program Dates at the beginning of the handbook/catalog.

PROGRAM INFORMATION

This 650-hour program provides training in a broad range of welding skills. A student will learn lab safety, weld print reading, oxy fuel cutting and carbon arc cutting and gouging. The course provides instruction in four of the most common welding processes; Shielded Metal Arc Welding SMAW, Flux Cored Arc Welding FCAW, Gas Metal Arc Welding GMAW (MIG), and Gas Tungsten Arc Welding GTAW (TIG). Students will also learn structural fabrication skills and be provided with an introduction to both pipe welding and robotic welding. The program prepares a student for entry level industrial welding employment.

The maximum number of students per class is eighteen students.

<u>Certifications Available Within Program</u>
Students will be given the opportunity to test for American Welding Society certifications, actual receipt of certification is based on successful passage of certification testing and completion of certifying agency criteria.

- American Welding Society (AWS) examination(s) and certification(s) will be offered based on each individual student's progress and aptitudes
- AWS Welding Certification D1.1 3G SMAW
- AWS Welding Certification D1.1 4G SMAW
- AWS Welding Certification D1.1 3G FCAW
- AWS Welding Certification D1.1 4G FCAW
- AWS Welding Certification D1.1 3G GMAW
- AWS Welding Certification D1.1 4G GMAW
- AWS Welding Certification D1.6 3F GTAW
- OSHA 10 Safety Certification
- ACT National Career Readiness Credential

CURRICULUM: WELDING, FABRICATION AND ALLIED PROCESSES PROGRAM

Curriculum Overview – The Welding, Fabrication and Allied Processes program is five months in length, and the student's day is 8:30 am – 3:30 pm Monday thru Friday. Students will be provided class schedules at the beginning of the program.

Math for Welders – 39 hours
Lab Safety – 13 hours
Oxy Fuel Cutting – 13 hours
Weld Print Reading – 26 hours
OSHA 10 Safety Certification – 13 hours
Employability – Soft Skills – 13 hours
SMAW – Shielded Metal Arc Welding – 91 hours
FCAW – Flux Cored Arc Welding – 91 hours
Structural Fabrication – 13 hours
Carbon Arc Cutting and Gouging – 13 hours
GMAW – Gas Metal Arc Welding – MIG – 91 hours
GTAW – Gas Tungsten Arc Welding – TIG – 91 hours
Intro to Pipe Welding – 78 hours
Intro to Lincoln / FANUC Robotic Welding – 52 hours
Employability – Job Search Techniques – 13 hours
Total Program Hours for Welding, Fabrication and Allied Processes = 650

COURSE DESCRIPTION

Class	Hours	Description
Math for Welders	39	Reviews basic mathematics skills and provides practical exercises useful in the welding field. Topics include working with whole numbers, common fractions, decimal fractions, measurement, percentages and the metric system. Topics are presented in a step-by-step approach. Activities include drills and exercises focused on solutions to welding-related problems.
Lab Safety	13	Reviews the safety precautions that must be taken to insure the safe operation of welding and fabrication equipment as well as general industry safety.
Oxy Fuel Cutting	13	Learn how to safely operate oxy fuel gas cutting equipment.
Weld Print Reading	26	Provides instruction on interpreting and using the type of engineering drawings and prints found in the welding trade.
OSHA 10 Safety Certification	13	Covers the Occupational Health and Safety Administration's OSHA 10-hour general industrial safety training course. Covers recognition, avoidance abatement and prevention of safety and health hazards in workplaces in general industry.
Employability – Soft Skills	13	Covers the Ohio Means Jobs and Ohio Job and Family Services' curriculum for 21st Century Skills for Job Readiness and Soft Skill Training for Career Technology Jobs.
SMAW – Shielded Metal Arc Welding	91	Gain an understanding of arc welding, welding safety, arc welding power sources, electrode classifications and electrode selection. Class focuses on developing the necessary skills to make shielded metal arc welds in all positions from 3/16" to 1" plate.
FCAW – Flux Cored Arc Welding	91	Gain an understanding of flux cored arc welding, welding safety, flux cored arc welding power sources, types of shielding gases used in flux core are welding, electrode classifications and electrode selection. Class focuses on developing the necessary skills to produce quality fillet and groove welds on carbon steel. Students will weld on carbon steels using small and large diameter flux-cored electrodes, with and without shielding gas, in flat and horizontal positions on fillet and groove welds.
Structural Fabrication	13	Learn basic welding related fabrication skills. Course covers the safe use of hand and power tools. Topics covered include layout, sawing, shearing, punching and fabrication.
Carbon Arc Cutting and Gouging	13	Allow students to learn how to safely use the carbon arc method to cut and gouge structural steel material.
GMAW – Gas Metal Arc Welding	91	Students will gain an understanding of gas metal arc welding, welding safety, gas metal arc welding power sources, types of shielding gases used in gas metal arc welding, electrode classifications and electrode selection. Class focuses on developing the necessary skills to produce quality gas metal arc welds on carbon steel. Students will weld on carbon steels on up to 3/8" plate, single and multiple passes.
GTAW – Gas Gas Tungsten Arc Welding	91	Students will gain an understanding of gas tungsten arc welding, welding safety, gas tungsten arc welding power sources, types of shielding gases used in gas tungsten arc welding, electrode classifications and electrode selection. Class focuses on developing the necessary skills to produce quality gas tungsten arc welds on carbon steel. Students will weld on carbon steels on up to 1/8" steel, stainless and aluminum.
Intro to Pipe Welding	78	Allow students to develop skills necessary to complete entry level pipe welding. Students will begin by practicing open root groove welds on plate using the shielded metal arc welding and gas tungsten arc welding processes. Students will practice open root pipe welding in the 1G position on schedule 80 pipe using the stick and tig process to deposit the root weld.
Intro to Lincoln / FANUC Robotic Welding	52	Designed to introduce students to Lincoln Electric Robotic Welding with FANUC Arcmate Robot. Prior to beginning this class students must complete the FANUC foundational training module.
Employability – Job Search Techniques	13	Prepares students for resume submission, interviewing and follow up. Class is designed to teach job search strategies to prepare applicants for a successful job search.

CLASSROOM & Successful Progression – Welding, Fabrication and Allied Processes course work is very hands on and students must observe all safety rules.

Dismissal

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

1. Persistent unsafe performance in the lab area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor
2. Dismissal **may** occur for any of the following reasons:
3. Excessive absence or tardiness that is not reported according to regulation
4. Total absenteeism of more than 10 percent per class.
5. Persistent tardiness
6. Unexcused absence (Failure to notify school regarding absence)
7. Violation of rules and regulations
8. Falsifications of application materials
9. Cheating

The student will be informed of dismissal in writing and verbally if possible. Also, students must turn in all I.D. badges and see the financial aid administrator for a scheduled exit interview.

Appeal Procedure – recipients who fail to meet these standards will be notified by the Financial Aid Office of the discontinuance of their aid. Appeals can be made in writing to the direct or of Adult Education within 10 working days after receipt of the discontinuance notice. The Adult Director will respond in writing to denied appeals or award the recipient financial aid in the amount and type deemed appropriate. See Policy related to Grievances Procedure in this handbook.

GRADING SCALE - ACADEMIC PROGRESS

Welding, Fabrication, and Allied Processes courses are competency based and students receive a Pass / Fail grade for each section.
P = Pass
F = Fail

Grades may be assigned per company policy. When grades are assigned the following grading scale used is:

A = 93% - 100% Excellent
B = 85% - 92% Good
C = 76% - 84% Average
D = 70% - 75% Below Average
F = Below 70% or Failure

Attendance Policy

Ninety (90) percent attendance is mandatory for the satisfactory completion of all classes. In order for a student to be eligible to receive financial aid or a certificate of completion for the program ninety percent attendance must be maintained. As good business practice and common courtesy students should inform the instructor if they are going to be absent. Classes missed must be made up and it is the responsibility of the student to contact the Instructor to make up any missed work.

ACADEMIC WARNING

A student will be given a written academic warning if they fall below the 90% attendance criteria during a class and if their academic performance falls below requirement. The student will also meet with the instructor and/or Program Coordinator.

PROBATION

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

1. Unsafe performance exhibited by behaviors that might prove injuries to self, co-workers and/or visitors.
2. Unsatisfactory performance in laboratory areas as measured by an instructor and documented by the instructor
3. Unsatisfactory performance in course work as measured by academic grade point average below passing or 70 percent at mid-point of any Industrial Maintenance course and/or below 90% attendance.
4. Non-compliance with regulations of the school.
5. Unprofessional behavior (including, but not limited to language, attitude) towards, instructors, other students, or staff members of Tri-Rivers Career Center.

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

EVALUATION OF THE PROGRAM

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

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

COURSE COMPLETION CRITERIA

Attendance: 90%
Completion of WorkKeys Assessments at the Program
Specific Level: Workplace Documents-3, Applied Math-3, Graphic Literacy-3
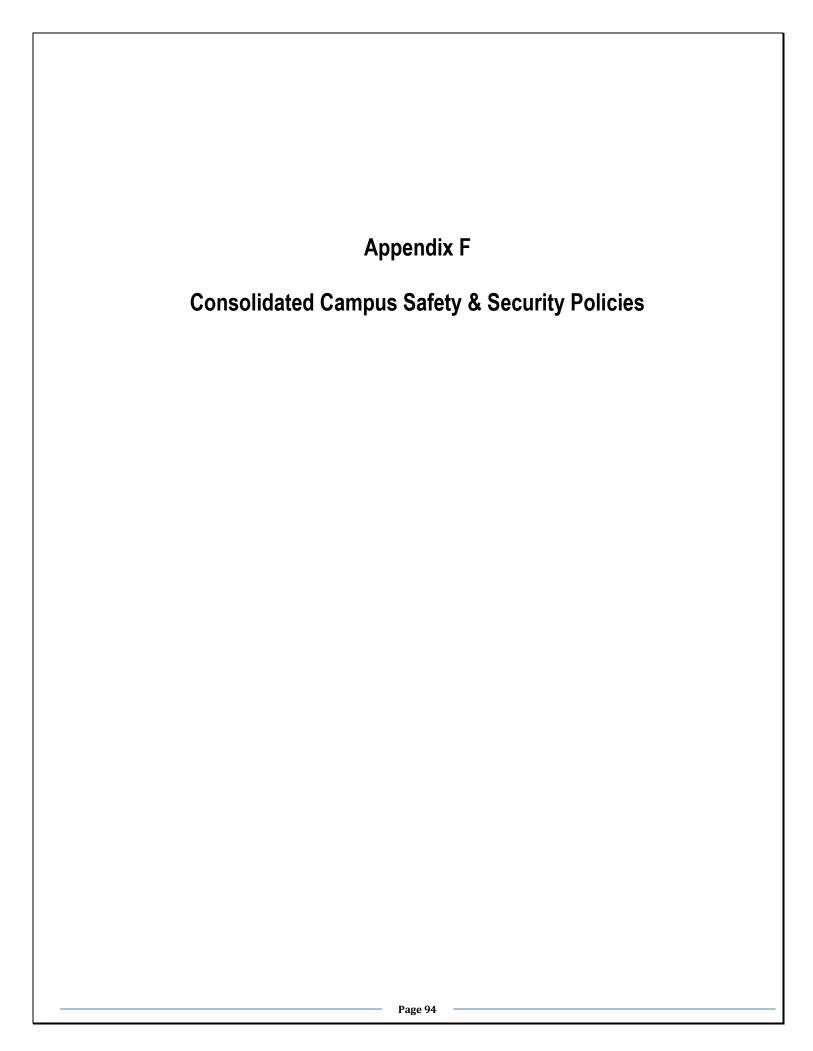**Grades:** A grade of Pass in each of the individual Welding, Fabrication and Allied Processes Courses
(Students who fails an individual course can be considered a Completer/Non-Graduate, if they have at least 90% attendance in the overall program and obtain instruction related employment in the Welding, Fabrication and Allied Processes field.)
Length of Time to Earn Certificate of Completion: Day Program – 5 months
Academic Credential Awarded: Certificate of Completion

Appendix F

Consolidated Campus Safety & Security Policies

Building Security Policy – Adult Education Classes held at the main Tri-Rivers Campus located at 2222 Marion - Mt. Gilead Road will follow the Tri-Rivers Career Center Main Campus Building Security Policies. Classes held at the 2227 Marion – Mt. Gilead Road expansion facility located adjacent to Marion Technical College and The Ohio State University Marion Campuses are in a leased facility that includes the Adult Education Business office, conference/training rooms, and classrooms. This facility shares parking with the two college campuses. Tri-Rivers Center for Adult Education business office will be open to students, employees, contractors, and guests when classes are held. Normal business hours for the Adult Education office are:

Monday	7:00am to 8:00pm
Tuesday thru Thursday	7:00am to 8:00pm
Friday	7:00am to 3:30pm

Summer Hours (mid-June thru mid-August)

Monday thru Thursday	7:00am to 4:00pm

Winter and Spring Break – Limited Office Hours as Posted

During non-business hours, access to Tri-Rivers Career Center is by identification card, if issued, or by admittance via the facilities staff. Emergencies may necessitate changes to any posted schedules.

Power Outage – Blackout – In the event of a power outage - emergency exit lighting should come on:
A.   Remain calm and be patient. Do not leave your room.
B.   If power is not restored, school personnel will assist students in exiting the building.

Fire Drills – Periodic drills will be held throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions. In the event of a fire or fire drill, all persons must exit the building. Instructions are posted to the right of the entry door in every classroom. Each instructor will review them with his/her students. Leave all lights on and rooms unlocked and doors shut. Exit the building as rapidly and as orderly as possible. Students will report in with staff in an assigned area 150 feet away from building. Students will remain in the assigned outside retention area until the conclusion of the fire drill. Once all students and staff are accounted for the "All Clear" signal will be given. At which time our Alarm Systems Company will be called to report the conclusion of the drill.

Tornado/Severe Weather – Periodic drills will be held throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions.
A.   Teachers will be informed via the tornado warning signal that a tornado alert is in effect. In the event that electricity has been lost, THREE LONG BLASTS of an air horn will be used to signal a tornado alert.
B.   Teachers will then take students to the assigned areas as indicated on the building maps posted in their rooms.
C.   Students taken to assigned areas will be asked to take a "protective position"—hands over the head in a seated position. They are to remain quiet at all times.
D.   A tornado drill will be conducted prior to the tornado season, which is April 1 thru July 31.
E.   Information regarding tornados will be disseminated by the National Weather Service according to the following:
  - *Tornado Watch:* means no funnel clouds have been sighted, but conditions are right for a tornado.
  - *Tornado Warning:* means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.
F.   In the event of a tornado warning, students will be moved to safer areas of the building as indicated in individual building plans.
G.   Teachers will be informed via tornado warning signal that a tornado alert is in effect.
H.   Teachers will take students to the assigned areas. Teachers will take class rosters with them so roll can be taken when the students are assembled.
I.   Students will be seated on the floor. They are to remain quiet at all times.

IF TIME DOES NOT PERMIT EVACUATION TO SAFE SITE:
A.   Stay away from windows and outside doors.
B.   Get beneath heavy furniture or have students sit with their backs to the wall of an interior hallway with their knees against their chests, their heads between their knees, and their arms over the tops of their heads.
C.   When a tornado strikes a building, the building should be inspected as soon as the tornado passes. The results of the building inspection and a consideration of both internal and external conditions should determine if it is advisable to remain in the building or vacate.
D.   In the event of Tornado Damage, the Adult Education Director, Chief Instructional Officer, or Designee, shall immediately contact the Superintendent giving advisement of the situation.

Timely Warning/Notification System and Lockdown – Tri-Rivers Career Center - Adult Education programing has a system in place for notifying the campus community when there is a matter of urgency that requires immediate attention. The center has the capability to send a text message to the cell phones of students who have given their number. In addition, all programs have call chain procedures; and the staff is part of the one call system. The center's website is also utilized for posting messages of importance. As part of Emergency protocol, the center has procedures for Lockdown of facilities.

An Announcement will be immediately given: "Attention all teachers, staff, and guests! Attention all teachers, staff, and guests! Due to a school emergency, we are initiating a LOCKDOWN. Please secure all classes until further notice. Crisis Response Team, please check your areas and report to the designated meeting location."

Immediate Danger Procedures:
A. Students, staff, and guests proceed to the nearest lockable room as quickly as possible. Staff directs students to drop and take cover. Students and staff who are outside on school grounds do not enter building. Classes are suspended until further notice.
B. Doors to labs and classrooms are locked. *Do not allow anyone to enter your area.* External school doors may be locked at some point.
C. Students move to a wall out of site of the door. Stay away from windows, and be silent. Silence all cell phones and remain silent throughout the lockdown.
D. Staff will inform students that an emergency situation exists and they should not move until further notice.
E. Due to immediate danger, priority is given to "drop and cover." Instructors take attendance when possible and communicate to Adult Education Director, Chief Instructional Officer, or Designee via telephone or email of missing students. A Designee will be appointed to try to locate missing students.
F. Lights are turned off.
G. Remain calm.
H. Listen carefully for further instructions.
I. Do not allow anyone to leave the room or area unless directed by authorities.

NOTE: NO ONE SHOULD BE VISIBLE. DO NOT ANSWER DOOR OR OPEN ANY DOORS UNTIL THE "ALL CLEAR" SIGNAL HAS BEEN GIVEN OR UNTIL STAFF IS GIVEN VERBAL INSTRUCTIONS BY THE APPROPRIATE AUTHORITIES.

Hazardous Material Management – Tri-Rivers Career Center's policy is to ensure the safety of its students, staff, and visitors should a hazardous material emergency occur.
A. In the event that the school is notified of the hazard by a hazardous material handling agency, the school will follow the directions of the agency who notified the school of the hazard.
B. In the event a hazardous materials emergency occurs in the school vicinity but not inside the school, the following procedures shall be instituted:
   1. Notify the Fire Department (911) and let them know we have people in building.
   2. Keep students and staff indoors.
   3. School staff shall immediately close all doors so that air intake will cease and close all windows.
   4. Contact maintenance to turn off all exhaust fans, ceiling vents, and any other source of outside air until the authorities arrive.
   5. No one from the school shall leave the premises without permission from the emergency officials.
   6. On-site sheltering will be provided unless determined otherwise by Emergency officials.
   7. If an evacuation is ordered by emergency officials, adult students will be released to their own cognizance and/or vehicles.

Unauthorized Persons – All visitors to Tri-Rivers Career Center – Adult Education are to stop at the front office (secondary) or receptionist desk (post-secondary) desk and register. All visitors will be issued a Visitor Pass with name, time of visit, and name of person in the building they will be visiting. An unidentified person may come onto school premises. All facilities should have postings on all entrances stating that: "All visitors must report to front office (secondary) or receptionist (post-secondary) immediately upon entering the building." If any questions about a person's identity or authorization to be on school premises arise, adhere to the following guidelines:
A. Introduce yourself as a staff member, ask for their name, and assist the person to the office or receptionist.
B. Do not antagonize the person if they refuse to cooperate.
C. The Adult Education Director, Chief Instructional Officer, or Designee will determine the level of alert and initiate proper procedures.
D. Inform the office or receptionist of an unidentified or otherwise unauthorized person's whereabouts and/or activities.

If the visitor poses a potential threat to students and/or staff, the following precautions may be taken:
A. Announce Lockdown for unauthorized and threatening visitor.
B. Lock all room doors.
C. Instruct all available staff to report to the area.
D. Contact the Sheriff or local law enforcement officials when the person refused to comply with instructions given.
E. Report any and all suspicious types of actions.
F. Carefully note physical description, speech traits, and clothing type/colors to assist in identifying the person(s).

Hostage Situation – Tri-Rivers Career Center strives to protect students in hostage situations by maintaining the safety of all parties included. The center works to control the situation by means of the authorities and prevent harm to the hostage(s). In the event of a hostage situation, Tri-Rivers Career Center will try to prevent the abductor(s) from taking the hostage(s) mobile by:
A. Avoid speaking to the abductor unless the abductor demands to speak to someone.
   1. Do not promise or refuse anything, but respond that you will have to check with others in authority.
   2. Do not trade hostages.
   3. Avoid recommending an interim negotiator.
   4. Document all that is said by the hostage takers.

      B.   Assess the situation by:
1. Location of the incident.
2. Weapons involved? Types? Amounts?
3. Number of perpetrators.
4. Identification of perpetrators.
5. Injuries.
      C.   Contact the Adult Education Director, Chief Instructional Officer, or Designee who will inform the Superintendent.

Student Abduction – Tri-Rivers Career Center is committed to student safety. The Center outlines ways to maintain personal safety on and off campus. We encourage students and employees to be aware of their responsibility for their own security and the security of others. Student abduction occurs when someone is taken away by force or cunning; kidnapping. Tri-Rivers Career Center - Adult Education has the following procedure for when abduction is certain:
      A.   Notify the Sheriff Department or 911.
      B.   Notify the Adult Education Director, Chief Instructional Officer, or Designee; and they will notify the Superintendent's office.
      C.   Contact the Student's family.
      D.   Establish a description of the student's clothing for the day from the teachers.
      E.   Provide the Sheriff with a picture and description of the student.
      F.   Try to obtain a description of the abductor.

Weapons in the Building – A student shall not possess, handle, transmit (either on person or in a vehicle), conceal, or use as a dangerous weapon any instrument capable of causing harm to another person. Tri-Rivers Career Center will work to ensure the safety and security of anyone involved and possibly diffuse the situation. Dangerous weapons include, but are not limited to:
      A.   *Firearms*—includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas including bombs, both homemade and of the firework type, missiles, mines, and military ordinance, including bullets and shells.
      B.   *Knife*—the definition of a knife includes, but is not limited to, a sharp blade cutting instrument.

If weapons are suspected to be in a school safety zone or if a student has made verbal threats of having a weapon, call the Sheriff or 911 and indicate the suspicion.

If weapons are encountered in a school safety zone or on an individual, call the Sheriff or 911.

In all situations, notify the Adult Education Directors, Chief Instructional Officer, or Designee at the first available time, identifying the call as an emergency to the receptionist. The call will be monitored by the receptionist until the Director or Adult Education, Chief Instructional Officer or Designee is located.

Physical intervention is generally not recommended except as a last resort. If at all possible, report the situation and allow police or law enforcement officials to intervene if weapons are involved or suspected.
      A.   General Procedures
            1.   Assess the situation by getting the following information:
                i.   What is (are) the weapons?
               ii.   Where is (are) the intruder (s)?
               iii.   Can the intruder (s) be identified?
               iv.   Has anyone been injured?
            2.   Contact the Adult Education Director, Chief Instructional Officer, or Designee.
            3.   The Adult Education Director, Chief Instructional Officer, or Designee will call 911.
            4.   Perform the Lockdown procedures as necessary.
            5.   Disperse spectators to nearest secure area.
      B.   Administration
            1.   Collect as much information as possible about the incident.
            2.   Notify sheriff or law enforcement officials, if not already done.
            3.   Announce lockdown procedure.
            4.   Clear all hallways and secure facility.
            5.   Notify Superintendent.
            6.   Call the families of the students affected, if necessary.
            7.   Work closely with law enforcement to effectively coordinate the situation.
      C.   Teachers/Staff
            1.   Assist with collecting information as necessary.
            2.   Follow Lockdown procedures.
            3.   Follow other established procedures as required.
            4.   Assist with the clearance of hallways and security of common areas.
            5.   Keep students away from doors and windows.
            6.   Keep any students/visitors that were already outside of the building in a safe area outside during Lockdown procedure.

D.   Receptionist
      1.   Assist Adult Education Director, Chief Instructional Officer, or designee with crisis procedure as necessary.
      2.   Remain by the telephone.
      3.   Stand by to assist with communication as needed.

Search and Seizure – Cabinets, desks, and other such property while on campus are provided to students as a convenience for their use and carry no exception of privacy for the students who use them. The search of a student and his/her possessions, including vehicles, may be conducted at any time. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination. Random searches may include the assistance of dogs trained to detect the presence of drugs.

Mass Injury – In the event of mass injuries to student and/or staff, the building administrators will:
A.   Call 911.
B.   Notify the Superintendent's office. The Superintendent or designee shall communicate with the media. Staff should be prepared to deal with parents/spouses checking on the safety of their children or spouse.
C.   Notify individuals with proper training who can perform first aid including triage.
D.   Move uninjured persons to designated areas to be supervised by staff.

Media Management – In a crisis, it is imperative to disseminate accurate, objective information. All contact with media should come directly from the Superintendent or Designee. In a crisis, a media representative(s) may arrive at the school without prior notification. Access may be denied to the news media and the school does not have to allow cameras in the building. Depending upon the circumstances, the decisions are made by the Director of Adult Education and Chief Instructional Officer in conjunction with the Superintendent.

Release of Information to News Media – Utilizing the media to inform students, staff, parents/ guardians and the general public regarding critical information is certainly an efficient tool. However, certain precautions should be taken to ensure accurate information is disseminated. If an emergency involves some type of criminal conduct, the release of certain information could very well impede the investigation by local law enforcement.
A.   The Superintendent/Designee will authorize the release of information to the media.
B.   The Superintendent/Designee will approve and distribute the news release.
C.   Prior to news release the Superintendent/Designee will discuss with local safety officials the content of said release.
D.   To ensure their safety, media personnel may not be permitted access to the building.
E.   The Superintendent/Designee may provide access to a safe location for the members of the media if it is warranted.
F.   The Superintendent/Designee will provide the media with factual updates.

Medical Emergency – All emergencies must be reported to the Adult Education Director or Chief Instructional Officer. At the beginning of each Program (for full-time students) and/or each Class (for part-time students) students will fill out an Emergency Medical Form providing information including whom to call in case of an emergency. This information will be kept on file with individual program coordinators as well as on the student tracker data system. Without this information, the school can take no action in case of a medical emergency. ***It is the student's responsibility to update the Emergency Medical Form as necessary during their training period.***

Staff will follow these guidelines in providing emergency first aid when required. Staff are encouraged to recognize the limits of their responsibility.
A.   Call 911.
B.   The staff member is to remain with the injured student or staff member and protect him/her from further harm.
C.   Notify the Adult Education Director or the Chief Instructional Officer and the student's emergency contact.
D.   DO NOT MOVE the injured person or allow him/her to walk. Bring assistance and necessary aid to him/her. Only if absolutely necessary to prevent further injury, move injured person using correct immobilization and transportation techniques.
E.   Administer prompt and basic first aid that is within skill level.
F.   Remember to use standard precautions.
G.   Clear the area of students who may congregate during an accident.
H.   Send a copy of the student's emergency medical form with the squad.
I.   Follow up with family contacts regarding the outcome of significant injuries.

PLEASE NOTE: All persons assisting with medical emergencies are encouraged to obtain current training in CPR and basic first aid.

Attempted Suicide/Death – Suicide is the act of intentionally causing one's own death. Suicide occurs as a result of despair. This despair is often attributed to a mental disorder such as depression, bipolar disorder, schizophrenia, borderline personality disorder, alcoholism, or drug abuse. Stress factors such as financial difficulties or troubles with interpersonal relationships may play a role. Tri-Rivers Center for Adult Education is committed to assisting students and will work to place them in contact with professionals who can help them with any personal situations that they may encounter. Should an incident of suicide or death occur, Tri-Rivers Center for Adult Education has the following procedures:

A.   Immediate Actions
      1.   Obtain as much information regarding the situation as possible. Contact the Adult Education Director, the Chief Instructional Officer, and the Superintendent.

2. If the situation occurred at school:
    i. Call 911
    ii. Administer first aid if possible
    iii. Check for Emergency Medical Form on file if a student or staff member
    iv. Notify emergency contact
    v. People designated by Adult Education Director or Chief Instructional Officer should keep people away from area until authorities arrive
    vi. Do not tamper with the scene
    vii. Notify the Adult Education Director or Chief Instructional Officer as to the nature of crisis and needs
3. If situation occurs outside of school, the Superintendent will notify staff with information and directions.

B. Follow up (within 24 hours)
1. The Adult Education Director or the Chief Instructional Officer should hold a staff meeting at the end of the day or prior to the next school day. (Discuss and inform staff of confirmed details of event, what to tell students, etc.)
2. The Adult Education Director or the Chief Instructional Officer shall contact the family of the deceased to offer assistance.
3. Provide additional support to close friends and staff members as needed, such as a meeting to debrief.

C. Dealing with students
1. The Adult Education Director or Chief Instructional Officer, with assistance from mental health personnel, should provide information to staff on how to respond to student reactions and questions and how to share information with them.
2. Share with staff concerns related to specific students.
3. Utilize designated classroom time to share accurate information with students.
4. Recognize that students will need to vent and process information.
5. State facts and allow time for group discussion, update information regularly to quell rumors and to keep students informed of funeral arrangements, etc.
6. Designate a place and a time for friends of the deceased to meet.
7. Maintain a calm atmosphere.
8. Be careful not to glamorize a suicidal act.

D. Additional follow-up
1. Establish support groups for teachers who may need assistance.
2. Provide a resource person for staff who may need to express frustrations and feeling in a non-judgmental atmosphere.
3. Identify all literature, films, and educational materials that can be used to help process the event.
4. Provide resources to students/parents, staff to utilize for further assistance with dealing with the event.
5. Schedule follow up staff meetings as needed to continue to identify students who may need extra support.

Vandalism/Damage – A student shall not vandalize or cause damage to public or private property. This includes defacement. Such activities may place student on probation or be dismissed.
A. Theft – A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item. Such activities may place student on probation or be dismissed.
B. Other Violent Acts/Attacks – Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity. The acts included are those that 1) would be criminal offenses, and 2) result in serious physical harm to persons or property. Students shall not verbally or physically attack a board of education member, employee of the Board of Education, or another student, nor shall students behave in such a manner as to cause physical injury to any person on school premises.

Gang – A student shall not engage in gang related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers, showing colors/wearing gang apparel, initiations, intimidations, and recognizing other gang members. Student's behavior that initiate, advocate, or promote activities which threaten the safety of well-being of persons or which are disruptive to the school environment will not be tolerated. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting gestures which symbolize gang membership will be subject to disciplinary action. Students participating in gang activities are subject to expulsion.

Crime Reporting – Tri-Rivers Career Center - Adult Education programming encourages students and employees to promptly report crimes on campus to the Adult Education Director, the Chief Instructional Officer, and local law enforcement agencies on a voluntary basis. Local enforcement can be called directly through the Sheriff's office or 9-1-1. Furnish all pertinent information when reporting an incident.

Local law enforcement will conduct the appropriate investigation and file the necessary report(s). Follow-up pursuits will include efforts to identify responsible parties, recover stolen property, recommend appropriate legal action, pursue code of conduct action with the Adult Education Director or Chief Instructional Officer, and encourage restitution when feasible.

Tri-Rivers Career Center maintains an excellent working relationship with Marion County Sheriff's Department and assistance is provided in a prompt and professional manner when requested. The Sheriff's Department regularly provides current information and data concerning criminal activity in and around the Tri-Rivers Career Center campus and campus events. The law requires that all crimes to any campus security authority be included in the center's statistics and evaluated relative to its timely warning policy.

Crime Reporting Protocol:
- A. Against a person's property - Based on an understanding with local law enforcement authorities, crimes against another person's property committed on school grounds or at school events will be reported to the appropriate law enforcement agency.
- B. Non-criminal potentially violent behavior
    1. Individuals who may be suspected of potentially violent behavior shall be referred to the Adult Education Director or the Chief Instructional Officer for intervention.
    2. If, after intervention, it is concluded a potential for violent behavior exists, the Adult Education Director or the Chief Instructional Officer will be advised and will proceed on a case by case basis.
    3. School administrators will be given management prerogative in dealing with potentially violent student offenders.
    4. In any event, the safety of the students and employees in the building shall be considered paramount in importance.

Bomb Threat and Explosion Policy

Purpose: To establish procedures and responsibilities which will be used in the event that a bomb threat is detected at any Tri-Rivers Career Center – Adult Education Employee, Building, or Facility.

Policy: It is the policy of Tri-Rivers Career Center that all bomb threats are to be considered valid and taken seriously until proven otherwise. Safety of the students, employees, building, and facilities will take precedence over normal activities. A student shall not be in possession of, set off, or threaten to set off an explosive device. Ammunition of any kind is considered an explosive device and is prohibited on school property.

Procedure/Protocol: ***Follow procedure on Bomb Threat Report Form to document information about the call***
- A. Responsibilities
    1. All bomb threats directed towards any Tri-Rivers Career Center Adult Education employee, building, facility, or event, whether received in the mail or by phone by any department, will be immediately reported to the Sherriff's Department @ 911.
    2. The responsibility for investigating a bomb threat rests with the Sheriff's Department.
    3. The Sherriff's Department will notify the Fire Department.
    4. If the Sheriff's Department deems it necessary, evacuation will be conducted in accordance with the Tri-Rivers Center for Adult Education's Emergency Evacuation Plan.
- B. When the bomb threat is received over the telephone. (Use Bomb Threat Form)
    1. Keep the caller on the line as long as possible.
    2. Write down all the information obtained from the caller in the EXACT words. The bomb threat record form should be used to record all information. Copies of the form should be kept near ALL phones. Complete the form as soon as possible.
    3. Trace the origin of the call by dialing *69 immediately upon termination of the bomb threat call.
    4. Call 911 and notify the Sheriff immediately, then notify Adult Director at 5525 or the Director of Operations at 5513.
- C. Investigation
    1. The Sheriff's Department will interview the person (s) receiving the bomb threat and determine the legitimacy of the threat.
    2. Depending on the nature of the information obtained, the decision will be made to either conduct a preliminary search of the facility or to immediately begin evacuation procedures.
    3. Preliminary searches will be overseen by the Police Department with the assistance of appropriate maintenance, custodial and/or personnel familiar with the area or facility.
    4. Preliminary searches are to be conducted without undue disturbance of normal routines or activities for that area. No attempt will be made to alert the public of the problem until circumstances dictate otherwise.
    5. In the event that suspicious items are located anywhere in the facility, evacuation procedure will be implemented.
    6. All suspected bombs and/or suspicious objects will be dealt with in accordance to the procedures established by the appropriate bomb/ordinance disposal team called to the scene ty the Sheriff's Department.
- D. Evacuation - Shall be conducted in accordance with The Tri-Rivers Career Center Adult Education Emergency Evacuation Plan.
- E. When the bomb threat is received in written form:
    1. Avoid further unnecessary handling of materials.
    2. Save all materials including envelope or container.
    3. Notify the Adult Education Director or Director of Operations Immediately.
    4. Notify the Superintendent.
- F. Upon Notification of a bomb threat, the Adult Education Director or Director of Operations will:
    1. Notify the Sheriff's Department.
    2. Notify the Fire Department (if Sheriff directs)
    3. Notify the Superintendent

G. Evacuation and Re-Occupation
1. The decision to evacuate the building or location will be at the discretion of the school officials after consulting with the sheriff and fire officials.
2. The decision to reoccupy the building or location will be at the discretion of school officials after consulting with the sheriff and fire officials.
3. Any unusual items noted upon evacuating should be reported to the sheriff and fire officials.
4. Classroom doors should be left open upon leaving the classroom.
5. Students should be reminded to walk in the center of the hallway so they will not inadvertently hit locker doors (if in secondary building) or light switches. Likewise, students should bring with them items they carried into the room prior to evacuation.
6. Teacher should bring class rosters to take attendance if necessary.
7. Once outside the building student and staff should move as far away from the building as possible.
H. Search of the Building and Location
1. The Sheriff and fire officials will organize persons familiar with the building or location to ask for assistance. An announcement will be made that during the search, all portable radios, pagers, cellular phones, and other communication devices are to be turned OFF.
2. The purpose of the search is just to identify suspicious objects, or anything that doesn't belong.
3. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb or suspicious device must be performed by professionals trained in explosive ordinance removal and disposal.
4. An immediate evacuation of ALL personnel shall be ordered upon discovery of a suspicious device. The Sheriff and fire officials shall identify the danger area and block it off. Entrance controls shall be established by the Sheriff and fire officials acting in concert. Only bomb squad personnel or their designee shall be permitted to re-enter the building or location where the suspicious device was located.
5. The removal of a suspicious device will be left to the discretion of the local law enforcement agency. Local safety forces shall make the contact with the bomb squad officials.
6. In the event of inclement weather, emergency exit corridors (if in post-secondary building) or large areas such as the auditorium, multi-purpose room or Agricultural building (if in secondary building) will be searched first. If the areas are deemed to be safe, students will be sent to these hallways while the rest of the building is searched.
7. If no unusual or suspicious devices are found, students will be returned to their regular classrooms. The decision to reoccupy the building rests with local school officials after consulting with safety forces.
8. Under severe weather conditions, when it is necessary to evacuate student from the building, students will be moved to the Agricultural building or Construction building (if in secondary building) or to Marion Technical College or OSUM (if at 2227 Marion – Mt. Gilead Road post-secondary building) or as a precaution.
9. If there is a series of bomb threats, the procedures outlined in these steps shall be followed. The school administration shall make decisions on evacuation, searches, etc., unless it requests that the law enforcement agencies take control. Law enforcement agencies will be notified when the decision NOT to evacuate is made.
I. In the event of an EXPLOSION
1. Call 911 immediately. Evacuate the building using the fire evacuation procedure unless conditions warrant special instructions such as moving to a safe area rather than evacuating the building.
2. Assist any injured persons.
3. Notify the Superintendent.
4. Secure the area until safety officials arrive.
J. Reporting to the media - In the event of a bomb threat, the Superintendent of Schools or Designee shall be the spokesperson to the media. In the event of an explosion or the occurrence of other criminal activity, the sheriff and fire officials shall act in concert with the Superintendent in the release of information to the news media.

Hate Crimes – Tri-Rivers Career Center forbids any offense, and any other crime involving bodily injury reported to local law enforcement agencies that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:
➢ Race
➢ Gender
➢ Religion
➢ Sexual orientation/gender identity
➢ Ethnicity/national origin
➢ Disability

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class:
➢ Larceny
➢ Simple assault
➢ Intimidation
➢ Destruction/damage/vandalism of property

Notification of Affected Students:

1. Individuals who may be suspected of violent behavior against certain known individuals shall be referred to the administrator for intervention.
2. If, after intervention, it is concluded a potential for violent behavior exists, the administration will be advised and will proceed on a case by case basis.
3. School administration shall be given authority to notify local law enforcement authority as to the potential for violent behavior against certain individuals.
4. The administration in concert with the local law enforcement authorities may exclude individuals from school property.

Sexual Misconduct & Dating Violence – Tri-Rivers Career Center is committed to maintaining an environment free from sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation, and dating violence including stalking and domestic violence. In its goal to create a learning environment for all students, employees, and visitors which is fair and free of coercion, the center has adopted a sexual harassment policy with accompanying procedures as the basis for community education and complaint resolution.

Sexual misconduct CANNOT and WILL NOT be tolerated at Tri-Rivers Career Center. Sexual misconduct is a form of discrimination in violation of the center's policy and Title VII of the Federal Civil Rights Act of 1964 (as amended). Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff, and visitors at Tri-Rivers Career Center have a right to an environment free of sexual misconduct, not only by persons of authority, but by any Tri-Rivers Career Center employee, student, or visitor.

Sexual misconduct constitutes a serious threat to the interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of the center's policy; but it is a form of discrimination and is illegal.

Consent is defined as voluntary, positive agreement between participants to engage in specific sexual activity.

Definitions

Sexual Assault Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.

Sexual Harassment: "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. When:
A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment/exchange for grades or promotion.
B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions/exchange for grades or promotion affecting the individual; or
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/school performance or creating an intimidating, hostile or offensive working environment."
D. VERBAL CONDUCT OF A SEXUAL NATURE   includes improper and undesired comments or jokes about a person's body, clothing, or gender.
E. PHYSICAL CONDUCT OF A SEXUAL NATURE means improper and undesired touching, patting, pinching, leering, and brushing up against a person's body, even sexual assault.

Domestic Violence: Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

Examples of abuse include**:**
- name-calling or putdowns
- keeping a partner from contacting their family or friends
- withholding money
- stopping a partner from getting or keeping a job
- actual or threatened physical harm
- sexual assault
- stalking
- intimidation

Violence can be criminal and includes physical assault (hitting, pushing, shoving, etc.), sexual abuse (unwanted or forced sexual activity), and stalking. Although emotional, psychological and financial abuse are not criminal behaviors, they are forms of abuse and can lead to criminal violence. The violence takes many forms and can happen all the time or once in a while.

Dating Violence: According to 42 USCS § 13925 (8), the term dating violence means "violence committed by a person:

    A.   who is or has been in a social relationship of a romantic or intimate nature with the victim;

    B.   where the existence of such a relationship shall be determined based on a consideration of the following factors:

        1.   The length of the relationship.

        2.   The type of relationship.

        3.   The frequency of interaction between the persons involved in the relationship that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

Stalking: A "willful course of conduct" involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. This conduct includes:

- Following or appearing within the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the work place or residence of another.
- Entering or remaining on an individual's property (trespassing).
- Contacting by telephone, mail, or e-mail (harassing communications).
- Getting other people to harass on their behalf.
- Leaving notes on cars, in mailboxes.

Procedures – If an individual is the victim of sexual misconduct, such individual is strongly encouraged to report incidents to the Adult Education Director, located in the Adult Education Office, 740-389-4682 x 5525, Public Safety, and/or Human Resources.

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with the Adult Education Office. The Office will then make immediate contact with the local law enforcement agency in order to ensure a prompt and thorough investigation of the occurrence. If the victim is uncertain about reporting an instance of sexual misconduct, Tri-Rivers Center for Adult Education's official recommends the victim to talk with someone about it. The Adult Education Office has counselors readily available and any conversation had with them is considered a privileged and confidential communication. The advocates are able to notify Office officials without disclosing any personally identifiable information about the victim.

Bystander Intervention – Any individual that observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking occurring on campus is strongly encouraged to report the incident immediately to the Adult Education Office Director, 740-389-4682 x 5525. If the situation necessitates an immediate police presence, please call 911. Additional safe measures include:

- Notify an Adult Education Official.
- Avoid using violence.
- Be honest and direct when trying to diffuse the situation.
- Recruit the assistance of others around you.
- Keep yourself safe at all times.

What to do if you are Sexually Assaulted – In case of a sexual assault, it is extremely important that physical evidence be preserved.

1. Find a place of safety away from your attacker and call 911 IMMEDIATELY. (If possible, ask a trusted friend to stay with you). Remember it is NOT your fault you were attacked.
2. Document everything you can remember about the assault and assailant (physical description, location of the attack, etc).
3. Preserve evidence of the attack. While you want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. If possible, take pictures of any visible bruises or injuries you may have.
4. If the incident occurred on campus, immediately report the information to any Adult Education official, 740-389-4682, x 5500, or dial 911. The Adult Education Center's official will assist the victim in notifying the local law enforcement agency and reporting process.
5. Seek medical attention. Even if you do not think you are injured, it is important to test for STDs and pregnancy. You may ask the hospital to conduct a rape kit exam, and if you think that you have been drugged, collect a urine sample for analysis by a lab.
6. For survivors of sexual assault seeking counseling and support, Adult Education officials have identified the following resources:

    a.   Turning Point
        24 Hours Every Day
        PO Box 875
        Marion, OH 43302
        740-382-8988 or 800-232-6505
            Services Offered: Info and Referrals, Domestic Violence Shelter, Hotline, Post-Shelter Services, Court Advocacy, Transitional Housing, Protection Order Assistance, Transportation, Victim Compensation Assistance, Prevention Education, Case Management, and Support Groups

b. Marion General Hospital
1000 McKinley Park Drive
Marion, OH 43302
740-383-8677
Services Offered: Info and Referrals, sexual assault exam (rape kit)

c. Marion County Sheriff's Office (Tim Bailey, Sherriff)
889 Marion Williamsport Road
Marion, OH 43302
740-382-8244

d. Legal Aid Society
150 Oak Street
Marion, OH 43302
740-382-2162

e. Marion Area Counseling Services
320 Executive Drive
Marion, OH 43302
740-387-5210

f. Victim Assistance Program
333 West Center Street
Marion, OH 43302
24 Hour 740-383-2273
740-387-4401

Institutional Protective Measures – When a sexual assault victim contacts the Adult Education Director, the Marion City Police will be notified. The victim may choose for the investigation to be pursued through the criminal justice system. Law enforcement officers will guide the victim through the available options and support the victim in his/her decision.

Tri-Rivers Career Center will assist survivors of sexual misconduct and dating violence with any class schedule adjustment(s) deemed necessary. On-Campus No-Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties will be enforced. If survivors need additional measures, the Adult Education Center will provide parking accommodations in a designated parking lot, safety escorts to and from the parking lot in efforts to facilitate changes in working conditions as it relates to on-campus employment.

Tri-Rivers Career Center proceedings are detailed in the Board of Education Policy and Adult Education Student Handbook available on the Website at www.tririvers.com. A copy of the Adult Education Student Handbook may be obtained from the Adult Education Office. Both the victim and accused will be informed of the outcome of any hearing.
A student found guilty of violating Board of Education Policy through sexual misconduct could be dismissed from the School as well as possibly face criminal prosecution in the state courts.

Information regarding registered sex offenders in the vicinity of Tri-Rivers Center for Adult Education – The Campus Sex Crimes Prevention ACT (CSCPA) of 2000 is a federal law that provides tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. This is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions. In addition, a list of all registered sex offenders in the vicinity of Tri-Rivers Center for Adult Education may be accessed through the following link:

http://www.icrimewatch.net/index.php?AgencyID=55176&disc=55176

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Campus Safety & Security Statistics

Reported for Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Criminal Offenses – On Campus	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Rape	0	0	0
e. Fondling		0	0
f. Sex offenses – Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
Criminal Offenses – Public Property			
n. Murder/Non-negligent manslaughter	0	0	0
o. Negligent manslaughter	0	0	0
p. Sex offenses – Forcible	0	0	0
q. Rape	0	0	0
r. Fondling	0	0	0
s. Sex offenses – Non-forcible	0	0	0
t. Incest	0	0	0
u. Statutory rape	0	0	0
v. Robbery	0	0	0
w. Aggravated assault	0	0	0
x. Burglary	0	0	0
y. Motor vehicle theft	0	0	0
z. Arson	0	0	0

- Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected (NC) prior to the 2015 data collection. Prior to the 2015 collection, Rape, Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.
- As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses Nonforcible were no longer collected.

Hate Crimes – On Campus	Category of Bias for crimes reported in 2022							
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0
Criminal Offense	Category of Bias for crimes reported in 2021							
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense	Category of Bias for crimes reported in 2020								
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offense	Category of Bias for crimes reported in 2022								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property	Category of Bias for crimes reported in 2021								
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0
Criminal Offense	Category of Bias for crimes reported in 2020								
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

- Prior to the 2010 data collection, Simple assault statistics were reported as Any other crime involving bodily injury.
- Larceny-theft, Intimidation, and Destruction/damage/vandalism of property statistics were not collected (NC) prior to the 2010 data collection.

VAWA Offenses – On Campus			
Crime	**2020**	**2021**	**2022**
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses – Public Property			
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Arrests – On Campus			
Crime	**2020**	**2021**	**2022**
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions – Public Property			
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions– On Campus			
Crime	**2020**	**2021**	**2022**
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	1	5	0
c. Liquor law violations	0	0	0
Arrests – Public Property			
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Unfounded Crimes	**2020**	**2021**	**2022**
a. Total unfounded crimes	0	0	0

- Statistics for Unfounded Crimes were not collected prior to the 2015 data collection.

Previous Year Statistics and Statistics from other Post-Secondary Educational Institutions may be found at the United States Department of Education's Campus Safety and Security website:
http://ope.ed.gov/campussafety/#/institution/search

Appendix G

Faculty

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Skilled Trades Full-Time Staff

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Diploma, Northmor H.S./Pioneer Career Center

David Isley, , Industrial Maintenance/Skilled Trades Instructor
BS, BS, The Ohio State University

Levi Retterer
Instructor, Industrial Maintenance and Fabrication & Allied Processes
Technical, Hobart Institute of Welding Technology; AWS D1.1 3G SMAW Certification, AWS D1.1 3G,
4G FCAW, AWS D1.1 3F, 4F GMAW, AWS D1.6 Stainless 3F GTAW, NCCER Certified Instructor

Thomas Reynolds, Industrial Maintenance Instructor/Skilled Trades Instructor
Technical, Nashville Auto Diesel College; AL-Win Heavy Equipment Operations, State of Ohio Welding
Approval

Mark Robinson, Skilled Trades Instructor/Skilled Trades Instructor
BS, Bowing Green State University

Larry Strickland, Industrial Maintenance Instructor/Skilled Trades Instructor
United Electronic Institute, Louisville Kentucky, Certified Electronic Technician

Larry Wood, Industrial Maintenance Instructor/Skilled Trades Instructor
Diploma-Journeyman's Card, Marion Harding H.S. Whirlpool Apprenticeship Program, Parker Hydraulics
Certified Trainer

Appendix H

Written Plans

Tri-Rivers Career Center – Adult Education Media Services Plan

Scope and Availability of Services:
Tri-Rivers Career Center - Adult Education programs seek to offer a wide variety of learning resources to fulfill the school's educational purpose and support its educational programs for faculty, staff, and students.

Availability of Educational Resources:

- Each program determines appropriate resources with the expectation that faculty and staff incorporate multiple learning resources into courses, which, will be listed in the course syllabi. Educational materials may include:
  - Reference books;
  - Periodicals and manuals of a business, professional, technical, and industrial nature;
  - Audio-visual materials and equipment;
  - Internet access to sites with educational and reference materials appropriate to program offerings; and/or
  - Other materials to help fulfill the institution's purposes and support its educational programs.
- Programs will have desk copies of references and periodicals available for student-use at the school.
- Students are permitted to use the computer labs as needed to access software and/or internet sites appropriate to meeting course objectives.
- Computer and technology resources will be implemented per Board Policy 7540 – Computer Technology and Networks. [Policy 7540 - NEOLA]
- Nursing programs provide laptops to each student during enrollment in the Practical Nursing or LPN to RN programs. Upon successful completion of the nursing program, the student will be given the laptop.

Staff Responsibility for Media Services:

- The Adult Education Director and the Director of Healthcare Education and Public Safety Services Programs are responsible for implementation and coordination of media services.
- Faculty and staff will review the appropriateness of the scope and availability of learning resources, current available facilities, and future needs.
- The faculty and staff will incorporate a wide variety of appropriate learning resources into their courses.
- Course instructors will ensure that all media service users are offered necessary orientation.
- The Adult Education Director and the Director of Healthcare Education and Public Safety Services Programs will review the annual budget designated for media resources to ensure adequate funding is available
- The Adult Education Director and the Director of Healthcare Education and Public Safety Services Programs, faculty and staff will monitor the effectiveness of the media services and modify as needed.
- At Adult Education staff meetings, program meetings, and during occupational advisory meetings, learning resources will be discussed to ensure adequate input regarding facilities and current media resources, as well as discussing future anticipated needs.

Orientation for Users:
Orientation to media services will be offered to faculty, staff, and students during the initial weeks of the program and as needed for individual program courses.

Nursing programs require completion of the Tri-Rivers Career Center – Adult Education ComTech course prior to enrollment into respective programs (within 20 months). This pre-requisite support course provides the nursing student with the necessary log-in and orientation to Canvas and ATI Nursing Education program.

Facilities and Technical Infrastructure:
The school will determine the appropriateness of facilities for media services such as, classrooms, labs, and equipment. Discussion of needed changes will be addressed with faculty/staff and any significant changes will be presented at the occupational advisory committee meetings as well as with Tri-Rivers administration to ensure programmatic needs are being met.

Annual Budgetary Support:
Annual budget needs will be reviewed by the Adult Education Director, and the Director of Healthcare Education and Public Safety Services Programs, and Tri-Rivers Career Center Treasurer annually and as needed.

Annual Evaluation of Media Services:
Faculty/staff, occupational advisory committee, and student input will be reviewed to determine if learning resources are effective and consider possible changes**.** Each program will be responsible for review of media services, at minimum, annually during the Fall Adult Education Staff Meeting when results of student evaluations have been reviewed.

Inventory: Inventory will be maintained per Board Policy 7450 – Property Inventory. [Policy 7450 - NEOLA] Students are expected to purchase their own copies of textbooks and resources per program requirements.

Repair, maintenance, replacement of media equipment and supplies:
Maintenance of media equipment is provided by the TRCC Technology Assistant. Faculty and staff are expected to report any equipment or supply needs to the Technology Assistant at the respective campus, including necessary supplies, such as batteries, printer ink, and projector bulbs. Problems with equipment are reported to the Technology Assistant at the respective campus. Replacement of equipment requires approval by the Adult Education Director and/or the Director of Healthcare Education and Public Safety Services Programs, with final approval from the School Superintendent, in coordination with the Tri-Rivers Treasurer.

Tri-Rivers Career Center – Adult Education Equipment Maintenance, Replacement, and Disposal Plan

Purpose: Tri-Rivers Career Center – Adult Education seeks to offer a wide variety of learning resources to fulfill the school's educational purpose and support its educational programs and to ensure that instructional equipment is kept in good working order, replaced as needed, and properly disposed of when no longer in use.

Objectives: The institution will:

1. Monitor the maintenance of instructional equipment.
2. Replace instructional equipment that is no longer in working condition or is out-of-date.
3. Dispose of obsolete equipment appropriately.

Activities to achieve the objectives:

1. It is the duty of the Treasurer to ensure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.
2. Major items of equipment are subject to annual spot check inventory to determine loss, miss-location, or depreciation; any major loss shall be reported to the Board.
3. Property records of consumable supplies are maintained on a continuous inventory basis.
4. The Treasurer maintains a system of property records which shall show, as appropriate to the item recorded: Description and identification; manufacturer; year of purchase; initial cost; location; condition and depreciation; current evaluation.
5. The District will inspect the equipment used in the educational program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal: repair parts for the equipment no longer readily available; repair records indicate equipment has no usable life remaining; obsolete and/or no longer contributes to the educational program; some potential for sale at auction; creates a safety or environmental hazard.
6. At monthly faculty meetings faculty share any concerns or problems with learning resources.
7. To report computer/technology problems, faculty and staff notify the Technology Assistant.
8. When new equipment is purchased, the Maintenance Department approves the equipment and makes any necessary installations.
9. The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

Personnel responsible: Superintendent, Treasurer, Program Directors, Maintenance Personnel

Tri-Rivers Career Center – Adult Education Physical Resources and Technical Infrastructure Plan

Purpose: The purpose of this plan is to ensure the adequacy of our physical facilities and technical infrastructure in order to provide a quality-learning environment for our students and staff. It covers the ongoing operation and maintenance of physical facilities and technical infrastructure used by Adult Education at the Career Center.

The Director of Adult Education (main campus) and Director of Healthcare Education and Public Safety Services Programs (extension campus) are responsible for plan oversite with the Facilities Coordinator, Head Custodian/Warehouse Coordinator, and Director of Technology responsible for implementation of the plan.

Operation and Maintenance:

Personnel:
- Overall Responsibility – Facilities Coordinator
- Maintenance – Facilities Coordinator
- Custodial – Head Custodian/Warehouse Coordinator
- Equipment and Supplies – Head Custodian/Warehouse Coordinator
-

Maintenance
- The Career Center employs custodial staff who are responsible for daily cleaning at the main and extension campus.
- Custodial responsibility includes trash removal, sweeping and/or mopping floors, cleaning and restocking bathrooms. The Head Custodian orders and maintains inventory of supplies and equipment.
- Lighting is checked on a regular basic and bulbs replaced as needed.
- Maintenance agreements are in place for major facilities equipment (i.e. heating, air conditioners) to provide for regular scheduled maintenance.
- Each instructor is responsible for reviewing their classroom / lab to ensure that their area is clean and safe. If an area needs attention, they notify the appropriate Program Director who will convey the concern to the Head Custodial and/or Facilities Coordinator as appropriate.

Equipment and Supplies
- Equipment and supplies purchased for use in Adult Education must meet all required safety standards.
- Instructors should notify their Program Director of any equipment that does not meet safety standards and remove that equipment from use until the safety concern has been corrected.
- Supplies that are used by instructors and to be stored and maintained in compliance to OSHA standards.
- The Career Center uses video surveillance and electronic monitoring per Board Policy 7440 to help to ensure the health, welfare, and safety of students, staff and visitors to the school.

Local, State and Federal Laws:
- All facilities shall be maintained in accordance with local, state and federal requirements.
- Annual Building Inspections for Fire Safety, and Hygienic Management shall be conducted as adopted per Board Policy 7420.

Annual Evaluation of Physical Facilities and Technical Infrastructure:
- The Director of Adult Education and the Director of Healthcare Education and Public Safety Services Programs shall conduct an annual audit of the Adult Education Physical Facilities and report any concerns to the Facilities Coordinator for follow-up.
- The Adult Education Technology Assistant conducts an annual review of our technical infrastructure along with recommendations for improvements which are presented to the Director of Adult Education, and the Director of Technology.

Technical Infrastructure – Privacy, Safety, and Security of Data
- The Director of Technology is responsible for management of the Career Center's technology infrastructure including data back-up, privacy, safety, and security of the system.
- All students and staff are required to abide by the technology guidelines listed in our Student Handbook and as adopted per Board Policy 7540 – Computer Technology and Networks.

Repair, maintenance, replacement of technology equipment and supplies:
Maintenance of technology equipment and infrastructure is provided by the Career Center's Technology Department. There is a Technology Assistant assigned to Adult Education and faculty and staff are expected to report any equipment or supply needs to the Technology Assistant at the respective campus, including necessary supplies, such as batteries, printer ink, and projector bulbs. Problems with equipment are reported to the Technology Assistant at each respective campus. Replacement of equipment requires approval by the Adult Education Director and/or the Director of Healthcare Education and Public Safety Services Programs.

Tri-Rivers Career Center – Adult Education Health and Safety of Students, Employees and Guests Plan

Purpose: The purpose of this plan is to provide procedures that ensure prompt and efficient treatment in cases of sickness, accidents, or emergency health care needs on campus or during laboratory/clinical/work experiences.

In the event of a sickness, accident, or emergency on campus or in laboratory/clinical experience, the primary concern is to address health and safety.

At the Main Campus, during normal school hours, the Health Services Coordinator should be contacted for assistance 740-389-8519.

At the Extension Campus, a nursing or public safety services instructor should be contacted for assistance.

Employees should be aware of the nearest location of the AED and/or first aid kit. AED are clearly marked and located in public hallways. First aid kits are available on both campuses and in several classrooms/labs. Equipment is regularly checked and stocked.

The following procedure should be followed in the event of an accident/illness/injury:

- Basic first aid is applied.

- Emergency Situation – In the event of an emergency situation, the employee is to secure the safety of the individual(s) and activate the emergency response system (calling 9-1-1 from any available phone). Employees will secure the student data sheet with emergency contact information and make reasonable efforts to contact the individual's identified emergency contact and ensure the program director is notified of the situation.

- Non-Emergency Situation – If an individual becomes ill or injured, they are to report to the instructor. The individual will be assessed and referred to their primary health care provider or sent home as necessary. The program director is to be notified of the situation.

- Additional Safety and Security Policies and Procedures are detailed in **Appendix F – Consolidated Campus Safety & Security Policies & Campus Crime Report Section** of our Student Handbook which is available in each of the Adult Education classrooms and online 24/7 on our school website www.tririvers.com.

Reporting: For any incident occurring on campus or during laboratory/clinical/work experiences, the necessary form must be completed by the individual/employee involved in the incident noting the actions taken.

For students/visitors, the School Accident Report Form should be completed and returned to the program director.

For employees, the Employee Incident/Accident Report must be completed and returned to the immediate supervisor.

Nursing students should also complete the Potential Incident Report form and return to the program director.

The respective program director will forward the information to the appropriate parties for formal incident investigation as needed.

Evaluation/Review: This plan will be evaluated/reviewed annually in August.

<u>Tri-Rivers Career Center – Adult Education Default Management Plan</u>

1. When students apply for a program, a packet of program specific information is sent to the student which identifies tuition and expenses.

2. Students apply for Federal Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) form online at https://fafsa.ed.gov/

3. Students are mailed a financial aid award letter indicating student eligibility for Direct loans and Pell grants. Students must return this award letter, either accepting or waiving financial aid. A letter is also included in this mailing which explains the steps in applying for Direct Loans and completing the Entrance counseling, along with a copy of the student's payment sheet showing expenses.

4. If a student accepts a Direct Loan(s), they must go online at www.studentloans.gov and complete the Master Promissory Note and Entrance Counseling. The entrance counseling must be completed before the first disbursement is made on a student loan.

5. The school will report student enrollment status changes to the National Student Loan Data System (NSLDS). The school updates information with NSLDS on a monthly basis.

6. Students must complete Exit Counseling online at www.studentloans.gov after their last disbursement, and before their final exam. Students are not permitted to receive their certificate / diploma if the Exit Counseling has not been completed.

7. Before students complete their program of study, they are given information on accessing the National Student Loan Data System (NSLDS) to find loan and lender information.

8. The default management plan is reviewed in February each year.

Tri-Rivers Career Center – Adult Education Student Services Effectiveness Plan

Purpose: The purpose of this plan is to determine effectiveness of student services, for documenting an annual evaluation of these services, and for disseminating results to staff.

Course Completion – At the completion of each course, students are asked to complete an evaluation. Results are compiled by the Program Director and shared with individual instructors.

Program Completion – At the completion of each program, students are asked to complete a Student Success Feedback evaluation. Results are compiled by the Adult Education Director and shared with staff at initial AE All Staff meeting in August.

Evaluation/Review: This plan will be evaluated/reviewed annually in August when student evaluations are presented to staff.

<u>Tri-Rivers Career Center – Adult Education Placement Services and Follow-Up Plan</u>

Tri-Rivers Career Center - Adult Education staff is responsible for evaluating student progress in accordance with established criteria, making recommendations for the probation or dismissal of students, responding to concerns from students, and follow-up with graduates to determine job placement.

Purpose: To ensure that the school is offering educational programs that allow graduates to successfully pass certification tests, obtain employment in the workforce, and exhibit the required skills to meet the needs of the industry that employs them.

<u>Placement Services:</u>
Personnel responsible for coordination of services – Placement Coordinator in collaboration with Program Directors and Coordinators.

Communications Network – Communication is key in assisting students with job placement. Individual program director and/or coordinator will be the point of contact with business/industry representatives. Networking will continue through occupational advisory committee meetings, in which, business/industry attendees may present employment needs. Instructors are encouraged to provide time during class for employers to present to students.

Employment Opportunities – Employment opportunities will be posted on campus job boards and on individual program's social media pages (i.e., Facebook). Program coordinators will maintain a listing of relevant employers.

Student Counseling – Individual student counseling is available. Faculty/staff are encouraged to meet with students for individual career planning, in addition to the placement services available.

<u>Placement Services Follow-Up:</u>
Personnel responsible for coordination of follow-up activities – Placement Coordinator in collaboration with Program Coordinators and Administrative Assistants.

Collection of Information from Completers – The following procedures are performed by the Adult Education Placement Coordinator and/or Adult Education Administration:

1. At the completion of each program, each completer/graduate is given a Placement Follow-Up Form to complete.
2. Within 6 months of course completion, all completers are called to be told they will be receiving this same Placement Follow-Up Form via email, which the student then updates the information post-graduation to determine employment and to collect feedback on their satisfaction with the program's curriculum in preparing them for employment. If completer has not responded via email, then an alternate contact method is used (telephone call, social media, text message, Program Coordinator contact, etc.) in order to gain placement information.
3. Information collected is documented on the Placement Follow-Up Form and maintained by the Adult Education Director and/or his/her designee.

Collection of Information from Employers – The following procedures are performed by the Adult Education Placement Coordinator and/or Adult Education Administration:

1. The Adult Education Placement Coordinator calls the employer the student has listed. Employers are told they will be receiving an email with employment information for client. Employers are asked to verify employment and determine curriculum effectiveness in preparing the graduate for the workforce.
2. Information collected is documented on the Placement Follow-Up Form and maintained by the Adult Education Director and/or his/her designee.

Evaluation of Placement and Follow-Up Information – Placement and follow-up information are used to evaluate and improve the quality of program outcomes, including program effectiveness and relevance. The information is presented to the administration/faculty/staff annually at the initial August Adult Education All-Staff Meeting and throughout the academic year during scheduled Adult Education Staff Meetings as well as during the occupational and institutional advisory meetings. The information is utilized to make adjustments as needed to the program and highlight successful placements.

ADULT EDUCATION

GRADUATION AND EMPLOYMENT DISCLOSURES: <mark>Annual Report 2022</mark>

Patient Care Technician **2022 Reporting year** 81% Graduation, 100% Employment/FE Industry Recognized Credentials=100%	**EMT** 89% Graduation, 82% Employment Licensure/Certification Pass Rate=87%
Practical Nursing **2022 Reporting year** 63.4% Graduation, 100% Employment Licensure/Certification Pass Rate=96.9%	**Paramedic** **2021 Reporting Year** Graduation (16/16 students) = 100% Employment (15/16 students) = 93.7% National Registry Certification Pass Rate=81.3% **2022 Reporting Year** Graduation (6/8) = 75% Employment (5/6) = 83% National Registry Certification Pass Rate (5/6) = 83%
LPN-RN **2022 Reporting year** 100% Graduation, 100% Employment Licensure/Certification Pass Rate=93.1%	
Industrial Maintenance 100% Graduation, 100% Employment Industry Recognized Credentials=100%	**Welding, Fabrication and Allied Processes** 100% Graduation, 100% Employment Industry Recognized Credentials=100%

Notes: Graduation Rate is calculated by number of students starting program / number available for graduation.
Employment Rate is calculated by number of students available for employment and number employed at time of follow-up survey.

Board Approved Tuition & Fees (see program specific catalog sections for additional program expenses)

Vocational Programs – Accredited by the Council on Occupational Education (COE).

Program	App Fee	Adm Fee	Lab Fee	Technology Fee per Qtr	Technology Fee Total	General Fee per Qtr (ATI)	General Fee Total (ATI)	Tuition per Qtr	Total Tuition	Total Tuition & Fees	Total Hrs Program
Practical Nursing	$95	$500	$200	$195	$780	$250	$1,000	$3,296	$13,184	$15,759	1387
LPN-RN	$95	$500	$200	$195	$780	$250	$1,000	$3,502	$14,008	$16,583	1308
Patient Care Technician	$95	$200	$175	$0	$0	$0	$0	$2,214	$8,856	$9,326	718
Paramedic	$95	$400	$200	$0	$0	$0	$0	$1,725	$6,900	$7,595	900
EMT	$50	$0	$0	$0	$0	$0	$0	$927	$927	$977	170
Industrial Maintenance	$95	$0	$400	$0	$0	$0	$0	$2,678	$10,712	$11,207	600
Welding, Fabrication, and Allied Processes	$95	$0	$200	$0	$0	$0	$0	$2,966	$11,864	$12,159	650

Avocational Courses

Class	Format	Hours	Price @ Student	Comments
TRCC Comtech	Instructor-Led	18	$180	
Math for Meds	Instructor-Led	32	$320	Includes textbook
Medical Terminology	Instructor-Led	48	$480	Includes textbook
EKG for Nursing	Instructor-Led	32	$320	
Learning Strategies	Instructor-Led	24	$240	
Nurse Aide (Pre-Req only)	Instructor-Led with Hands on Lab	84	$685	Includes tuition and textbooks but not STNA testing fee.
IV Therapy for Ohio LPNs	Hybrid with Proctored Lab	50	$412	
Emergency Medical Responder	Instructor-Led with Hands on Lab	62	$412	
Paramedic Prep	Instructor-Led with Hands on Lab	156	$773	
Intro to Welding	Instructor-Led with Hands on Lab	20	$200	Student must supply own helmet, leather shoes, jacket, welding gloves.
Welding I	Instructor-Led with Hands on Lab	48	$1,275	Includes helmet, jacket, gloves, chipping hammer, wire brush, mig pliers and visegrips.

Course	Format	Hours	Price	Notes
Welding II	Instructor-Led with Hands on Lab	48	$1,168	Includes 1 certification exam
FANUC Handling Tool Operations & Programming	Instructor-Led with Hands on Lab	32	$1,936	Course includes online training modules which must be completed prior to Instructor-led portion of class.
FANUC 2D iRVision	Instructor-Led with Hands on Lab	32	$1,935	Pre-Requisite: FANUC HTOP Class
FANUC Advanced	Instructor-Led with Hands on Lab	32	$2,420	Pre-Requisite: FANUC 2D iRVision
Yaskawa Motoman DX100	Instructor-Led with Hands on Lab	32	$1,900	
Universal Robotics Core and Advanced Robot Training	Instructor-Led with Hands on Lab	32	$1,936	Pre-Requisite: Completion of Online Academy Core Module
AB: Intro to PLCs/PAC using ControlLogix	Instructor-Led with Hands on Lab	28	$1,445	AB = Allen-Bradley
AB: Ethernet/IP Network Config & Trouble-Shooting	Instructor-Led with Hands on Lab	21	$1,085	AB = Allen-Bradley
AB: Prog PanelView Plus HMI & FactoryTalk View	Instructor-Led with Hands on Lab	21	$1,085	AB = Allen-Bradley
AB: Config & Trouble-Shooting VFD	Instructor-Led with Hands on Lab	21	$1,085	AB = Allen-Bradley
AB: Intro to GuardLogix PACs	Instructor-Led with Hands on Lab	21	$1,085	AB = Allen-Bradley
AB: Electrical Maint & Trouble-Shooting	Instructor-Led with Hands on Lab	35	$1,805	AB = Allen-Bradley
Parker Hydraulics: Industrial Hyd Technology	Instructor-Led with Hands on Lab	28	$1,200	Includes Hydraulics Textbook
UTLX Welding – Company Direct	Instructor-Led with Hands on Lab	80	$1,925	Company Supplied Material
Industrial Maintenance (IM) Class Buy-Ins				
Technology Intro	Instructor-Led with Hands on Lab	8	$147	Individual class buy-in, on a space available basis
OSHA 10	Instructor Proctored	12	$161	Individual class buy-in, on a space available basis
NCCER Core Curriculum	Instructor-Led with Hands on Lab	48	$729	Individual class buy-in, on a space available basis
Applied Math	Instructor-Led with Hands on Lab	32	$493	Individual class buy-in, on a space available basis
Soft Skills & Resume I	Instructor-Led with Hands on Lab	8	$147	Individual class buy-in, on a space available basis

Machine Trades	Instructor-Led with Hands on Lab	48	$836	Individual class buy-in, on a space available basis
NCCER Electrical Level One	Instructor-Led with Hands on Lab	48	$836	Individual class buy-in, on a space available basis
Electrical Controls for Machines	Instructor-Led with Hands on Lab	60	$1,050	Individual class buy-in, on a space available basis
Hydraulics/Pneumatics	Instructor-Led with Hands on Lab	48	$686	Individual class buy-in, on a space available basis
Electrical/Mechanical Troubleshooting	Instructor-Led with Hands on Lab	48	$836	Individual class buy-in, on a space available basis
Intro to Programmable Logic Controllers – PLCs	Instructor-Led with Hands on Lab	48	$836	Individual class buy-in, on a space available basis
Intro to Robotics	Instructor-Led with Hands on Lab	48	$836	Individual class buy-in, on a space available basis
Basic Welding	Instructor-Led with Hands on Lab	48	$1,275	Individual class buy-in, on a space available basis
Advanced Welding	Instructor-Led with Hands on Lab	48	$1,168	Individual class buy-in, on a space available basis
Esco EPA 608 and R-410A	Instructor-Led with Hands on Lab	20	$375	Individual class buy-in, on a space available basis
Intro to HVAC	Instructor-Led with Hands on Lab	24	$418	Individual class buy-in, on a space available basis
Soft Skills and Resume II	Instructor-Led with Hands on Lab	4	$74	Individual class buy-in, on a space available basis

Class Format / Tuition and Pricing is Subject to Change – Check With School For Most Updated Approved Pricing

NOTE: Avocational classes require a minimum number of students to be able to offer the class as scheduled. Please check with the school for class specific minimums.

Please refer to page 23 of the Student Catalog/Handbook for the Grievance Procedures.

STUDENT COMPLAINT PROCEDURE

Complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy (see page 23 of the Student Catalog/Handbook); may be filed with: the Council on Occupational Education, COE, 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia, p: 800-917-2081, www.council.org.

All student complaints must be submitted in writing.

ADULT EDUCATION

Student Catalog / Handbook

2023-2024

Date: _____

Acknowledgement of Receipt of Catalog*

I have received and reviewed the contents of the 2023-2024SY Catalog. I understand that when I begin a program or course, it is my responsibility to clarify what I do not understand regarding the requirements of the overall program or course with the Program Coordinator and/or instructor.

_____
Signature

*NOTE: Copies of the Adult Education Student Catalog/Handbook were loaded onto each student's USB Micro Drive, are available online at www.tririvers.com, available in TRCC Online, and a printed copy is available in each Adult Education classroom.

Revisions: